

VP F&O Staff Meeting Notes

September 19, 2017

Craig Ness:

- The Hurricane Harvey damage assessment report is due to Daniel Harper tomorrow.
- We need to send thank you letters to the Beaumont Police Department and Beaumont Fire Department.
- We need to publicize within a week the surplus furniture available for staff and faculty. We need a wish list and donation list. Is there a legal way to distribute out the furniture and supplies in surplus?
- Let Rachel know if anyone is taking any vacation to take care of their damaged homes and when they will be out of the office.
- Will be in Houston next Tuesday.
- Will schedule bi-weekly direct report meetings.

Katherine Miller:

- Will reschedule SACS classroom meeting.

Catherine Benson:

- There are issues with the parking lot at HR.