Unit Leaders Meeting, March 26, 2020

Jason Ellis

- Academics update
  - Started teaching all online this week
  - All spring activities have been canceled – scholarship brunch, recognition banquet, graduation, open house
  - Virtual campus visits being arranged by admissions, college. Departmentally, we set up a virtual tour of the 3rd floor:
    https://my.matterport.com/show/?m=J9jXGwZPQL7&brand=0
  - Discussing at the university level to move all courses to A/Pass/Fail
- Time entry system – built a prototype to have staff enter what things they're doing and for how long. Do we need to prompt entry of "administrative leave" as well?
  - For hourly employees, they already track hours in quarter hours.
  - Salary employees will be given direction by Jason Ellis
- ACE has been canceled for in-person meeting this year. Working on a virtual alternative to still provide PD for members.
  - We do not know about registration costs, etc. They are still discussing the details. When we hear more, we will pass that information along.
- Provided additional feedback to JNT on new bookstore front end design. Moving forward with prototype for testing.
- Important for everyone to take some time to decompress and take small breaks during the day.

Gina Nixon

- Professional development
  - Gina asked for an update on recently approved professional development that may be canceled as a result of COVID-19. Specifically, what expenses may have occurred, such as airfare, registration, or pre-paid lodging. There was discussion about whether any of these expenses would be reimbursed or if we needed to flag them as unrecoverable expenses due to the outbreak.
- Home offices
  - There was discussion about what keeping track of equipment and materials being taken off-campus. Unit leaders were asked to have staff send photos to gnixon@ksu.edu of equipment/items taken off-campus after the original forms were signed. Please remember these steps are being taken because of the extended period of time items will be off campus.
- Purchasing within the next 30-60 days, in terms of budget and delivery awareness
  - The following were known outstanding approved purchases:
    - CASE purchases are pending. In process of deciding if these teacher training conferences will happen on campus. Check with Brandie and Jon.
    - CDE sessions - decision pending to determine if these will be done virtually or pushed to a later date. Check with Tiffany and Levy.

- Senior recognition/Graduation - still deciding what the department can do to celebrate the students. Perhaps putting together, a senior gift package that includes notes from the faculty. We have 27 AGED and 16 ACJ students
- Jason Hackett reported that Meg and Taylor are evaluating what it would take to move from Constant Contact to MailChimp. Question about whether there is University support/use of one over the other.
- Business office staff – who's doing what and how
  - Kelly is reporting to the office. Due to the documents she processes, she is limited on the amount of time she can work remotely. She is processing receipts, balancing accounts, answering phones, cleaning out files, and monitoring the building for maintenance situations.
  - Deb is working remotely. She has paid all the invoices that DFS will currently process. She is also caught up on travel reimbursements. As soon as DFS establishes an electronic process for BPC's, she will begin sending them out for signature.
  - Patty is working remotely. She is working with faculty to create and send out electronic updates to students and paper updates to parents, assisting faculty and students with enrollment, attending virtual meetings and coordinating virtual student visits. She also comes to campus to help scan as necessary.
  - Marina is working remotely and trying to train. Diana is working with her this week and she will be primary on time and leave next pay period.
  - Gina spent the first few weeks on campus and is moving to more remote work. While on campus she is assisting customers with mail/shipping requests. Work is beginning on updating positions descriptions affected by the changes in FLSA. Bulk of her time during the first three weeks of the limited operation on campus was answering questions and identifying necessary resources as we moved most staff off-campus.
- Bookstore staff – who's doing what and how
  - Mandy is working remotely. She is monitoring the orderpub@ksu.edu and printmail@ksu.edu email accounts, working with clients on promotional materials and signs, and coordinating bookstore services. The bookstore phones are transferred to her cell phone.
  - Mike is coming to campus each morning to process mailings. I anticipate this will reduce for a few weeks and pick up as we are able to plan a return to campus.
  - Lisa is on campus each afternoon. She is picking up the mail from Dykstra Hall and sorting it as well as taking care of all shipping in the afternoon. She is filling orders and catching up on invoicing. There have been special shipping projects for FFA, Ag Education, and Animal Sciences.

Jason Hackett

- Staff support
- Daily Zoom meetings
- Team leaders are encouraged to stay in contact with Individual check-ins
- Resource needs
  - Printing (see below)
  - Turning in mileage

- - Dan Donnert getting pictures around the county. He can still use the department car. Take a picture of the gas receipt and send it to Deb.
    - Going back for more gear
      - If you have the keys to the building, you can grab your stuff. You just can't work in the office.
    - Equipment form for Mary Lou to fill out?
      - Gina will send the form to Mary Lou
- Flexible hours
  - Other ideas to try?
    - Ways to keep everyone engaged
    - Spirit Week – Jason E. will send out the idea to Unit Leaders
    - Faculty have sent out a weekly Zoom social time where you can't talk about work projects
    - Watch2gether app that allows you to watch YouTube videos together and you can chat about it
- COVID-19 resource sharing
  - Webpage
  - PLC/PFT meetings and coordination
  - Ernie and Gregg videos
  - Podcast
- AgReport progress
  - Forum still open
  - Stories progressing
  - Photos on hold
  - Videos in question
- Conferences/Professional Development
  - Right now, trips will not be approved.

Rob Nixon

- Print shop is slow with staff mostly in the morning. Phone is being transferred to Gina, Rob, or others.
- Some offset/press projects starting back up next week.
- We have been doing some outsourcing.
- Poster and digital jobs are being handled in-house.
- Receiving Union copiers on Monday, March 30th.
- A couple newsletter, COVID materials, etc printed.
- Do we need to run an article in K-State Today that we are still open and up for business? We should highlight all the printing we can do.
- Jason H. wondered if UP could print final proofs for staff? Yes, they just need them to come pick the copies up in the mornings while staff is there to help. They can also print to the printer/copier upstairs (2nd/3rd floor). The facility is locked, so if the staff has keys, they can come up.

Cory Spicer

- Physical work on computers – for now only can be done in cases where people are unable to work. We are installing Copy Center machines on Monday but if other on-campus computer setup/purchasing requests come in, may need to be delayed for the time being unless someone is truly "down".
- We are working on a way for customers to do "self-serve" computer setups, so Windows machines can be sent directly to a home address and still get the standard K-State setup.
- Adobe has made named Creative Cloud licensing available for free to all K-Staters thru May 31 (was announced in Tues K-State Today). Intent is to provide software for people who previously accessed in labs or other shared computers – people with existing named licenses should continue using them.
  - If student bought a license through bookstore, it would not be part of university agreement. This is the student's individual license. This applies to when students used shared computers on campus, they can now use Creative Cloud on their personal computers at home.
- Many different units on campus have reported a need for an enterprise e-signature solution. Adobe licensing only includes "individual" version of Adobe Sign – K-State is looking into expanding existing licensing for Citrix RightSignature platform. Announcement will be sent in K-State Today once the plan is finalized.