

## VPFO Staff Minutes

(Small Group)

July 23, 2019

9:00 a.m.-9:45 a.m.

**Attendees:** Craig Ness, Catherine Benson, Jamie Larson, Alicen Flosi, Katherine Miller, Diane Drawhorn, David Martin, Angela Petit, Mariah Williams

Craig:

- Today, LU will have Don Flores and Regent Nicki Harle visiting campus. Regent Nicki Harle will receive a one-on-one tour of the Wayne A. Reaud building, CICE building, STEM building, and the Setzer Student Center.
- Greg Dowell and Jamie Larson have been working on and have submitted SACS 13.1-13.8.
- SACS COC Conference will be held in Houston this December.
- Asking direct reports to send three accomplishments and three goals via email.

Mariah:

- Recent order of name tags have been delivered to divisions.

Alicen:

- Pumpkin seeds were planted over the weekend at the South Park Community Garden.
- Seeking assistance from football players in finishing up seed planting project.
- Will pass out seed packs that were donated by Lowe's to local residents in the community.

Angela:

- Has updated contact information on division websites.
- Please make Angela aware of any and all broken or incorrect links.
- Guiding documents 01 and 02 are up but are interim.
- Working on telecommuting policies.

Diane:

- Having issues with vehicles jumping the curbs. Looking for best resolution to maintain attractive curb appeal.
- David, Katherine, and Diane are working on service vehicle locations.
- Last day for FY19 purchasing is Friday, July 26<sup>th</sup>.
- Looking for positive faculty member to serve on the parking advisory committee for this school year.
- Director of Transportation and Parking applicant Clayton Harrington will be on campus August 2<sup>nd</sup>, 2019.

Katherine:

- Lights are going up at CICE parking lot today.
- Cashiers office to be complete early next week.
- Gates at Carl Parker are going up.
- Will look at B5 parking lot for future reconstruction possibilities.
- Anticipated move-in for dispatch to move in to police station is August 5<sup>th</sup>, 2019. All equipment and belongings must be out of old Police Station by August 16<sup>th</sup>. No demolition contract is in place.

- Katherine will be out of the office from July 25<sup>th</sup> through July 26<sup>th</sup> for Quarterly Facilities System Meeting in Austin.

David:

- Working on evaluations.
- 30% of canopies have been painted.
- Estimated cost of paint project for Digital Learning and Custodial Services building is \$45, 000.
- Discussion will need to take place to determine cost efficient window renovations.
- Archer project should be complete in one week if rain permits.
- Most, if not all, curb work is complete.
- Gary working on fire report.
- Key/Card policies need to be revised due to vague policy procedures. Having all STEM building faculty with master key causes security concerns. Mr. Ness will not approve for all faculty to have hard keys. Cards may be permissible.

Jamie:

- SACS graphs and charts are to be submitted in JPEG form.
- All SACS change are to be emailed to Theresa.
- In Mid-August, SACS submissions will be converted into a program.
- Will meet with Kenneth Rodriguez and Catherine Benson to discuss 3% salary pull.
- Will need to discuss budget letter and forward to either Daniel Harper of James Webb of system office.

Cathy:

- Working on civility policy.
- 60% of performance evaluations are complete.
- Revised F3.2 form has been published and training is ongoing.
- 50% of archived HR documents for last 6-7 decades have been scanned.
- Working on nepotism process.
- Working on LIT MOU.