

## VPFO Staff Minutes

December 11, 2018

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

Craig:

Discussed WEAVE. Each AVP is required to have 1-3 outcomes. Keep it simple and measurable. If you input into Microsoft Word, Cindy Brown can transfer it into the WEAVE software. Each outcome can be each area/department. @ Deadline is early January.

Holidays are coming up. Friday, December 21<sup>st</sup> is energy conservation day. Craig will be out of the office December 20<sup>th</sup>. k department, especially Facilities.

We should send an energy conservation campus announcement next Monday. It should include unplugging space heaters = should check for heaters and make sure that they have a tip safety switch.

For SACS, administration is required to have updated vitas (Theresa Hefner-Babb has a template) and transcripts should be on file.

Discussed customer service training. Bert will reach out to each AVP starting in January to assemble a plan for their area. This will address specific weaknesses and bring down training to managers.

The LIVESAFE app is now live. Rolling out to students in January.

Board items for the January Board Book are due tomorrow.

Our division will need to complete websites by March/April. Invite Jarrod/Stacey Haynes to one of our future staff meetings to discuss WEAVE and websites.

Diane, Katherine, David, Corey and Craig will go visit the concrete plant soon.

Cathy:

Distributed organizational charts for division. There are universal vacancies in admin positions and discussed options. Please make appropriate changes and send the org charts back.

New Staffing Manager: Ms. Xundra Ward

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2. Lighting project: installing