

VPFO Staff Minutes

(Small Group)

January 7, 2020

9:00 a.m.-10:20 a.m.

Attendees: Craig Ness, Robert Wagner, David Martin, Diane Drawhorn, Alicen Flosi, Angela Petit, Katherine Miller, Cathy Benson, Jamie Larson, Mariah Williams.

Craig Ness:

- Newly elected CFO, Jeremy Alltop, to begin on January 29th, 2020.
- Ness will announce projected retirement date following meeting with Dr. Evans.
- Will be out of office on Friday, January 17th and will return the following Monday.
- LU-LIT MOU to be completed this week.
- Finish open audit items before retirement.

Alicen Flosi:

- LU Moment included two sustainability events.
- To meet with Craig to plan tree planting event.
- Planning hot chocolate day for Cardinal Calendar club for when semester begins.
- Seeking quotes for cardboard bailors.

Angela Petit:

- Will wrap up policies with facilities department by February

Diane Drawhorn:

- Current mileage reimbursement rate of 54.5 cents per mile will remain the same in 2020.
- Will attend HEF meeting with Jamie Larson and Spencer Sims.
- Guidelines needed for purchasing institutional software across campus.

Robert Wagner:

- PO drafted for LMS contract.
- Budget transfer made for LMS contract purchase.
- EverFi good to go.

Katherine Miller:

- Working with Diane Drawhorn and Bennett about railroad
- Must complete application form
- Position is legitimate with turf company; Bennett will write a file up.
- Notice to health & safety was not sent prior to demolishing international house
- Department of health & safety sent a violation letter after the neighbor complained; response was sent and meeting with them on January 16, 2020.
- Athletics agreed to allow music to practice on field.
- Quarterly facility meeting is Friday January 10, 2020; main topic- campus condition index.

David Martin:

- Waterline project at LUPD is to wrap up this week.
- Contractors cleaned dining hall and kitchen.
- Colmbes hall had boilers replaced.
- Controller in Setzer center was replaced.
- Entergy wants to meet.
- Gary Rash to check solar phones.

Jamie Larson:

- Shaw Shang retired
- Donna Quebedeaux's last day is January 15th.
- Show Ness Tasscubo agenda.
- Will be out of office next Tuesday/Wednesday.

Cathy Benson:

- Brenda Nichols has no staff.
- Nichols will be long-term interim for Marquart in Provost office until August 31, 2021.
- Susan Tribes retired.
- Carol Lindsey moved to fine Arts & Sciences.
- Kassy Aiena due to leave.
- Christy Thomas from digital learning is filling in.
- Reorganization needed in provost office.
- Several job openings coming up.

Mariah Williams

- Send requests for nametags via email.
- Reminder to Angela Petit that VPFO webpage will need updating upon Jeremy Alltop's start date.