

Unit Leader Meeting

April 1, 2021

Those in attendance: Rob Nixon, Jason Hackett, Cory Spicer, Gina Nixon

Academics:

- Ag Educ faculty are doing in-person student teacher visits this Spring. This makes it quiet on the 3rd floor of Umberger!
- Semester is 2/3 over
- Having commencement in Snyder Family Stadium
- Recruitment numbers for admits and applications are ahead of last year
- Enrollment for Summer and Fall is underway
- Gaea attending administrative meeting
- Gina attending First Tuesday next week

Business Office:

- Filled the Office Specialist III position. Monica Coverdale will report to work on June 1, 2021. We will do a Kudoboard for her once her new email is setup and working. I will encourage folks to send her a “Welcome” message.
- As schools open up, our faculty find themselves traveling to do student visits. Deb is working with them to reserve vehicles and process reimbursements. She is also attending faculty meetings and taking minutes. She has found this helpful in processing documents and better understanding our academic programs and faculty work. Deb continues to work remotely, coming into the office when Kelly or I are both gone. Beginning to think she doesn't like us anymore! 😊 Thank you, Deb, for being flexible and applying new knowledge!
- Kelly has been doing an extraordinary job of working with the College office on student visits, assisting students with equipment, and greeting student families. She also is taking care of building requests, which have been in abundance as the weather changes! Thank you, Kelly for everything you do for so many.
- Gina and Cory have been working with EPMS staff to create a detailed transaction report to help faculty and unit leaders monitor expenditures.
- SPARK laptop distribution will kick off in April with hopes of having all of the new computers deployed before the end of school.
- Year-end is fast approaching. Deadlines for expending funds will be announced soon.

Comm Solutions:

- Most of the stories are in for the next AgReport; editing, photos and design are next steps.
- Lots of jobs coming in for Pubs.
- Pubs is working with Dr. Draper and several folks from Agronomy on a possibly different way of presenting crop reports.
- Working on a plan for Comm Solutions “all hands” meeting; this is proving difficult because there's not one hour during the week when we're all available.
 - Thinking of trying two times on the second Wed. of the month, starting in May.
 - That way everyone has a chance at attending.

- Marketing is looking at options for customer relationship management systems to recommend to KSRE leadership.
- We've mostly gotten our student worker issues figured out, thanks to Dr. Ellis' help.
- Marketing got the go-ahead to begin revamping the KSRE website and is also preparing to launch KSRE Instagram account.
- PFT communication liaisons are working on methods for gathering media better. This is a bit of a stalled process right now.
- Team leaders are working on prioritization plans.
- The April 2 Extension Update will feature our folks offering technology suggestions and a Q&A.
- The COVID-19 webinar we helped organize drew 169 live viewers on March 18; currently there have been a total of 538 views.
- We provided support for Dr. Hadley's presentation during the April 1 K-State Town Hall.
- Marketing and Content working together on op-eds bylined by Myers and Minton (and possibly the OSU dean of ag) re: the need for infrastructure.
 - We also wrote up a news release to tie in with the rollout of Biden's infrastructure plan on 3-31, but that's been delayed.
 - Also planning radio/podcast interview, possibly with ag deans from K-State and OSU together; TBD.
- Currently also helping KSRE with messaging around COVID-19 protocols, esp. with regard to 4-H activities.

Technology:

- Squared away some printer hacking issues.
- Departments are migrating files from CAT files to One Drive. There are some items that need to remain on CAT files (EPMS and DYNAMICS). The move to One Drive would be a good opportunity to reorganize how things are filed and saved. Folks may want to start looking at files on the network. Cory is putting together a plan.

University Printing/BMC:

- Procured commencement die
- The Ryobi has been sold and is in transport. It was sold to a reseller and is headed to Texas. Likely going overseas.

Reopening:

- A university committee is reviewing and drafting an updated telecommuting/remote working policy. It will be rolled out in Fall 2021.
- The university plans to enter reopening phase August 1, 2021.
- Current direction is to bring everyone back to campus/offices and when the new telecommuting/remote work policy is distributed, the departments can then begin reviewing and submitting new remote working requests through supervisors and department head.
- Question about Manhattan lifting or lessening mask mandate and whether or not the University would follow that or continue to require them on campus. There is no expectation that the mask mandate on campus will change in the foreseeable future.

- The university has lifted COVID capacity room requirements for purposes of final exams. All classrooms will return to pre-COVID capacity for Fall 2021 courses with a requirement for face coverings to be worn.
- There was preliminary discussion of a timeline for department staff to return to campus. This discussion will continue as guidance is received from college and university leadership.
 - Issues to consider during discussions:
 - Timeline and possible phased return approach.
 - Supervisory responsibilities
 - Challenges with hybrid workforce
 - Criteria for remote work eligibility based on job responsibilities and requirements

Travel:

- Continue to follow the CDC and KDHE quarantine rules and guidelines regarding travel.