

Unit Leader Meeting, June 11, 2020

Gina Nixon

- DNA envelopes need to be reprinted. Jason Hackett will check with Jennifer Wilson/Stacey Warner regarding an updated non-discrimination statement.
- Working on Fiscal Year End, e-forms was down after an update. As a result, payment documents will be accepted until June 16.
- We received a call from the College business office asking for an estimate of anticipated COVID-19 related expenses to reopen the department. Gina's estimate included expenses for social distancing signage, plexi-glass separators, sanitizer, masks, disinfectant wipes, etc. The Dean's office will send one estimate forward to the President/Provost for inclusion in the University estimate forwarded to the Kansas Board of Regents.
- Mandy put together a mask order form with College of Ag branded and Dean Minton mustache masks. KSRE counties, districts and units and college of agriculture departments received an email. It was also promoted in the Tuesday Letter. The department will provide one mask per employee. Employees may choose a KSRE, College of Ag, or mustache mask. Please let Gina know by June 25 which mask you prefer. Employees who wish to order additional masks can do so by contacting Mandy Wilson at mandyw@ksu.edu. Please note, masks ordered through Mandy will be invoiced to individuals at the time of delivery.
- Jason Hackett indicated students may be "required" to wear masks when they are in class. Gina said the department would purchase disposable masks for student/client use as necessary.
- The university's committee on COVID related communication is working on a campaign that will include a "Wellness Cat" logo. Disposable masks with this branding will be made available campus wide once an approved design has been received.
- It was noted that Patty's front desk and UP at the Union need a plexi-glass partition before campus resumes normal activity.
- Gina reported that all employment contracts will be distributed and signed electronically this year. Instructions for accepting/rejecting and signing the contracts will be included when they are distributed. Contracted employees are reminded to complete and submit the [2020 conflict of interest and time commitment form](#) in HRIS self-service.
- Interviews are being conducted via Zoom for the CoA Interim Dean. You can find resumes and links to the videos at <https://www.ag.k-state.edu/employment/index.html>. Feedback surveys closed June 18, 2020. Our very own Dr. Jon Ulmer interviewed for the position.

Rob Nixon

- Placed an ad in K-State Today for Father's Day banners, and the sale went well!
- Creating KSRE and KSU easel-back "Social Distancing" tabletop signs
- Rob and Greg met with Jeff Morris about a fall program campaign about Social Distancing that is campus wide, and UP will create the graphics/signs. They will also create signs for the districts as well.
- Just received word that the commencement programs will be received soon, 5000 programs, and heavy-duty envelopes. This will be sent along with their diplomas. He is looking into how these will be packaged and sent.
- They have created signage for their front windows, but they are not the "final" product.

- Wide print area has moved to bookstore area.

Jason Hackett

- AgReport is going to the printer on Friday.
- Sent out Statewide last week, good open rates. Open rates among the different recipient groups:
 - Faculty and staff: 58% (13% click rate)
 - Local agents: 66% (16% click rate)
 - County officials: 23% (2% click rate)
 - Legislators: 32% (1% click rate) – Note: this was delivered on the last day of the special session
- The Marketing Mashup email to KSRE staff consistently has an open rate over 60% and an average click rate of 16%. According to Mailchimp, peers' click rate is 6%.
- Received branding materials from DCM and will be reviewing how our college-level brand guide will need to be adjusted to match it.
- The “Homesteading 9-1-1” video project support is a team-wide effort: Shooting and editing video, social media promotion and metrics-tracking and ensuring the quality of publications being linked (one was linked but caught and now is being revised).
- This has also led to renewed discussion of the need to update the publication review list.
- Group members are providing messaging support to 4-H re: Questions about county fairs happening in different ways across the state (full fair, limited attendance, virtual attendance, cancellations).
- Our team has been asked to help with other campus communicators as well as communicators throughout the community to help tell stories about Manhattan's value as a biosecurity hub.
- Susan Metzger reported being very pleased and impressed with the College of Ag video that the team put together in less than two weeks to share with potential partners. She reported that the KSU Innovation Partners staff also was impressed with the team's work and what we were able to highlight about the college.
- Several members of the Comm Solutions group will be helping with the conversion of College of Ag webpages to the upgraded templates made available through DCM. A number of us attended (or later watched a recording of) a two-hour training session on the new templates and editor. We're meeting next week with Sandy Klein to map out our way forward. We've been asked to help more than we otherwise would have due to the departure of Jordan Brown from Sandy's team.
- We have had a number of discussions about returning to campus. Some are ready to head back ASAP; others have health concerns and work-pacing concerns and would prefer to continue working from home according to the Provost's “for as long as possible” direction. There are health concerns among people in at-risk groups and/or with family members in those groups, concerns about being on campus when students return, and concerns about work actually being slowed down because of masking up repeatedly; nowhere to go for lunches (for out-of-towners), no access to refrigerators, microwaves or water fountains; repeated handwashing and disinfecting. Discussion:
 - There is a benefit of us all working together. Information doesn't always get shared with those off-site vs those on site.

- We will listen to everyone's concerns, especially those in a high-risk category.
- There is a lot of trust that employees are doing their work and getting projects done.
- Also, there might be a change to workspaces if you aren't here full time.
- We have discussed the need to update and share a rate card and create invoices for our services. (Look at workarea\$ - w: drive access). There is a file titled "Schedule of Charges", which shows what costs were in the past.
- Marketing was asked to put together an ad campaign to promote KSU in California, especially recruiting FFA students.

Cory Spicer

- Had call with JNT and EPMS support last week. Per Mike @ EPMS, we already own EPMS Connect module. Required IIS role has been installed on the server, JNT has been provided with documentation, I will alert Nathan once EPMS Connect is accessible externally.
- Test deployments of EPMS V20.1 have been successful. Working with EPMS support to make sure DB maintenance check comes back clear, then will schedule upgrade
- ITS is implementing some staff furloughs and non-renewals in response to budget issues, this may impact turnaround times for Help Desk assistance and other requests