

**Minutes**  
**LRC Staff Meeting**  
**July 2, 2014**

**Present: S Kunisaki, L George, J Luna**

**To-do Lists Updates:**

**L George –**

- **Online Tutoring** - LG will get Net Tutor announcements out to students enrolled in the 2<sup>nd</sup> 6-week courses and 8-week courses.
- **Plato**- The training manual will be edited and updated. LG will create a Plato class for the Reading Center so it is ready to share with S Leinen by July 14.
- **Casual Workers' Email Accounts** – Since some of the casual workers' email and computer log-on accounts have been disconnected, LG will send an email to S Kimball to have these accounts re-activated.

**J Luna –**

- **Staffing for Fall** – JL will contact two previous LRC workers with FWS money to see if they'd like to work here in fall.
- **Tutor Stats** – JL is almost done with the fall tutor stats and will begin inputting spring 2014 information.
- **Training** – JL will train the new LMT IV on hiring procedures for student workers.
- **DE** – JL will continue to monitor and answer emails related to DE

**S Kunisaki**

- **Handbooks** – SK will review and update tutor and worker handbooks so they are ready for fall
- **Student Equity Plan** – SK will research what is needed for this plan.
- **Hiring tutors** – Sheryl will continue hiring new tutors for fall.
- **Fall Schedule for Workers** – On July 14, SK will send the initial email requesting schedule of availability. A time management sheet will be included with the email.