

VPFO Staff Minutes
(small group)

April 2, 2019
9:00 a.m. – 10:00 a.m.

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

Craig:

- Rachel will be leaving the Vice President for Finance & Operations Office and transferring over to the Planning & Construction Department.
- Chartwells stated they are getting rid of plastic. Alicen will follow up with them.
- Hurricane Planning. Will conduct desktops this month.
- Requested a current list of building coordinators and will make the charge more formal.
- Currently reviewing applications for the Communications Specialist position. Will be in charge of MAPP's and websites for the division.
- Discussed Strategic Planning.
- Requested direct reports submit a 2, 3 and 5 year tactical plan for their areas.

Cathy:

- Received a letter from EEOC stating that LU is fully compliant from the audit conducted a year ago.
- LIT is hiring an HR person, but we will continue to support them in certain areas.
- Meeting with Bob Adams in IT to discuss Cornerstone software.
- Working on project: finding employees on campus who are related.

Jamie:

- Starting on April 8th, employees can change their direct deposit information through self-service. A campus announcement was sent out yesterday. Employees have two options to change direct deposit: go through self-service or go to the payroll office.
- Requesting documents regarding building purchases. Will work with Diane to obtain these.

David:

- Refreshing quotes and bids.
- Replacing boilers at the North and South plants.
- Conducting preparations for tomorrow's STEM grand opening.
- Conducting training for ServiceNow, a new work-order system.

Alicen:

- Collected approx. 19,500 pounds over 8 weeks, during RecycleMania.
- The garden dedication for Mrs. Evans will be held on April 25th at 3:30.
- A news anchor, Lauren Hensley is sponsoring a garden bed at the South Park garden.
- Earth Day is coming up. The Dean of Arts & Sciences, Dr. Maurer stated that the Biology Department wants to be involved in the event. There are currently 22 vendor tables. Working with Shelly for press release.

Diane:

- Scheduling interviews for Executive Assistant position.
- Working with Jamie on an audit item for promotional items.
- SGA is requesting to have a Jefferson County polling place on campus for the 2020 national election.
- The Greater South Park Neighborhood Partnership Committee is hosting "A Day in the Park" on April 13th.
- Just closed on the 1034 Alabama property.
- Should have moving expenses MAPP finalized soon.

Katherine:

- The punch list for the STEM building is not complete. There are several events in the building in April.
- Received an e-mail mentioning 179D tax forms and retroactively compiling information for projects. Will forward the e-mail to Craig.
- Carl Parker 106 can be used for swing space for the cashier's office. Will finalize the plans in May and start work this summer.
- Will meet with Craig, Jamie and Diane regarding the Plummer Renovation.
- Will discuss the Library Engineering Report with Craig.
- Craig requested a list of classrooms that will be worked on this summer.