

## LRC Staff Meeting Minutes

2020 03 20

Present: Franklin White (FW); Lisa Hall (LH); Erika Yates (EY); Sheryl Kunisaki (SK)

The LRC ELFS met online for the first time to get the team organized for work at home. ELFS shared feelings and concerns regarding working from home and leaving campus so quickly.

SK said she would have a weekly check-in meeting for 30-minutes each week with each ELF to catch up, answer questions, share ideas, etc.

SK said she was working on getting the tutors set up so they could work online. WebEx doesn't seem to be a good option. She would look into other options.

ALL team members were concerned about the LRC student workers and wondered how they are doing with their courses and what we could have them do in the online workplace.

SK asked ELFs to think about work that could be done at home. Suggestions were:

- Trainings on Cornerstone
- Clean up files on P-Drive
- Figure out what paper forms need to go online
- Practice software skills
- Update lists
- Delete old files on P Drive