

VP F&O Staff Meeting Notes

May 1, 2018

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

Craig Ness:

- There is a TSUS meeting right after the TASSCUBO Summer Conference, July 10/11 where many around the table could benefit by attending. Jamie needs to know how many LU employees are interested. Mr. Ness will get clarification/more information from the System Office.
- E-signature is having some issues.
- Contract software went live yesterday.
- There needs to be a policy concerning using carts on campus, such as designated parking.
- The RFP's for the canopy repairs were not acceptable. Mr. Ness needs a map of where they are and said we need to get them down. Need to meet with Katherine, Diane and David to discuss.
- The job description for college and division administrators is needed.
- We need to look into lowering our flag when one of our employees pass away.
- Emergency Phones need to be cleaned.

Diane Thibodeaux:

- How much have we spent on engineering fees?
- There are issues with the Library foundation at the southeast corner. How serious is this issue?
- Survey work and appraisal needed for concrete plant.

Cathy Benson:

- No word back concerning the EEO/TWC audit.
- Discussed NCAA special athletic training.
- Discussed performance evaluations.
- Will put out other employee benefits (such as whole life insurance) out for proposals.

Jamie Larson:

- Her area is handling the IRS audit for 2015
- Student Camp training will be held on May 8th.
- T-600 training was held on April 23. There will be additional training soon.
- The AVP Finance Office will be scheduling budget hearings.

David Martin:

- Discussed asphalt/tripping hazards at the President's house and parking lots.
- There are 14 safety phones operational. Which safety phones are a priority? IT checking issues with the ones that don't work. We need to move them to strategic locations. We can use solar/cellular stations for the phones that aren't close to buildings.

Katherine Miller:

- The lighting project should be complete by the middle of June.
- Engineers are coming to look at the old LUPD building. A tarp is needed before it rains.
- Discussed generators and where they are needed on campus for electrical outages.