

VPFO Staff Minutes
(small group)

January 8, 2019
9:00 a.m.-10:30 a.m.

Attendees: Craig Ness, David Martin, Cathy Benson, Jamie Larson, Diane Drawhorn and Katherine Miller

Craig:

- Customer Service training: Bert will now conduct specific department-level training. He is also conducting training across campus.
- We should have our policies updated and posted mid-summer. Graduate students can assist. Get a sense of scope of what needs to be done.
- Talked to the VP's yesterday about taking over camps and informed them that these will go through Total Contract Management. Will discuss in the meeting on Friday. Will also do a presentation to the Deans about the new process.
- There has been a recent fraudulent request to transfer a direct deposit for an LU employee. The form to request the transfer needs to include the bank information that is currently being used.
- Trying to encourage employees and students to opt in to print their LU tax forms (w2, 1095, and 1098T) instead of having it mailed.
- Purchased concrete plant on December 19th, 2018.
- Purchasing McLeod property and will become the headquarters for Facilities.

Cathy:

- Hired new HR staffing manager, Xundra Ward.
- Will hire an hourly position since Dindy has not returned to work.

Jamie:

- Conducting last interview today for new Executive Assistant.
- Working with Ramona and LUPD on the direct deposit incident.
- Working on the VA project and have until Thursday, January 10th to complete.

David:

- The President's generator is fixed and the mobile link is working too.
- Removed the carpet and replaced it with tile at the Health Center.
- Converted lights to LED at the dorms.
- Conducting a deep cleaning at dining hall and Setzer Center.
- New e-phones are installed and by the end of the week all the old ones will be removed.
- This week working on boiler installation at the Montagne Center.
- Waiting on the exhaust fan for Cherry Engineering Building to arrive and will need to use a crane to install. Will let Gary Rash know when the crane is being used.

Katherine:

- Will post coordinator position soon.
- Will possibly be out during the week of January 28th because of Jury Duty.
- Will conduct the 11-month warranty walk next Wednesday at the Setzer Center.
- The new baseball field turf should be installed by January 18th and usable by the end of the month.

Diane:

- Cynthia Dean moving under Contracts and will now be located in the Plummer Building. She will continue to handle Open Records Requests.
- Discussed possible mileage increase for travel. Mr. Ness will look at breakdown by department.
- Employee leaving in Accounts Payable.
- Discussed crosswalk signs. Maybe order spare packs.