Unit Leader Meeting, December 10, 2020

Jason Ellis

- Updates from College leadership team meeting
    - New Cleary officer – Ryan VanDusan. Responsible for compliance, primarily Cleary Act reporting.
    - Karen Goos on enrollment. Working with colleges on partner messaging. Dept has a role, especially post-admission to the university.
    - Ernie – college strategic planning process to start in individual departments in January to March. Will not be framed around "a period or environment of growth".
    - Changes to Extension Face-to-Face programming process. See recording of Friday's (12/4) Extension update for details.
    - Starting the budget planning process for FY2022.
        - Looking at flat or 4% reduction for FY2022.
- Katie Burke has returned to part-time work. Will be full-time after the winter break.
- University Printing and KSRE Bookstore have a staff planning retreat Friday, 12/10 from 1 to 4pm
- Business Office Hours and Closure
    - Bookstore/University Printing – Closed Dec. 24 – Jan. 4
    - Main Office – Closed Dec. 24 – Jan. 4
    - Restrictive Access and limited business
- You can ask for Furlough Days vs taking "Administrative Leave" Dec. 28-31.
- Marina would like to have your timecard through Dec. 26th, by Dec. 18th. Remember to use your Discretionary Day because you will lose it by the end of the year.
- Furlough Leave spreadsheets need to be submitted before the end of the year for time used up to that point. These spreadsheets are what's used to count furlough time for unclassified personnel. No spreadsheet, no "Furlough" credit. The administrative furlough spreadsheets must have appropriate signatures.
- Working on a new Unclassified Review document. Jason is hoping to make the new document more relevant by looking at content skills and business skills. It will include an employee review of the year, giving them an opportunity to complete before their supervisor's input. He will send out for edits by Unit Leaders.
- We are still in Phase 3 as far as working status on campus.

Gina Nixon

- Performance review timeline
    - An updated timeline will be distributed to department faculty and staff the week of December 14. A **tentative** schedule follows:
        - Jan. 6 – deadline for all unclassified professional staff/faculty to turn in 2020 accomplishment documentation on updated review form.
        - Jan. 11 – 27 – Unit Leaders meet with department head to discuss staff evaluations and determine individual ratings.
        - Jan. 18 – 29 – Supervisors virtually meet with staff members to conduct individual reviews.

- - Jan. 25 – Feb. 5 – Final annual review forms will be distributed to supervisors and staff for review, comments and electronic signature.
    - February 17 – annual review spreadsheet and signed forms will be forwarded to the dean and director's office.
  - BCOP continues to meet. We will be conducting a survey of all BPC cardholders in an effort to gather data on what processes are working and what parts of the purchasing/payment process create frustration.
  - The College of Ag business managers held their monthly meeting.
    - Discussed administrative support staffing concerns in departments within the college. Vacancies are occurring and some positions are not able to be filled. Forcing discussion about level of service/support for department business operations and potential areas for department support collaboration.
    - College strategic planning beyond 2025 is beginning. Focus is being placed on defining strengths and impacts of each department and identifying unique offerings.
    - Discussion about changing viewpoints of administration at the university and legislative levels in regard to increasing university revenue.
    - There was discussion about grant management within departments and how faculty salary savings are realized and used.
    - Discussions have started regarding a potential 4% budget reduction for FY22. This is in addition to the 10% budget reduction in the current FY21 budget.
  - Gina thanked unit leaders for completing a technology spreadsheet regarding our request for university purchased laptops.

Rob Nixon

- Printer issue has been resolved. We can now make individual copies in the office for customers as cash sales. The Union Copy Center is currently closed.
- UP/KSRE Bookstore staff retreat tomorrow, 12/11/2020. Deb will work within the store for the afternoon.
- Ricoh has invited Rob to a webinar about a Duplo piece of equipment. It might enable us to print and cut out gift boxes, for example.
- Evaluating printing equipment for state or public sale.

Jason Hackett

- Getting more questions about the JNT bookstore project, especially as some folks are also working with JNT on the Chemical Weed Guide. Designers point out that it would be good to interface with JNT so they can align their stylesheets and not have to redo things after the platform and/or files are created. Also, who will eventually be responsible for uploading content to the new bookstore? Are we changing or updating any workflows?
  - We are in Phase 2 of Beta Testing of the functionality of the program. We are not yet ready for potential migration plans.
  - Team leaders will determine workflows when the time comes.

- Another question from the group: To whom should we direct requests for supply orders when Patty leaves?
    - Commacctg@ksu.edu :-)
- Received notification of Comm Solutions' $1,000 KSRE Outstanding Regional or State Department team award and how to access funds. Need to follow up and that and decide how those funds should be used. Letter indicates the award is to be used for "future extension programming which may include professional development, travel, technology, etc."
    - Jason H. will forward the contact person to Gina, and then Gina will help with how they track the expenditures once they have decided how they will spend the prize money.
- The Dropbox Showcase product that we have been using for over a year for audio download distribution for radio stations is being retired on Jan. 31. We will likely stick with Dropbox but use the "new and different" tool they recommend.
- Prepping Dec. Statewide for sending next week.
- Guidance has been developed to help organize and streamline how content is developed and updated for the College of Ag website, with Susan Schiff and Taylor Belle Matheny being the contacts for various pages on the site.
- A new recruiting page is being developed for the college website, with an array of impressive rankings.
- A new holiday-related video premiered Thursday on social media: Caring for Your Live Christmas Tree
- We're working on plans for supporting 4-H marketing, developing a PFT report-generation structure and a method to better define the Comm Solutions group, prioritize what we do and develop a schedule of charges.
- With a good amount of perseverance, we were finally able to get all the necessary permissions and signoffs to register and start using ksre-learn.com/xyz for link shortening with bit.ly in the same way we have been using kstate.ag/xyz for College of Ag link shortening. This is only for link shortening, however, not replacing or forwarding the main KSRE URL.
- Top publications for November:
    - Online:
        - Kansas Garden Guide
        - Planning Cattle Feedlots
        - Designing a Bud Box for Cattle Handling
        - Chemical Weed Control
        - Kansas Crop Planting Guide
    - Print sales:
        - Ants
        - Grapes

- - The Meeting Will Come to Order: Simplified
  - Guide to Parliamentary Procedure for Your Club
  - 4-H Treasurer's Record Book
- Due to furloughs and the holidays, Ag Today will be on a two-week hiatus at the end of the month.
- The 2021 Chemical Weed Control book is online at https://bookstore.ksre.ksu.edu/Item.aspx?catId=236&pubId=23339.

Cory Spicer

- Next EPMS version (20.2) is ready for testing – I have set up a VM with the new version and would like to see if someone from the department is available to help with basic testing before deployment.
- Reminder: GlobalProtect VPN and Traps are still giving us issues on MacOS Big Sur in testing, please do not upgrade.
- Prep for SPARK laptop replacements – people getting new laptops should plan to save any needed data to OneDrive prior to using the new computer. IT will not be manually migrating files to the new computers. We will assist with other items as needed (special apps, printers, etc).