

VP F&O Staff Meeting Notes

April 3, 2018

Attendees: Craig Ness, Cathy Benson, Jamie Larson, Michael Ruland, Diane Thibodeaux, and Katherine Miller

Craig Ness:

- Budget Cycle is kicking off.
- Each major area will be meeting with the Budget office.
- Mr. Ness is working on the Administrator's Statement for the LAR.
- Discussed EAB contract. Hoping to place on the May Board Book.
- Will meet with Dr. Marquart, Cathy and Jamie to discuss hiring patterns. There will be more data-driven decisions when hiring faculty.
- Marco Born has been hired as the new Athletic Director and will start on April 16.

Katherine Miller:

- The Setzer Center is now open and the Le Grand Bal event went great. Some graphics still need to be put on.
- March 8th is Setzer's substantial completion date.
- The bookstore contractor started yesterday.
- The Austin quarterly meeting was cancelled.

Michael Ruland:

- The RFQ for the 5 roofs on campus is going out.
- Discussed the RFQ for the fueling station.
- Craig will meet with Katherine, Greg and Michael to discuss the space study.
- The shutters have been approved for the dorms.
- There are issues with the canopies at Carl Parker and Galloway Business Buildings.
- TxDot inspection on the walkway/bridge has been sent.
- Will meet with Cathy Benson to discuss temporary employees and make a recommendation to Mr. Ness.

Diane Thibodeaux:

- Discussed property purchases and MOU's.
- There are 3 requests for a tax audit.
- She will be out Thursday and Friday.
- There are two new employees in Risk Management, who work under Gary Rash and will attend our next staff meeting:
 1. Akilah Cooper
 2. Nathan Macy
- Will send our agreement with LIT to Mr. Ness.

Jamie Larson:

- All budget questions should go through Kenny.
- Wimberly 118 still has boxes.
- There will be T600 training on April 23, for Finance document training
- She and Donna will be attending an Ellucian Conference in California next week.

Cathy Benson:

- Her office is currently building 4 tools to turn paper documents into electronic documents.
- EEOC/TWC Auditors will be on campus next Monday. The self-evaluation has been submitted.
- Bert's training assessment survey, which was sent to staff and faculty on campus, is complete. He is going through the data to see what courses should be offered.