

## VPFO Staff Minutes

October 16, 2018

Attendees: Craig Ness, Alicen Flosi, David Martin, Ashley Scott, Cathy Benson, Jamie Larson, Katherine Miller

Craig:

- Working on performance evaluations. Send 2 or 3 goals/accomplishments for last cycle and send 2 or 3 new goals for this current cycle by the end of the week.
- For the 2<sup>nd</sup> staff meeting of the month, direct reports of Mr. Ness' staff will be invited. Rachel will reach out and finalize list. Please e-mail discussion items to Rachel beforehand so agendas can be assembled. Bring your own materials/handouts.
- We need to demonstrate that there are things that need to be discussed in upcoming Execs meetings.
- Craig will be out next week.
- Craig distributed *Ways to Engage Unit Business Officers* article. Kenny/Cathy will assemble a list of unit managers/decision-makers who call frequently with questions.
- There's been issues with the timeliness of deliveries from vendors. We need to encourage our vendors to deliver on time and assemble a strategy to get things to done to meet deadlines.
- We need to communicate more changes in each division. Ask staff how we can improve. Ask Daniel McLemore to assist us in figuring out a way to distribute the information.
- Distributed and discussed project list. Will take the list to the next Execs meeting for discussion.
- The new TSUS Associate General Counsel, Bennett Bartlett starts on November 5<sup>th</sup>.

Cathy:

- Staffing Manager job is posted.
- Working with Financial Services and IT to improve and automate processes.
- Hired two hourly workers to help with the workload.

Jamie:

- Department is very busy working on AFR, SFR and LAR.

David:

- Current projects that need attention: canopies, lighting and improvements to Virginia Street, assess for work in Carl Parker, and academic building restrooms.
- Discussed e-phones. Site assessments and providing quote for change order to put the phones on concrete.
- Updating utility maps.
- Training for placing work orders is needed.
- Wants to conduct a lock audit.

Katherine:

- Provided additional details on the project list.
- The environmental study for the Martin Marietta property will be complete this week.