

## VP F&O Staff Meeting Notes

May 15, 2018

Attendees: Cathy Benson, Jamie Larson, David Martin, Ashley Scott, Katherine Miller, Craig Ness

Craig Ness:

- Our office is currently updating contact information; preparing for the upcoming hurricane season. Please go in self-service and update information and look for a campus announcement for further details.
- Please forward v-cards of important contacts in case there's an emergency.
- There will be an ICS meeting before June 1<sup>st</sup>.
- Send list of IT projects and status.
- Send vacation dates to Rachel.

Ashley Scott:

- A campus announcement will be sent out about upcoming parking changes.

Cathy Benson:

- Discussed performance evaluations. Training will begin in July.

Jamie Larson:

- Budget hearings are currently going on.
- There will be finance self-service training in June.
- The next T600 training will be May 31<sup>st</sup>.

David Martin:

- Wrapping up the KVLU project.
- Repair is needed to one of the main electrical feeds. A campus announcement is needed and include a map to notify campus about repairs and sidewalk/parking closures.

Alicen Flosi:

- There was low attendance for Earth Week events.
- Looking to start the Bike Program in Fall 2019, due to the amount of prep work involved. Policies are needed.
- Waste Management is providing additional recycling containers.
- Requested permission to assemble an official University Sustainability Committee. Mr. Ness said to send him the purpose, mission, list of committee members and how often they will meet.
- There were 10 fruit trees planted in the community garden.

Katherine Miller:

- Addressing the floor transition issue in the Setzer Center.
- There will be a final inspection in the Setzer Center today.
- Peter Graves is no longer at TSUS Office.
- IDIQ Services: there are 4 firms with higher limits.
- Discussed the Plummer Renovation
- Upcoming Projects: Library, Baseball field, locker room demo, Cardinal Village and classrooms.