

## **VPF&O Staff Meeting Notes**

November 14, 2017

Craig Ness:

- Will meet with each direct report before November 30<sup>th</sup> to complete performance evaluations. Please make sure employees are current on their mandatory training, not on probation, don't have a balance and have regular attendance. The appraisal period is July 1, 2016-June 30, 2017.
- Let Rachel know if you'll be out of the office. Please give her access to your calendar.
- Will be out December 23-28<sup>th</sup>.
- Hopefully we will include the MOU for Martin Marietta on the February Board Book.
- In February, we will be hosting the next TSUS quarterly board meeting.
- The SACS reaffirmation has been delayed by 12 months.
- Told Katherine and Michael to make sure to assemble a maintenance list for the Holiday break.

Diane Thibodeaux:

- The Post Office will no longer accept international forms because they are online.

Katherine Miller:

- The Setzer Center should be open in March.
- We are defining campus entry.
- Working on the Triangle Master Plan.
- Science and Technology building construction is coming along.
- Committee is working on the classroom upgrades.

Michael Ruland:

- Pat Sanchez's last day at LU is January 2<sup>nd</sup>.
- Will meet with Katherine and Michael to discuss campus condition index reporting.
- Starbucks in the library should be open in early December, but will not accept orders via the app.

Catherine Benson:

- There are approximately 100 participants for the Cardinal Emergency Fund.
- Title 9 training is extremely important. Make sure employees have completed the training.

Jamie Larson:

- The Annual Fall Report is due to the Coordinating Board.