

VP F&O Staff Meeting Notes

July 24, 2018

Attendees: Craig Ness, Cathy Benson, Jamie Larson, David Martin, Diane Thibodeaux and Alicen Flosi

Craig Ness:

- First day of the Fall semester is August 27th.
- LAR is almost done.
- Departments will receive budgets soon with suggestions on how to make adjustments.
- Entergy check presentation initiatives are needed from David. We also need to invite Gary Rash to the event.
- We need a map of the blue emergency phones and discuss. We need to place our order before Cardinal Purch closes.
- LiveSafe app should be live soon.
- Will be taking vacation around Labor Day.

Diane Thibodeaux:

- Received check for van damages.
- The new van has been put under Corey.
- Discussed shuttle.
- There will be a payment works demo.
- Discussed properties.
- Working on another campus announcement about parking. Can get list of employees who need replacement cards for parking gates from HR.

Cathy Benson:

- The roof is leaking at the HR building.
- HR is currently conducting training for new processes.
- Bert Wagner presented a performance management demo. Mr. Ness told the group to send projects that they've worked on and job descriptions. August 31st is the soft deadline and end of September is the final deadline.

Jamie Larson:

- LAR is due tomorrow.
- AFR training will be held tomorrow on the 2nd floor of the Reaud Building.
- Training from the Comptroller's office will be held next week (Mon-Wed).

David Martin:

- The water will be shut off at the Setzer, Galloway, Archer and Lucas at 5:00 today. Building Coordinators have been contacted.
- Will talk to Diane about hiring a temporary contractor for grounds services before new contract is awarded. The current contract expires August 31st.

Alicen Flosi:

- Almost all of the recycling dumpsters were delivered.
- The garden day work day went well.
- Discussed dedicating the community garden to Nancy Evans.
- Looking into a 501c3 grant to hire a full-time employee for the garden.
- There will be recycling training for the custodians next Tuesday at 7:00 am.