

## **VPFO Staff Minutes**

(Large)

June 11, 2019

9:00 a.m.-10:00 a.m.

**Attendees:** Craig Ness, Jamie Larson, Greg Dowell, David Martin, Cindy Brown, Shaw Shang, Diane Drawhorn, Angela Petit, Dindy Robinson, Alicen Flosi, Grover Williams, Dana Espinal, Stacy Elizondo-Carter, Dennis Miller, Corey Kirkland, Gary Rash, Renee Hunter, Mariah Williams

### **Craig Ness**

- Legislation session ended May 30<sup>th</sup> with a reduction in budget appropriation due to enrollment decline post Harvey.
- General Revenue and Dedicated General Revenue up 0.9%.
- LU given 1.4 million appropriation for property damage.
- Communication Specialist, Angela Petit, will be responsible for MAPPs and websites.
- Send request for name tags of new hire's/name changes to Mariah Williams via email.
- AVPs to email Craig Ness and CC Mariah all vacation requests. Will later discuss vacation request form in Formstack.

### **Alicen Flosi**

- 20 new flower beds at South Park Community Garden, funded and donated by South Park Community Group foundation.
- Volunteers to help plant and improve garden this summer.

### **Grover Williams**

- Several summer projects in progress, such as painting streets curbs, fire lanes, and concrete canopies.
- Temporary generator for LUPD is ready to use and will provide entire building with electricity.
- Ty Terrell bleachers have been torn down and cleared.

### **Dana Espinal**

- Sitting in for Katherine Miller.
- Planning & Construction managing 53 active project across campus.

### **Stacy Elizondo-Carter**

- Describes the process of Spot Bid Fair and Spot Bid to hub vendors.

### **Dindy Robinson**

- Will schedule training in June & July on the Performance Appraisal tool.
- Performance Appraisal tool too opens on July 1<sup>st</sup> and appraisals will be due on August 31<sup>st</sup>.
- Open enrollment for Lamar University is scheduled for July 8<sup>th</sup>- July 20<sup>th</sup>. Q&A sessions to be held at CICE July 8<sup>th</sup> – July 20<sup>th</sup> 3 times a day.
- No longer using Kelsey Care for benefits program, will use Health Select unless participant chooses another system.

- New PPA for dental is Delta Dental.
- Will no longer have state of Texas dental discount plan that ends on 8/31/19.
- There will be no premium changes.

Renee Hunter

- Moderate progress with Bob Adams on access cards

Dennis Miller

- The custodial schedule has changed to mostly day shifts for summer.
- Forward classroom usage to Dennis to implement deep cleaning.

Corey Kirkland

- The new Annual Grounds Maintenance Contract will go to August 2019 Board of Regents Meeting.

Gary Rash

- SHSU has had several issues with insurance claims under State Rental Car Contract because employees are identifying as a state employee.

Jamie Larson

- Budget process underway, FY20 Budget Hearing to be held this afternoon.

Greg Dowell

- Cashiers moved to Carl Parker room 105.
- Helping Jamie with SACS.

Diane Drawhorn

- Purchased 1120 Vermont, vacant lot, from Sheriff's Auction.
- Standard Delegation of Signature Authority template to be approved by Craig Ness.

Shaw Shang

- Working with several departments on revising certain forms.
- Working on presentation training material.

Cindy Brown

- Sitting in for Donna Quebedeaux.
- Working on monthly financials to make budget decisions.

David Martin

- Custodial schedule to maintain 24 hour coverage with small night crew.
- Custodial summer focus is on deep cleaning.
- Notify facilities of any decrease of service, and provide any feedback that may help improve service.
- Inclusion building was finished.
- 4 boilers to be replaced.
- Repaired EIFS on bottom of Family Consumer building.

Angela Petit

- Introduction as communication specialist.
- Will take MAPP information and insert it into standardized template.
- Control list needs updating.
- Will be contacting AVP's to discuss Policy and Procedures.
- Email Angela for webpage updates.