

The Office professionals/accounting meeting was held Tuesday, Sept 20, 2011. Attending: Lori Buss, JoAnn Ebert, Debra McClain Williams, Tami Staatz, Donise Osbourn, Kathy Henderson, Marsha Stagner, Karen Wingo, Debbie Webb, Gina Nixon and Lisa Heller.

Department Strategic Plan

The departmental strategic plan has been updated and is posted on the departmental web at: <http://communications.ksu.edu/p.aspx?tabid=1055> Please take a moment to review it. Kris Boone will be providing an overview of the updates at the departmental meetings on September 22 and 23. The University strategic plan, KSU 2025 is taking shape. A link to the plan was provided in the September 20 issue of K-State Today, <http://www.k-state.edu/2025/plan/>.

Please take a look at the mission, vision and goals of the University and the strategic action plans. Thematic goals include: Research, Scholarly and Creative Activities, and Discovery; Undergraduate Educational Experience; Graduate Scholarly Experience; Engagement, Extension, Outreach, and Service; Faculty and Staff; Facilities and Infrastructure; Athletics. Communications and marketing is one of the common elements in all the thematic goals.

NIFA Departmental Review

The United States Department of Agriculture (USDA) and the National Institute for Food and Agriculture (NIFA-- formerly known as CSREES) requires departments in land-grant institutions be reviewed by a team of individuals external to the institution being reviewed. Our last external review was in 2003, eight years ago. A departmental committee has been formed to coordinate the review and put together materials for the review team. Shannon Washburn is chair. Committee members include Eric Atkinson, Pat Melgares, Rob Nixon, Gina Nixon, Vernon Turner, Mandy Wison and Nancy Zimmerli-Cates.

Listening sessions will be held and all department members will be expected to participate in at least one session and encouraged to attend all sessions of interest. These sessions serve as an opportunity for everyone to provide input into the process and the future direction of the department. The session topics will be based on function area and are: administrative services, media, outreach, teaching, research, publications, technology, and printing. Rusty Andrews will facilitate the listening sessions.

Additionally, an updated survey will be sent to clients to get their input.

Focus groups will be formed of external constituents to get their feedback.

This review is expected to take place in May 2012, prior to Kris Boone's sabbatical.

Accounts Receivable

Gina passed out copies of the schedule of charges and policy on sales of products and services chapters from the Policy and Procedures Manual. She encouraged everyone to check their unit's schedule of charges to see if it conforms to the regulations and work with their unit leader to update current charges. It was strongly suggested that hourly rates for services should be the same in each unit. For example, editing in the publishing unit should cost the same as editing in the news, media and marketing unit. The department's charges cannot undercut

outside businesses, especially when providing services for outside clients. External clients must be charged 36.5% more than internal clients.

Contact cards

These are small cards with contact phone numbers so everyone can be contacted in case of an emergency. Sheets have been distributed to unit leaders for updating. The information on the cards is intended to only be used in case of an emergency; however, providing emergency contact information is optional.

In order to be able to use a bigger, more readable font, unit leaders names will not be listed on the front of the card. Instead unit leaders will only be listed on the card for which they oversee. There was discussion of card size. It was suggested that the folding business card size be used to help use up existing stock. All accounting office professionals will receive a complete set of cards in case there is an occasion where someone outside their unit needs to be contacted.

Unit Updates

News Media and Marketing Services

Several in the unit helped at the Kansas State Fair. A lot of State Fair information was sent out.

Pat Melgares and Elaine Edwards have started educational streaming videos.

Technology

The unit is attempting to hire additional students for tech support. To date, they have only received one applicant. If anyone knows of a student with a strong computer background, encourage them to apply.

Business Office

JoAnn Ebert is keeping busy.

Lori Buss reported that the summary report is not working correctly. Seth is working on fixing this issue. A lot of furniture and equipment has been ordered for new faculty.

Gina Nixon, Mandy Wilson and Rob Nixon will be traveling to Ames, Iowa, September 26-28 for a National Resource Management Officer meeting. This meeting is with other printing, publishing and distribution officers from across the US. Some other institutions that will be in attendance include Purdue, Louisiana State University, Montana State University, Wyoming State University, Oregon State University, Iowa State University, and a NIFA representative from Washington, D.C.

Interviews will be conducted for two System Programmer positions in Technology.

Department meetings are Thursday, September 22, in the afternoon and Friday, September 23, in the morning. The Departmental picnic is Friday, September 23.

Debbie Webb is working on cleaning out rooms 10C and 20 in Umberger Hall.

Gina Nixon met with the University Budget Director and the College of Ag Business Officer to create 4-year budget projections for University Printing. The deficit for University Printing is significant and is being weighed carefully. At the last meeting with University Administration, the team learned that the deficit could become the department's burden. Since our printing operation has never operated at a deficit, the department is reluctant to assume a \$750,000 deficit. A meeting with University administration is scheduled for October 5 to determine how the merger will proceed. We have been given until July 1, 2012 to finalize the merger.

University Printing

There has been an increase in printing now that summer is over. New students have been hired to help in the copy center and to deliver.