

VPFO Staff Minutes

(Small Group)

February 4, 2020

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

Attendees: Jeremy Alltop, David Martin, Diane Drawhorn, Alicen Flosi, Angela Petit, Katherine Miller, Cathy Benson, Mariah Williams, Spencer Sims.

Jeremy Alltop:

- Day 5 of business
- Initial meetings to be scheduled.
- Library sprinkler issue response sent to system office.
- Set up annual goals to work towards as a team.
- Will continue with large and small group meetings.
- Continually monitoring coronavirus.
- Shooting at dorms at A&M commerce.
- Needs cellphone numbers. Get them to Mariah.
- ICS chief for now.

David Martin:

- Library has fire hoses on each floor.
- Greenspace project began today, old concrete plant.
- Sewer line replacement.
- Correcting 24 tripping hazards.
- Distance learning paint almost done.
- Blinds to make window not look shattered.
- Power bumps is an Entergy thing.

Katherine Miller:

- Library project will impact the services significantly.
- Plummer building renovation, won't request delegation.
- Swing space for personnel in Plummer and relocate furniture.
- John Gray center has additional space but may not be enough space for everyone.
- Form space management committee.
- Project initiation form includes budget and space utilization.
- Project initiation form will be reviewed by CFO, then President.

- Working with David on building automation system.
- Reevaluating post-storm assessment.
- Set aside money for campus lighting.
- Annual walk in the dark.
- Design phase for library E5 parking lot summer project.
- May put locks on all classrooms.
- Dining hall representatives left.

Spencer Sims:

- LAR starting

Diane Drawhorn:

- Post office closed on President's day.
- Chromeriver, electronic travel documents.
- Bid fair, hub related on March 3rd.

Alicen Flosi:

- Recycling
- Full-time recycling employee for Corey.
- Sustainability plans.

Angela Petit:

- Civility and bullying policies coming up for staff/faculty review.
- Standardized business process.
- Basic manual could be available online, reset and start up in March.

Cathy Benson:

- Suggest emailed agenda items for meetings.
- No training for department chairs.
- HR was sued by a faculty member, filed suit.
- Attorney General represents Lamar
- Judge asked for complainant.
- Separation incentives program.
- Employee handbook.