VPFO Staff Minutes
(small group)

March 5, 2019
9:00 a.m. – 10:30 a.m.

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

Craig:
- An AACRAO consultant is currently on campus and will be housed in Wimberly.
- May commencement will be held on May 17th and 18th. Will possibly combine future commencements to have three instead of five.
- Looking into adding sidewalks on Jim Gilligan. This will help define the campus.
- Marketing Communications Department is adding signage in the Wimberly Building.
- Will reach out to Jarrod to request information concerning WEAVE and will inform the group any action that needs to be taken.
- There is a SGA safety walk scheduled at the Setzer Student Center tomorrow night.
- Chartwells has new VP and District Manager.
- Board Book deadline and instructions will be sent out soon.
- Working on getting name tags for employees in the division.

Cathy:
- Trying to acquire a learning management system.
- Working on a project: campus-wide nepotism survey.
- There have been many requests lately for updated org charts. If anyone needs theirs updated, please reach out to her.
- Preparing for summer camps.

Jamie:
- Will have budget meetings soon.
- Her area is conducting security awareness training. Sri can help with training in other areas.

David:
- Supporting the power outage this weekend.
- Working with FEMA mitigation project for KVLU.
- Spring Break projects include repairing the library roof and painting the press box and scoreboard at the baseball field.
- Performing maintenance on the cooling towers.
- Changing out lights on campus.
- Will check with Ashley about work being done in the dining hall during spring break.

Alicen:
- Finalizing event details for Earth Day which will be held on April 22nd, 10:00am-2:00pm on the lawn in front of the dining hall.
  - At least 8 tables for vendors will be set up.
  - Will meet with Marketing to make sure that campus announcements will be sent out and details placed on digital TV’s on campus and on social media.
  - Passing out stickers to promote event.
  - Will put up posters the week before.
  - Will talk with Norman Bellard and request him to serve on the committee in order to reach his contacts for help.
Student Engagement will also help with the event.
There will be food and a DJ at the event.
Will invite the local news channels.
- Attended Cardinal Conservation.
- Would like to put walking routes with mileage on an app for employees to walk on campus, possibly on the Live Safe App.

Diane:
- The McLeod property has been purchased. Keeping 2 buildings and removing one. This will be Shipping/Receiving & Surplus’ new location. Demo and cleaning is needed. Will look at adding lights and paint to the outside walls.
- Extended Martin Marietta lease because they need more time to vacate the property.
- The gate arm at Plummer hit an employee’s car.
- The HUB forum for local vendors was yesterday at Ford Park. Talk to Tabitha for further information regarding the Spot Bid Fair in Dallas on May 6th & 7th.
- The annual inventory has been sent out to the campus.

Katherine:
- Improving roads for deliveries to the campus. Might have an impact on tailgating.
- Scholarships/Financial Aid departments are requesting to remodel their area. Replacing the carpet and changing a desk to make it accessible are two of their immediate needs.
- Science & Technology building update: meeting every week and waiting on Vaughn to finish. Should be complete at the end of March.
- The band will be using the old surplus building.
- A campus announcement was sent out regarding a power outage this weekend.