

VP F&O Staff Meeting Notes

January 23, 2018

Craig Ness:

- We need to send a campus announcement regarding tax season questions. Shaw, Cathy and Jamie need to work on this together. Jamie and Cathy need to call the Tax Accountant for further information regarding tax questions.
- Mr. Ness would like a division-wide newsletter for internal use.
- Craig will be out the first, possibly the second, week in June.
- We need to put some attention on campus student camps.
- Mr. Ness, Diane and Jamie will discuss the spreadsheet that was received from Chartwells, explaining unpaid bills.
- Will be out of town attending meetings and conferences next Monday, Tuesday, Wednesday and Friday.
- We need a list of ExxonMobil contacts and assemble v-cards to circulate to the Execs.
- We need to work on the finance items for the TSUS Board Book.
- We need to put some focus on customer service.

Catherine Benson:

- The College of Engineering has not submitted their spreadsheets for their staff raises.

Jamie Larson:

- Several people in Finance will be out next Monday and Tuesday attending TASSCUBO in The Woodlands.
- We will make sure someone in Finance is on campus to sign checks.
- Donna Quebedeaux, Jamie's replacement as Associate Controller started on January 15th.

Alicen Flosi:

- Workers will be planting in the South Park Garden on February 24th.