

VP F&O Staff Meeting Notes

June 26, 2018

Attendees: Craig Ness, Cathy Benson, Jamie Larson, David Martin, Corey Kirkland, Katherine Miller, Diane Thibodeaux and Alicen Flosi

Craig Ness:

- Working on end-of-year budget reports.
- Discussed training for department chairs.
- The holiday schedule was sent out to campus.
- We need a division-wide task calendar.
- The two property contracts to place on the TSUS Board Book are not ready for the upcoming Board Meeting.
- Please inform Rachel if you're taking vacation.
- Attending upcoming TASSCUBO and TSUS business meeting in Grapevine.

Diane Thibodeaux:

- Fleet Manager should be in Administrative Services.
- Will send out campus announcement for upcoming changes regarding gates/parking lots.
- Discussed taking job candidates out to eat. Should there be a limit? Where?

Cathy Benson:

- Would like to assemble retiree organization/association. Give them access to e-mail, library and discounts.
- Open enrollment is now open for the next 4 weeks.
- There is upcoming training for PeopleAdmin and performance management evaluations.

Jamie Larson:

- There is an upcoming Workiva workshop.

David Martin:

- Discussed upgrading blue emergency phones.
- Installing flashing signs at crosswalks.
- Discussed LED light change out.

Corey Kirkland:

- Discussed fueling system upgrades.
- Landscaping services is out for bid.
- No garden in memory for Mrs. Evans. Contributions/donations go to Women in Philanthropy.

Katherine Miller:

- Schedule meeting to discuss the Post Office location.
- Schedule meeting to discuss the library renovation/digital learning building.
- MP1 deadline is July 1st.
- Chapman Vending will handle the food service in the Science & Technology Building.

Alicen Flosi:

- Community garden workday is July 14th.