

VPFO Staff Minutes

December 11, 2018

Attendees: Craig Ness, Alicen Flosi, David Martin, Cathy Benson, Diane Drawhorn, Joanna Sheppard, and Katherine Miller

Craig:

- Discussed WEAVE. Each AVP is required to have 1-3 outcomes. Keep it simple and measurable. If you input into Microsoft Word, Cindy Brown can transfer it into the WEAVE software. Each outcome can be each area/department. If you're doing an implementation, use that. Deadline is early January.
- Holidays are coming up. Friday, December 21st is energy conservation day. Craig will be out of the office December 20th. Let Rachel know if you aren't here and who's in charge in your department, especially Facilities.
- We should send an energy conservation campus announcement next Monday. It should include unplugging space heaters. Hector's group should check for heaters and make sure that they have a tip safety switch.
- For SACS, administration is required to have updated vitas (Theresa Hefner-Babb has a template) and transcripts should be on file.
- Discussed customer service training. Bert will reach out to each AVP starting in January to assemble a plan for their area. This will address specific weaknesses and bring down training to managers.
- The LIVESAFE app is now live. Rolling out to students in January.
- Board items for the January Board Book are due tomorrow.
- Our division will need to complete websites by March/April. Invite Jarrod/Stacey Haynes to one of our future staff meetings to discuss WEAVE and websites.
- Diane, Katherine, David, Corey and Craig will go visit the concrete plant soon.

Cathy:

- Distributed organizational charts for division. There are universal vacancies in admin positions and discussed options. Please make appropriate changes and send the org charts back.
- New Staffing Manager: Ms. Xundra Ward
- Receiving a lot of one-time pays for hourly workers for December.
- Trying something new to help relieve processing a large volume of F3.2's from big departments. Asking them to send dates and names for simple re-hires that have no other changes, instead of filling out F3.2's.

Joanna:

- Working on SACS and WEAVE projects.
- 1098-T's are changing and testing this week.
- Also working on a Veteran's Affairs audit.
- New TSUS RFP going out for credit card merchant.

David:

- The rest of the blue emergency phones are being installed this week.
- Starting on January 17th, 2019, there will be changes in custodial shifts.
- Current Projects:
 1. Carpet will be replaced in the Student Health Center.

2. Lighting project: installing LED's in classrooms
 3. Deep cleaning in the dining hall.
 4. Prep work for the new boilers in Montagne Center. Should be complete by January 15th.
 5. Replacing the fan in the Cherry Engineering Building.
 6. Replacing 53 A/C units in Cardinal Village.
 7. Parking lot patches
 8. The city should be repairing the road in front of the John Gray Center.
- Will talk to Corey and make sure that the live oak tree located on the backside of the Speech and Hearing building be removed before school starts.

Katherine:

- We do not have substantial completion for the Science and Technology building. Facilities will make some keys for the building to check out for VIP tours. Discussed the option of delaying the furniture delivery.
- Their department's admin is leaving at the end of December.
- Discussed the tours of the Science & Technology building for the Chancellor and Speaker Joe Straus and donors.
- The RFQ for the Plummer building renovations is going out early January.

Diane:

- Will send a placeholder for the February Board Book for the McCloud property. Conducting a walkthrough today.
- There are three buildings on campus that may lose their lease at the end of January or February. Could send a placeholder to purchase for the February Board Book.
- Parking employee is out due to surgery.
- Received several Reaud Building requests for Parking.

Alicen:

- Nothing to Report