

VPFO Staff Minutes
(small group)

January 8, 2019
9:00 a.m.-10:30 a.m.

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

Craig:

Customer Service training: Bert will now conduct specific department-level training. He is also conducting training across campus.

We should have our policies updated and posted mid-summer. Graduate students can assist. Get a sense of scope of what needs to be done.

Diane:

Cynthia Dean moving under Contracts and will now be located in the Plummer Building. She will continue to handle Open Records Requests.

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