

VP F&O Staff Meeting Notes  
June 26, 2018

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

Craig Ness

- Working on end-of-year budget reports
- Discussed training for department chairs.
- The holiday schedule was sent out to campus.
- We need a divisionwide task calendar.
- The two property contracts to place on the TSUS Board Book are not ready for the upcoming Board Meeting
- Please inform Rachel if you're taking vacation.
- Attending upcoming TASSCUBO and TSUS business in Grapevine.

Diane Thibodeaux

- Fleet Manager should be in Administrative Services
- Will send out campus announcement for upcoming changes regarding gates/parking lots.
- Discussed taking job candidates out to eat. Should there be a limit? Where?

Cathy Benson:

- Would like to assemble retiree organization/association. Give them access to library and discounts.
- Open enrollment is now open for the next 4 weeks.
- There is upcoming training for PeopleAdmin and performance management evaluations.

Jamie Larson:

- There is an upcoming Workiva workshop

David Martin:

- Discussed upgrading blue emergency phones
- Installing flashing signs at crosswalks.
- Discussed LED light change out.

Corey Kirkland:

- Discussed fueling system upgrades.
- Landscaping services is out for bid.
- No garden in memory for Mrs. Evans. Contributions go to Women in Philanthropy.

Katherine Miller:

- Schedule meeting to discuss the East Office location.
- Schedule meeting to discuss the library renovation/digital learning building.
- MP1 deadline is July 1<sup>st</sup>
- Chapman Vending will handle the food service in the Science & Technology Building.

Alicen Flosi:

- Community garden workday is July 1<sup>st</sup>