VPFO Staff Minutes

(Large)

June 11, 2019

9:00 a.m.-10:00 a.m.

Attendees: Craig Ness, Jamie Larson, Greg Dowell, David Martin, Cindy Brown, Shaw Shang, Diane Drawhorn, Angela Petit, Dindy Robinson, Alicen Flosi, Grover Williams, Dana Espinal, Stacy Elizondo-Carter, Dennis Miller, Corey Kirkland, Gary Rash, Renee Hunter, Mariah Williams

Craig Ness
- Legislation session ended May 30th with a reduction in budget appropriation due to enrollment decline post Harvey.
- General Revenue and Dedicated General Revenue up 0.9%.
- LU given 1.4 million appropriation for property damage.
- Communication Specialist, Angela Petit, will be responsible for MAPPs and websites.
- Send request for name tags of new hire’s/name changes to Mariah Williams via email.
- AVPs to email Craig Ness and CC Mariah all vacation requests. Will later discuss vacation request form in Formstack.

Alicen Flosi
- 20 new flower beds at South Park Community Garden, funded and donated by South Park Community Group foundation.
- Volunteers to help plant and improve garden this summer.

Grover Williams
- Several summer projects in progress, such as painting streets curbs, fire lanes, and concrete canopies.
- Temporary generator for LUPD is ready to use and will provide entire building with electricity.
- Ty Terrell bleachers have been torn down and cleared.

Dana Espinal
- Sitting in for Katherine Miller.
- Planning & Construction managing 53 active project across campus.

Stacy Elizondo-Carter
- Describes the process of Spot Bid Fair and Spot Bid to hub vendors.

Dindy Robinson
- Will schedule training in June & July on the Performance Appraisal tool.
- Performance Appraisal tool too opens on July 1st and appraisals will be due on August 31st.
- Open enrollment for Lamar University is scheduled for July 8th- July 20th. Q&A sessions to be held at CICE July 8th – July 20th 3 times a day.
- No longer using Kelsey Care for benefits program, will use Health Select unless participant chooses another system.
• New PPA for dental is Delta Dental.
• Will no longer have state of Texas dental discount plan that ends on 8/31/19.
• There will be no premium changes.

Renee Hunter
• Moderate progress with Bob Adams on access cards

Dennis Miller
• The custodial schedule has changed to mostly day shifts for summer.
• Forward classroom usage to Dennis to implement deep cleaning.

Corey Kirkland
• The new Annual Grounds Maintenance Contract will go to August 2019 Board of Regents Meeting.

Gary Rash
• SHSU has had several issues with insurance claims under State Rental Car Contract because employees are identifying as a state employee.

Jamie Larson
• Budget process underway, FY20 Budget Hearing to be held this afternoon.

Greg Dowell
• Cashiers moved to Carl Parker room 105.
• Helping Jamie with SACS.

Diane Drawhorn
• Purchased 1120 Vermont, vacant lot, from Sheriff’s Auction.
• Standard Delegation of Signature Authority template to be approved by Craig Ness.

Shaw Shang
• Working with several departments on revising certain forms.
• Working on presentation training material.

Cindy Brown
• Sitting in for Donna Quebedeaux.
• Working on monthly financials to make budget decisions.

David Martin
• Custodial schedule to maintain 24 hour coverage with small night crew.
• Custodial summer focus is on deep cleaning.
• Notify facilities of any decrease of service, and provide any feedback that may help improve service.
• Inclusion building was finished.
• 4 boilers to be replaced.
• Repaired EIFS on bottom of Family Consumer building.
Angela Petit

- Introduction as communication specialist.
- Will take MAPP information and insert it into standardized template.
- Control list needs updating.
- Will be contacting AVP’s to discuss Policy and Procedures.
- Email Angela for webpage updates.