

## **VPFO Staff Minutes**

(Small Group)

May 28, 2019<sup>th</sup>

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

**Attendees:** Craig Ness, Jamie Larson, Catherine Benson, Alicen Flosi, Xundra Ward, Katherine Miller, Diane Drawhorn, David Martin, Robert Wagner, Dindy Robinson, Mariah Williams

Craig Ness:

- TSUS Board of Regents voted in support of Dr. Evans.
- Dr. Evans on Vacation May 26<sup>th</sup> through June 9<sup>th</sup>.
- Will be discussing budget determined by legislature.
- Suggests redesigning and possibly merging commencement ceremonies.
- Set-up staff evaluation meetings.
- Communication specialists starts June 3<sup>rd</sup> and will tour with Ness's direct reports.
- Requests every department get their policies and procedures in order.
- Review MAPPs and prioritize most imperative.
- Angela Petit to have webpage control and will work closely with Marketing department.
- Mariah to request a department email for VPFO.

Alicen Flosi:

- Vacation beginning Wednesday, May 29, 2019.

Diane Thibodeaux:

- Martin Marietta still in progress.
- Norman purchasing Caston property.

Cathy Benson:

- Family Faculty identification form development will begin in September.
- Working on Title IX.
- Helping TSUS and Bennett Bartlett find Admin for Legal Counsel.

Dindy Robinson

- Catching up on Marketing analysis, job audits, distant learning, and faculty analysis.

David

- Larry Edwards returned today.
- Moving to office to 4410.
- To discuss different paint options for canopies with Katherine Miller.
- Will use rental generator for LUPD.
- Propose use of 6KW Generator for entire Reaud building.

Katherine Miller:

- Parking lot project in progress will bring net 21 spot gain.
- Dana Espinal out this week.
- Katherine has jury duty next week from 5<sup>th</sup>-7<sup>th</sup>.
- Posted RFO master plan update for committee.
- Ordering extra trash cans.
- Put together list for 179 D.
- Suggest we implement building coordinator program.
- To estimated time of completion on Plummer reno.

Jamie

- Huntsville next Monday.
- To focus on SACS in month of June.
- Donna Quebedeaux out today.