

## VPFO Staff Minutes

October 2, 2018

Attendees: Craig Ness, Alicen Flosi, David Martin, Ashley Scott, Cathy Benson, Jamie Larson, Katherine Miller

Craig:

- Reviewing 2014 LIT MOU. The new LSCO President is looking at administrative costs. Our HR department is being asked to take over some additional responsibilities.
- Monthly meetings with direct reports are back on the schedule. This will be time to discuss general issues.
- Dr. Evans' Chief of Staff will start in a few weeks.
- Currently interviewing finalists for the TSUS Associate General Counsel position, who will be housed in the Wayne A. Reaud Building.
- Discussed new parking lot gates, which will be live next week.
- There have been complaints regarding the walkway in the quad. David, Katherine and Corey need to assemble a proposal for the walkway and seating area issues.

Cathy:

- Processing an enormous amount of paperwork. Position numbers are usually incorrect.
- Craig is proposing bringing in a Business Analyst to get the hiring process online by June, 2019. Cathy, Jamie and Dale should meet and discuss.
- Bert Wagner will be conducting customer service training for our division in November. Would like to discuss the plan in one of our future staff meetings.
- There are issues with the software for performance management/evaluations.
- Performance Management/Evaluation goals should include succession plans within each area.

Jamie:

- There should be a reasonable time frame to process paperwork.
- Will still go forward with timeclock plus, but will not be a top priority.
- Working on AFR and LAR.

David:

- E-phones are arriving and being installed. Will provide the vendor with forklift support.
- Marketing should send something out to promote our safety and the new phones. Craig requested an update when things are all set up.
- The engineering piece is done regarding the bars at the Montagne Center.
- Bug treatment job at the dorms is complete. Fixing the current leaks as well.
- Working on the other chiller at the north plant.
- Generators need to be on the project list.

Katherine:

- There's still some exterior work to be done on the STEM building. Right now, the substantial completion date is still November 30<sup>th</sup>. Will also need a month to install the furniture. Electrical service is an issue: looking at options to provide permanent power source. Talked to Natasha about not putting the classrooms in STEM online yet.

- Plummer project: the purchase order was just approved. Construction will start in 2019. Look at HEF and make sure allocated funds can still be used during that time.
- Environmental Services for the Martin Marietta property is scheduled for next Friday.
- Still gathering information on the Digital Learning Center.
- Still gathering the cost for the electric car charging station. We currently have one on campus, but needs repairs. The goal is to replace it.
- Dorm evaluation for remediation: requested for a complete assessment for building 28 and will be the model of what to do. Timetable should be coming soon.
- Two items on the November Board Meeting CIP list: Roof replacement and Science Auditorium renovation.
- The power feeder project is complete.

Alicen:

- Distributed LU green squad reusable straws.
- Earth Week Event: Monday, April 22<sup>nd</sup>, 2019, at 10:00 am, in the Setzer Center.