

VPFO Staff Minutes
(small group)

March 5, 2019
9:00 a.m. – 10:30 a.m.

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

Craig:

- An AACRAO consultant is currently on campus and will be housed in Wimberly.
- May commencement will be held on May 17th and 18th. Will possibly combine future commencements to have three instead of five.
- Looking into adding sidewalks on Jim Gilligan. This will help define the campus.
- Marketing Communications Department is adding signage in the Wimberly Building.
- Will reach out to Jarrod to request information concerning WEAVE and will inform the group any action that needs to be taken.
- There is a SGA safety walk scheduled at the Setzer Student Center tomorrow night.
- Chartwells has new VP and District Manager.
- Board Book deadline and instructions will be sent out soon.
- Working on getting name tags for employees in the division.

Cathy:

- Trying to acquire a learning management system.
- Working on a project: campus-wide nepotism survey.
- There have been many requests lately for updated org charts. If anyone needs theirs updated, please reach out to her.
- Preparing for summer camps.

Jamie:

- Will have budget meetings soon.
- Her area is conducting security awareness training. Sri can help with training in other areas.

David:

- Supporting the power outage this weekend.
- Working with FEMA mitigation project for KVLU.
- Spring Break projects include repairing the library roof and painting the press box and scoreboard at the baseball field.
- Performing maintenance on the cooling towers.
- Changing out lights on campus.
- Will check with Ashley about work being done in the dining hall during spring break.

Alicen:

- Finalizing event details for Earth Day which will be held on April 22nd, 10:00am-2:00pm on the lawn in front of the dining hall.
 - At least 8 tables for vendors will be set up.
 - Will meet with Marketing to make sure that campus announcements will be sent out and details placed on digital TV's on campus and on social media.
 - Passing out stickers to promote event.
 - Will put up posters the week before.
 - Will talk with Norman Bellard and request him to serve on the committee in order to reach his contacts for help.

- Student Engagement will also help with the event.
- There will be food and a DJ at the event.
- Will invite the local news channels.
- Attended Cardinal Conservation.
- Would like to put walking routes with mileage on an app for employees to walk on campus, possibly on the Live Safe App.

Diane:

- The McLeod property has been purchased. Keeping 2 buildings and removing one. This will be Shipping/Receiving & Surplus' new location. Demo and cleaning is needed. Will look at adding lights and paint to the outside walls.
- Extended Martin Marietta lease because they need more time to vacate the property.
- The gate arm at Plummer hit an employee's car.
- The HUB forum for local vendors was yesterday at Ford Park. Talk to Tabitha for further information regarding the Spot Bid Fair in Dallas on May 6th & 7th.
- The annual inventory has been sent out to the campus.

Katherine:

- Improving roads for deliveries to the campus. Might have an impact on tailgating.
- Scholarships/Financial Aid departments are requesting to remodel their area. Replacing the carpet and changing a desk to make it accessible are two of their immediate needs.
- Science & Technology building update: meeting every week and waiting on Vaughn to finish. Should be complete at the end of March.
- The band will be using the old surplus building.
- A campus announcement was sent out regarding a power outage this weekend.