

VP F&O Staff Meeting Notes

March 20, 2018

Attendees: Craig Ness, Cathy Benson, Jamie Larson, Michael Ruland, Diane Thibodeaux, and Katherine Miller

Craig Ness:

- Jamie will be working on Budget Planning Cycle after Spring Break. We are down 6% in designated funds mainly because of enrollment shift/decrease due to Harvey. Budget will be baseline minus contingency. It's usually a 3-5 year cycle to recover from major events like hurricanes.
- There should be business administrators for every VP/Dean area (except for Dr. Bello-Ogunu's). Start thinking of possible candidates for these areas. We will discuss in our next staff meeting.
- On-campus camps were discussed. Brenda Nichols is sending a current list soon. They will need evacuation plans. Their employees should go through payroll, not contracts. One memo should go out next week to camp administrators. Jamie suggested that we have a centralized website with required forms.
- He told Michael and Katherine to work on a map of the underground utilities.
- There was a Hurricane Planning meeting yesterday. The next one will be in Mid-April. He told Cathy Benson that the Emergency Pay Plan needs updating.
- We need to review board approval for all fees. Asked Jamie that her area go through all fees and confirm with education code and TSUS policies.
- Board Items are due to the VPFO office by March 29th. They are due to the President's Office by April 2nd. The final deadline is April 19, but everything has to be approved and submitted. We are expecting a Blackboard contract.

Cathy Benson:

- There are two active surveys for staff and faculty to fill out. They were e-mailed.
 1. Training Needs Assessment Survey
 2. Great Colleges to Work for Survey
- Currently undergoing a TWC EEOC audit, mainly focusing on policies and procedures.
- Make sure that evaluation forms from December are turned in ASAP.

Jamie Larson:

- Want to send out a campus announcement regarding the new and changes in personnel in her office and their contact information.
- Budget meetings will begin in the next 10 days.
- She and Donna will be out Monday and Tuesday of next week attending a Risk Management Conference.

Michael Ruland:

- Cancelled trip to Victoria for retirement party.
- Dealing with Setzer Center issues. They are currently working on landscaping and the irrigation should be complete today at noon.
- Placing river rocks at the flagpole by Wimberly.
- Worried about the Setzer being clean enough for the event on Saturday.
- Discussed Spindletop tank drawings.

- Working on replacing lights in academic buildings. Going back and replacing emergency lights.
- The KVLU project is complete. Mr. Ness asked that Michael confirm with Byron and copy him and Jamie on the e-mail.

Diane Thibodeaux:

- Jason Lynch signed the MOU for Martin Marietta and now requires Mr. Ness' signature. We will try to place this item on the August 2018 Board Book. Now will work on the surveys needed.
- Doing research on the pedestrian bridge walkovers on MLK due to the public concern because of the bridge collapse in Florida. We believe they belong to TxDot.
- President's generator: there's an annual charge and will use Procurement's Pro-Card and put David Martin's name on the account.
- Discussed professional liability insurance for departments. Mr. Ness will talk to Daniel Harper.
- Inquired about the fleet program.
- Tri Supply closing documents are at the title company.

Katherine Miller:

- Discussed issues concerning the Setzer Building's substantial completion. Internal signage and vinyls have been installed.
- Will look at Wimberly 118 on Thursday.
- The Beaumont Enterprise is inquiring about the Setzer and Science and Technology Buildings.
- Bids for Cardinal Village are due soon.
- There is one more Triangle Master Plan meeting.
- There is an RFQ to fix 5 roofs and will let Bob Bellow handle.
- Working on south entrance programming.