

VPFO Staff Minutes
(large group)

March 19, 2018
9:00 a.m. – 10:00 a.m.

Attendees: Craig Ness, Alicen Flosi, David Martin, Diane Drawhorn, Ashley Scott, Cathy Benson, Joanna Sheppard, Dana Espinal, Shaw Shang, Xundra Ward, Jeff Bell, Katherine Miller, Kenny Rodriguez, Renee Hunter, Corey Kirkland, Alicen Flosi, Grover Williams and Gary Rash

Craig:

- We are two months out until May commencement ceremonies.
- Searches currently going on: Dean for Engineering and Associate Provost for Research and Sponsored Research
- Discussed name tags.
- An update on the moving allowances policy is needed.
- Will start meeting with Gary to discuss the upcoming hurricane season.
- Chartwells has a new VP, new District Regional Manager, new on-campus manager and no current Chef.

Cathy:

- Discussed customer service training.
- Bert is currently attending a customer service conference and recommends that customer service should be included in departmental goals.
- Banner should include supervisor data soon.
- Discussed performance evaluations.
- Policies are in the new signing format.
- Meeting with Bob Adams from IT to discuss training management software.
- LU is the rehab vocation employer of 2018.
- New employee orientation is in a new location, at Spindletop.
- All AVP's need to have an updated CV.

Joanna:

- Jamie is currently out of the office attending a SACS visit.
- Currently conducting IT security awareness training.
- Discussed payment plan implementation through Touchnet
- Budget Development will be open starting April 1st. Financial Managers can choose to meet with Kenny individually. Open labs tutorials will be held in the CICE and a guide book will be available online.

David:

- Spring Break projects: assisted Vaughn on feeder project in case there's a power outage, dining hall cleaning, quad cleaning, replaced roof drains, performed chiller repairs and cleaned windows inside and out at the Setzer Center.
- RFP posted for grounds contract.
- New Facilities Management work order system ServiceNow will be replacing SchoolDude. Some employees in Facilities are completing training. May roll out this summer.
- There are 4 parking lot gates that need attention.

Alicen:

- April 22nd, 2019 is the Earth Day event on campus. There are currently 15 tables for vendors. If anyone has any ideas, please e-mail them to her.
- Proposed allowing staff to wear blue jeans on Earth Day.

Diane:

- The McLeod property has been purchased. Keeping 2 buildings and removing one. This will be Shipping and Receiving & Surplus' new location.
- The annual inventory is due by March 29th.
- Camp Training meeting with departments is next week. Craig would like feedback to see if any adjustments need to be made.
- Gary is waiting on LIT for available times to provide CPR and AED training. Will distribute campus announcement when it is scheduled.

Katherine:

- Digital Learning Project was returned by the System Office and submission needs to be updated.
- Construction Summary Report is due tomorrow to the System Office.
- Met with Paul Bernazzani last week and discussed the plan in the STEM building.
- Dana will share recent reports with Craig.