

## VPFO Staff Minutes (large group)

October 30, 2018

Attendees: Craig Ness, Alicen Flosi, David Martin, Ashley Scott, Cathy Benson, Joanna Sheppard, Dana Espinal, Dennis Miller, Shaw Shang, Diane Thibodeaux, Renee Hunter, Corey Kirkland, Bert Wagner, Ashley Scott, Stacy Carter and Grover Williams

Guest: Dean Terrebonne. Working on the strategic plan.

Round table introductions

Craig:

- The large group will start meeting every 4 weeks, which will help everyone learn what other departments do in our division and provide an opportunity to discuss issues. Rachel will assemble an agenda. Each AVP will submit names if there are topics to be discussed. Names will be placed on the agenda, not the topic.
- The division goals for 2019: #1- develop customer service skills and practice serving customers. Asked Bert to lead and to start training in November. #2: Improve Communication. Our internal communication within LU could use improvement. Working with Kate to improve Monday morning campus announcements.
- Enrollment is still down from last year.
- Working on the upcoming 86<sup>th</sup> legislative sessions projects.
- To improve campus security, flashing lights were placed on Rolfe Christopher.

Cathy:

- Dindy is still out with an illness.
- The staffing manager job is posted. Hope to interview in the next 10 days.
- Looking at the process of documents and continuing to work on improvements.

David:

- Changing out E-phones/emergency blue phones on campus. There is a change order because of changes with site conditions. The quote is being re-worked and adding concrete pads and ballards around some.
- Replacing/fixing more than anticipated on the sewer project in front of the library. It should be complete at the end of this week or beginning of next week.
- Retro fitting LED lights project should be complete within two weeks.
- The waste management contract is transitioning from Republic to Waste Management. Current contract ends on October 31<sup>st</sup>, 2018.

Alicen:

- We now have a recycling contract. A handout was distributed that contains a list of things that can and cannot be recycled along with a map of recycling locations.
- The garden by the tennis courts is for the students to garden and place flowers. The garden on Jimmy Simmons is for the surrounding community. Norman Bellard proposed a memorial for Mrs. Evans to be placed there.
- Our campus is not composting at all any more.
- The Green Squad hosts campus clean-up days twice a month on campus.
- Distributing information about Reduce, Reuse and Recycle at new employee orientations.

Diane:

- LUPD is out on campus and issuing citations. The parking ticket appeal process is on Self-Service. Gates are now all on the Genetec system. Working with vendors to provide access cards.
- Fed-Ex & UPS is charging the campus for being on-call to pick up packages. Will meet with Mr. Ness to discuss.

Bert:

- 499 out of 744 performance management evaluations have been submitted as of right now.