

## **VPF&O Staff Meeting Notes**

December 12, 2017

Craig Ness:

- Asked departments to review and update websites.
- Reminder: Rachel needs access to calendars.
- Let Rachel know about taking vacation.
- Discussed the February 2018 board book deadlines.
- We will host the TSUS Board meetings on campus, February 14-16.
- On January 11 and 12, there will be people on campus to look at damage caused by Harvey.
- We lost 470 in enrollment for the Fall semester.
- The SACS visit has been postponed for at least 12 months.
- There is no General Counsel on campus any more. Go to Mr. Ness and Cynthia Dean for assistance. Cynthia is moving to the first floor of the Reaud Building.
- The south entrances to campus on HWY 69 will open this week.
- Will talk to Fernando Gomez regarding the Martin Marietta MOU.
- Discussed the Building Coordinator list. They will need training, plus they will need to list primary contact information as well as information for an alternate.

Diane Thibodeaux:

- Contract Management Software is in the works.
- There are new staff in the Post Office.

Katherine Miller:

- The opening of Starbucks in the Library is scheduled for January 16.
- Will be closing the front door of the library on December 18.
- There is upcoming work in the Plummer and Wimberly Building.
- The public art at the Setzer Center is installed.
- The Le Grand Bal will be in March in the Setzer Center.
- The Science and Technology Building is on schedule.
- The new parking lot on Rolfe Christopher will be open in January.

Michael Ruland:

- The library elevators are now working.
- Michael Ruland will receive a reminder about making sure the campus looks good for the Board meetings in February.

Catherine Benson:

- Timesheets are due Tuesday.
- The evaluation spreadsheets are due by January 10<sup>th</sup>.