

## VP F&O Staff Meeting Notes

March 6, 2018

Attendees: Craig Ness, Cathy Benson, Jamie Larson, David Martin, Diane Thibodeaux and Katherine Miller

Craig Ness:

- Jamie will be working on the Budget Planning Cycle after Spring Break. We are down 6% in designated funds mainly because of the enrollment shift/decrease due to Harvey. The budget will be broken down into categories. Will do everything we can to protect every employee here.
- There are many Executive Searches going on.
- There should be business administrators for every VP/Dean area.
- On-campus camps were discussed. Mr. Ness is waiting on a list of campus from Brenda Nichols. They will need evacuation plans. Their employees should go through payroll, not contracts. One memo should go out next week to camp administrators. Jamie suggested that we have a centralized website with required forms.
- Rachel will get with Chief Flores (LUPD) to schedule active shooter training for the Reaud Building.
- Are panic buttons necessary?
- Parking signs/issues were also discussed.

Cathy Benson:

- Training Needs assessment survey will go out by the end of the week (primarily for staff). Please encourage your staff to fill it out.
- Dindy has started training departments for PeopleAdmin (paperless hiring documentation). She started with Athletics.

Jamie Larson:

- Kenny has moved to a new position: Budget Manager.
- Dorothea will be out until at least mid-March
- T600 training will be held at the CICE around mid-April.

David Martin:

- Sewer line issues at the Education Building. Should be fixed later this morning.
- Working with Vaughn concerning power outages starting this Saturday, March 10<sup>th</sup>.
- Ness told David that small generators are needed for the labs in academic areas for hurricane preparedness.

Diane Thibodeaux:

- Gary Rash is working on the Hurricane Manual, so by May 1<sup>st</sup> he can begin training.
- Gary is also working on the Building Coordinator list, but also needs to list what department they work in.
- Diane has been working on many properties.
- Sold Tri Supply, but now in need of storage for surplus.
- Mr. Ness will be talking with Jason Lynch concerning the concrete plan.

Katherine Miller:

- Working on campus announcement for power outage.
- Has issues with one Chemical Engineering professor responding concerning his lab and the power outage this weekend. Mr. Ness will speak to the Provost about it. It is a possibility that other buildings may be effected.
- She will be out tomorrow starting at noon and out Thursday for a deposition.
- Library renovations include: sprinkler system, new electrical and repairing water damage from the hurricane.
- The Setzer Building opening has had many delays lately.