

The office professional/accounting meeting was held Tuesday, Aug 9, 2011.  
Attending: Gina Nixon, Debbie Webb, Lindsey Cossman, Lori Buss, Donise Osbourn, Kathy Henderson, Tamie Staatz, JoAnn Ebert, Deb McClain Williams, Karen Wingo and Marsha Stagner

#### Accounting software

Lori asked everyone to report any problems they have been having with the departmental accounting software. Examples of ongoing issues include problems with the dropdown menus, and the inputting of beginning and ending dates on reports in order to make them run properly.

There are two deposit screen options. The first one should be used if there is only one account for funds to be deposited to. The second one, "deposit document," should be used when payment needs to be deposited into multiple accounts.

Lori asked users to click on the correct account numbers to ensure that the correct source code is used. Doing this will reduce typographical errors and make balancing accounts easier.

Brian Mulanda is no longer in the department but has agreed to continue to be available for questions until someone is hired to replace him.

JoAnn has spoken with Jim Keating in the Division of Financial Services about possible running payments through the service clearing account as opposed to the restricted fee accounts. As we finish merging the University Printing operation, a more standard policy will be set regarding processing deposits.

#### Financial Services

Debbie and Gina attended a meeting with other college financial and HR personnel. For the next three months, please document inconsistencies with the Division of Financial Services and send them to Debbie by October 5. The college will be putting forward a document indicating issues to be discussed with Financial Services staff. There was discussion regarding out-of-state per diem and geographically high-cost cities.

*Unit leaders were made aware that issues with Financial Services should be documented.*

#### Posting notes to the department website

Debbie suggested that notes from these meetings be posted to the departmental website for future reference. Debbie agreed to post these.

#### New student hires

Debbie shared a "new student hire form" to be completed by supervisors when hiring a new student employee. There was discussion about who in the unit should be the

person completing the form. The form should be completed and submitted to Debbie prior to the student arriving for their first day of work. The second critical part of this process is scheduling an appointment for the student with Debbie instead of simply sending them to the business office on their first day of employment.

This will be discussed with unit leaders.

*Unit leaders were made aware of the form. Their preference is to have the paper form completed and sent to Debbie. Please discuss this with your unit leader to determine how they wish to process new student hires in your unit.*

#### Parking Permits

This year there were problems with the issuance of parking permits. Individuals who have not received their parking permit or received a ticket instead of a warning should contact Parking Services.

#### Unit updates

##### Technology

Tamie reported that Brian Mulanda has resigned. His last day was August 5<sup>th</sup>.

Technology staff is aware there are problems with the imaging database. Some of the images are blank or have been deleted but the placeholders are still visible.

#### News Media and Marketing Services

Kathy reported that Eric is doing remote broadcasts at the Ag Agent conference in Olathe in August. Many other staff members are on vacation.

Donise received her new computer and is working with Seth to resolve some issues. She also reported that there are many stories being written about the drought.

#### Business Office

Lori reported that the June balances looked good. She is working on July balances. There were no problems with encumbrances this fiscal year end.

Lindsey reported that the last round of new student enrollment is completed. Classes will begin on August 22<sup>nd</sup>. All the new faculty members have arrived and are getting settled in. New faculty hires include Jason Ellis, Lauri Baker, and Brandi Disberger.

Debbie reported that the activity committee met to discuss activities for the Fall semester. New committee members are Karen Wingo, Jason Ellis and Mandy Wilson.

The department picnic is September 23. Russ will be catering again this year. Casey will create and e-mail the invitations to department members and administrative units.

The holiday party will be hosted at the International Grains Program building on Kimball Ave. on December 9<sup>th</sup>. This year seating will be in the atrium with food being served in the room nearest the kitchen.

The activity committee also discussed purchasing tickets for the October 8 KSU football game as a group. The College of Ag tailgate will be held in Cat Town prior to the game. That is also Harley Day.

Recruitment to fill two programmer positions has begun. The application deadline is August 10<sup>th</sup>.

There was discussion about what to put on the department shirts. This will be discussed further in the unit leader meeting.

*Unit leaders decided that each unit may have something different, based on the event at which the shirts may be worn.*

The early retirement incentive program for classified employees was discussed. Eligible employees are encouraged to attend the meetings being held by HR to get more information.

Debbie indicated that the laminated contact cards will be reprinted this fall. Unit leaders will be given sheets for employee updates. Individuals are not required to provide home contact information. These cards are used during emergencies to contact employees to ensure their safety.

*Unit leaders were given a printed list at the unit leader meeting and asked to have employees provide updated information. The cards will not include unit leader phone numbers for the other units, only information for the specific unit in which they are employed.*

Gina provided new insurance liability contact sheet for units to put in each of the department vehicles.

There was brief discussion regarding document scanning. Other departments within the college and university are using a variety of document scanning software, scanners, and storage devices. Russ and Gina visited with university administrative offices and are considering using the tools/resources used by KSU central administration to ensure the product purchased will be supported.

A steering committee will be established to begin putting together the department self-study, a key component to our National Institute of Food and Agriculture (NIFA) review in spring 2012.

Steve Harbstreit is in and out of the office due to family health issues.

The College of Ag watermelon feed is Tuesday, August 30. The academic unit picnic will be held after classes begin.

#### Publishing

Deb reported that her email is running slow and it seems that it is a network problem.

Pat Hackenberg is traveling to Las Vegas for Photoshop training. Mark Stadtlander and Janie Dunstan are traveling to Dallas for an electronic publishing workshop/conference.

#### University Printing

Karen Wingo reported that the unit is staying very busy. There has not been a drop off in business this year at fiscal year-end.

Eureka Drive will be opening but Corporate Drive from K-18 to the cemetery will be closing, forcing use of Eureka Drive.

There will be a meeting with University Administration on August 16<sup>th</sup> to identify space on campus for printing equipment and staff.