

The office professional/accounting meeting was held on Tuesday, July 12, 2011. In attendance: Marsha Stagner, Karen Wingo, Lisa Heller, Lori Buss, Tamie Staatz, Donise Osbourn, Kathy Henderson, Lindsey Cossman, and Gina Nixon. The following was discussed:

- ❖ Meeting notes
 - Marsha Stagner agreed to take meeting notes and distribute them.

- ❖ Year-end recap
 - Lori Buss reported that all went well with the exception of a few ACE travel rejections. Kathy Henderson suggested we identify the specific location for next year's ACE meeting to avoid a repeat of this year's confusion with the Division of Financial Services on "high-cost geographical areas."
 - Expenses/Invoices less than \$1,000 did not need to be encumbered. Outstanding bills can be processed now with 2012 funds.
 - Karen Wingo reported she had a "surprise" expenditure after encumbrances were due and had to ask the vendor to re-invoice after July 1. To prevent this type of situation in the future, we need to identify ways to improve purchasing and outsourcing communication among our three printing locations.
 - Please remember to make corrections on rejected vouchers promptly to avoid lengthy delays in processing or reimbursements. Staff in the Division of Financial Services does not have rights to make changes to the vouchers we submit. Therefore, they must return them to us so we may make the corrections.
 - It is important to recognize that we represent the Department of Communications, K-State Research and Extension, and the College of Agriculture when visiting with other offices on campus. We need to maintain our professionalism and be respectful of others at all times and ESPECIALLY when we are feeling frustrated.

- ❖ Feedback on accounting system changes
 - Lori sent out a note asking for feedback on recent changes to the accounting system. A few individuals had issues with codes not being available to select, saving documents, and logging in. The automatic time-out has been extended to 45 minutes which should allow ample time for entering documents. Documents can be edited anytime by typing the document number and modifying or adding information to the document and resubmitting it.
 - Brian Mulanda has tendered his resignation effective the first part of August. All users were encouraged to log in to the system and become comfortable with the program before he leaves. We need to be sure that bugs have been worked out and no additional modifications are needed before August 1.

- ❖ Lori distributed copies of the new travel rates. The file is attached to this message.

- ❖ Once around the room
 - Bookstore – Lisa Heller reported the bookstore and mail center is busy filling orders for fair materials and new publications. The area will be reorganized to improve walk-in customer experiences and prepare for the addition of printing staff.
 - Bulk mails are increasing.
 - New promotional items are being ordered. New pens and tote bags have arrived recently.
 - News Media Services and Marketing staff will be placing releases and links to new publications in K-State Today to further promote new items.

- ❖ News Media Services and Marketing
 - Donise is awaiting the arrival of a new computer. She reports that the ag news releases have increased now that Mary Lou back to full-time with KSRE. Mary Lou worked half-time for K-State Olathe last year.
 - Donise reported that their Web site has been staying up since Gamage has been gone. This was an area of concern prior to Gamage's departure.

- ❖ Business Office/Academic Programs
 - Lori Buss reported that three new faculty members have been hired and arrived. Lauri Baker replaced Chris Lavergne and Jason Ellis replaced Marcus Ashlock. Brandie Disberger is a new instructor for Ag Education and is our first nine-month faculty member.
 - Russ has established a new inventory database for technology purchases. Please contact Russ with all new technology purchase information. This includes computers, monitors, cameras, printers, copiers (purchased, not leased), etc. Keyboards, mice and flash drives (small purchases) do not need to be reported. This system may eventually be used for all department inventory/assets.
 - Recruitment will begin for a systems programmer position to replace Brian Mulanda in IET. It was suggested that recruitment for a second systems programmer be conducted simultaneously for a position that has been vacant for over one year. Recruitment will also begin for a new technology support position for University Printing.
 - Annual contracts were recently issued to unclassified faculty. This year the conflict of interest and time commitment forms were completed on-line.
 - Academic faculty have completed new student orientation and are preparing for the Fall semester to begin.

- Lauri Baker has been successful in securing one grant/technology award since she arrived last month. She has submitted a few other proposals and is busy working on more.
- ❖ University Printing
 - Marsha reported that year end went well. Clients did not seem to call asking for account balances like they have in years past.
 - Karen reported that they are busy at the airport facility. They took in 20 new jobs last week.
- ❖ Technology
 - Tamie Staatz reported that they have two new student employees. Levi is a new tech support technician and Jared is working for Gerry Snyder in the multi-media lab.
 - There is discussion about buying a new back-up system for the department that would make back-ups of each person's computer. Russ has been testing various software and has found one that doesn't appear to slow down his computer while the back-up is occurring.
 - Tech support staff will be coming around to each work station to inventory software and make images to help speed up restore times in the event a system crashes.
- ❖ Miscellaneous
 - With three members of the department expecting babies in the Fall, there was discussion about baby showers. These type of events are typically handled by the unit in which the staff member reports. It was suggested that collections be taken towards the purchase of a large item needed for each expecting parent and remaining funds be used to purchase smaller items needed, such as diapers, sleepers, etc.
 - The time frame for University Printing's relocation to campus has been accelerated to 90 days from July 1. Space in Dole Hall has been identified and needs remodeled. The footprint of the Union location may be reduced to help save rent.
 - It was suggested that we work with Parking Services to secure two or three client parking stalls for Umberger.
- ❖ Items to take to Unit Leader Meeting
 - Image database – Is it up and available for departmental members to use? Was there an announcement and will there be any training offered or required?
 - While recruiting for Brian Mulanda's replacement, will we also be recruiting for the temporary systems programmer position vacated by Reshma over one year ago?

- Is the technology position for University Printing one that can be recruited for at the same time?
- Accounting system has been updated. Unit leaders should log in and make sure they have access to the information they need. Any problems or requests for additional information should be directed to Lori Buss.