

VPF&O Staff Meeting Notes

February 6, 2018

Craig Ness:

- We should schedule a 45 minute LAR walk-through in a future staff meeting. This will allow our team to know what's expected of them and why.
- The Finance Department is currently undergoing budget development. Lamar University is down due to low enrollment.
- The communication plan/emergency plan should be completed by May 1st and training should be done by April 30th. Will be meeting separately to discuss deadlines and additional details.

Diane Thibodeaux:

- Discussed the policy concerning university drivers. There have been some recent issues where staff members have been hired and not eligible to drive, but is required to perform their job duties. We need to work it into our policies, so it doesn't cause future issues.
- Diane stated that her area is being trained on the total management software.

Katherine Miller:

- CIP is due in May.

Jamie Larson:

- Four people from the Plummer building are moving into the old international office. Should we send out a campus announcement?
- FEMA will be on campus tomorrow.
- The AFR is due in October.
- Kenny Rodriquez is being promoted into a budget approval position.