

## **VPFO Staff Minutes**

(Large Group)

August 6, 2019

9:00 a.m.-10:00 a.m.

**Attendees:** Craig Ness, Grover Williams, David Martin, Robert Wagner, Dana Espinal, Katherine Miller, Diane Drawhorn, Xundra Ward, Catherine Benson, Jamie Larson, Stacy Elizondo, Dindy Robinson, Alicen Flosi, Mariah Williams, Donna Quebedeaux, Joanna Sheppard, Jody Thousand, Shaw Shang, Angela Petit, Kenneth Rodriguez, Jeff Bell, Corey Kirkland, & Dennis Miller.

Craig Ness:

- Suggests a deadline be announced for performance evaluations.
- Reminding HR to utilize Shelly Vitanza, PR, to promote hiring events.

Mariah Williams:

- Email names of staff in need of replacement name tags.

Grover Williams:

- Finishing final phase at Archer building; sewer and storm drains.
- Working on Fire Marshal Report.

Bert Wagner:

- 81% activity on performance appraisals.
- 38.5% have completed performance appraisals.
- Beneficial training events coming up; additional f3.2 training, student hire procedure training, and work study student training.

Dana Espinal:

- 5/15 of summer projects have reached completion.
- Goal is to complete remaining 10/15 projects before the school year begins (currently on track).
- Cashiers will move into Wimberly on Friday.
- Wall in front of new cashier office will be torn down over the weekend.
- Cashier office will be in operation starting Monday
- Galloway waterfall project complete.
- Working to move LUPD to new building by Friday.
- D8 parking lot will change from faculty/staff parking into a reserved lot.
- G2 parking lot will gain more pedestrian lighting and ramps.

Xundra Ward:

- Finishing up F3.2 trainings.
- Helping several departments with temporary hires.

Stacy Elizondo:

- Purchasing open for FY20 as of 8/5/19.
- Will provide Ness with statistics for PO's over last 3 years.

Dindy Robinson:

- F3.2's and hiring packets to be scanned electronic to eliminate loss of documentation and to promote sustainability.

Donna Quebedeaux:

- Working to fill positions.

Joanna Sheppard:

- August 26<sup>th</sup> is first day of class/drop date.

Jody Thousand:

- Working on travel- over 400 open, encumbered, requests.
- Also working on open PO report.

Shaw Shang:

- Reminder that all pay-roll and direct deposit information can be found online.
- Departments should reiterate to admins and new hires that payroll information can be found online (no need to visit payroll department).

Angela:

- Working on HR weblinks.
- Also working on finance and budget MAPPs for SACS.

Kenny Rodriguez

- FY20 budget meetings are underway and going well.
- Making departments aware of their responsibilities.

Corey Kirkland:

- Cleaned up from last week's storm.
- Wrapping up the pressure washing project.
- Will meet with Mr. Ness next week to see condition of live oaks around campus.
- Emergency fuel tanks have fuel.
- Electric truck being demoed.

Dennis Miller:

- Obtaining class schedules.
- Preparing for the start of the semester.
- Receiving 6-8 work orders daily.