

## **VPFO Staff Minutes**

(Large Group)

May 14<sup>th</sup>, 2019

9:00 a.m.-10:30 a.m.

**Attendees:** Craig Ness, Jamie Larson, Catherine Benson, Alicen Flosi, Joanna Sheppard, Xundra Ward, Katherine Miller, Diane Drawhorn, Ashley Scott, Kenny Rodriguez, Dennis Miller, Renee Hunter, David Martin, Grover Williams, Stacey Elizondo, Katherine Tristan, Donna Quebedeaux, Jody Thousand, Kirkland, Gary Rash, Corey Kirkland, Mariah Williams

Craig Ness:

- There will be no confidence motion from faculty senate.
- Mr. Ness observed a great response from risk-management on the Friday, May 10<sup>th</sup> weather incident.
- Budgets will improve. Currently up 2.8 million.
- Will plan a larger discussion on the changes that are occurring in the academic industry.
- Requests analysis of travel from Jody.
- Be sure to update and email Mariah all emergency contact information in preparation for hurricane season.

Alicen Flosi:

- Great success for Earth day, will plan ahead earlier for future events.
- South Park Community Garden planter and archway dedicated to Nancy Evans is complete.
- Waste management of Beaumont to close recycling facility for it isn't profitable in their perspective. WM will uphold contract with Lamar and re-evaluate decision upon contract's renewal in November.
- Campus to change focus to waste reduction methods

David Martin:

- Will begin tearing down bleachers by Ty Terrell track in beginning of June
- Pressure washing buildings, especially along MLK.
- Proposal to paint canopies.
- To begin work on potholes around campus when semester ends.
- Proposal to demo dead-end road that once lead to chemical plant.

Diane Drawhorne:

- Welcomed a new Executive Assistant, Ashley Culver.
- There is activity at Martin Marietta Concrete Plant and we continue to move forward.

Jamie:

- Explained SACS experience and how she participated in on-site reports.

Katherine Miller:

- CIC Parking expansion will begin in June.
- Will be adding more pedestrian lights for parking lots around campus.
- Monday will begin demolition to cashiers current workspace.

Catherine Benson:

- Discussing ongoing changes in universities (pros and cons)
- Enrollment cliff expected in 2025 with slowing of popular increase
- Will work with Craig Ness to plan for larger discussion on changes in academic industry
- LIT to hire in own HR manager

Kenny Rodriguez:

- Budget development is closed, however, staff can still submit requests to make changes.
- AVP's to review positions lists.
- New manual on budget policy and procedures available on finance web page.

Stacy Elizondo:

- Purchasing has hired a new buyer, Jenny Bowman.
- Received roughly \$336,000 in bids, will include in Monday announcements with exact numbers.

Ashley Scott:

- Chartwells has been fully re-staffed from top to bottom. Confident in new team.
- Now overseer of auxiliaries.

Dennis Miller:

- Preparing for graduation ceremonies.
- Custodial staff attendance is mandatory for graduation ceremonies.
- Will be waxing floors once semester ends.
- Larry to return to work in beginning of June.

Xundra Ward:

- Finished hiring for summer custodians for dorm rooms.
- Request policies for internal staff.

Renee Hunter:

- Department doing well with customer service.
- Working with IT for training and development.

Grover Williams:

- Preparation for hurricane season by draining storm drains and refueling generators.
- To begin working on potholes next week.
- Checking for leaks in roofs around campus.
- Equip temporary generator for LUPD.
- Biggest expense will be standby generator.
- City of Beaumont will tend curb damage around campus.

Joanna Sheppard:

- Cashiers will move to new location and will need vault moved or in place.
- Include movement of cashiers office in the Monday Announcements.
- Students will have ability to pay installments via web in the Fall.

Catherin Tristan:

- July made 2<sup>nd</sup> year of biweekly payroll as well as TRS
- IT errors have been reduced significantly.
- TRS issue to be resolved by Fall

Jody Thousand:

- Positive ribbon cutting event at Pietzsch-MacArthur Elementary School, dedicated to Nancy Evans.
- Lamar and BISD have secured funding for 6 more reading labs .
- Staff to make sure they are creating receipts for Cardinal Purch and include Accounts Payable in the comments.
- Be sure to submit travel request. Failure to submit travel requests affect others who may in turn be denied reimbursement.

Donna Quebedeaux:

- There has been a decrease in foreign travel which has allowed for more budgeting in domestic travel.

Cory Kirkland:

- Getting campus ready for commencements.
- Help move-outs at cardinal village.
- Preparing fuel station for hurricane season.

Gary Rash:

- Will have several fire drills next week.
- Have Shane move paint to surplus.
- Remind Bert to send notice of CPR and First-Aid certifications.
- Jeff asked for automatic door survey (test).
- Jeff will be out sick for the next few weeks.
- Preparing hurricane manual.