

LRC Staff

May 18, 2020

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

Please let SK know your regular work schedule/flow for planning purposes.

Erika

- Return and distribution of calculator and laptops plan is now being revised.
- EY is not sure what cashier's process will be. Students who paid a deposit in spring will get their deposit back via cashiers. How this will happen is uncertain right now.
- For summer and beyond, there might not be a deposit.
- EY is creating short notes about fines that are preventing students from registering.
- Waiting to see if we are charging \$20 deposit. It might be attached at the return end.
- No deposit for laptops were required in Fall 2020, but there will be a \$300 fee for no returns
- Waiting for Math dept about set up for days calculators will be returned.
- We will probably have appointments calculator pick ups
- Calculators must be returned at the end of the semester. Continuing students with a laptop can send an email to have an extension.
- Erika working on campus on the 8th to catalog 100 new calculators

Franklin

- Pharos, Ricoh, TracSystems – We need touchless operation and update our app with a print button so students can release print jobs from their phones. Pharos needs to update app and create one for IOS – Android app works just fine
- FW isn't sure how Chromebooks interact with our print systems.
- Pharos claims the system is capable of touchless printing, but LRC needs ITS help with this.
- FW thinks we can do without the downstairs copy machine and we can get down to 3-4 printers.
- FW thinks we should re-negotiate the contract with Ricoh and see if we can get lease amount back for the time the campus is closed due to covid.
- We probably don't need 4-5 printers for LRC – reduce to 3-4 printers
- We don't know what we are going to do with the cash. The campus may not want to deal with cash when we return.

Lisa

- Keeping FWS timesheets updated
- Help Erika with the calculator return and distribution

- Tidying up the P Channel on Teams and deleting files with students' names and/or ID numbers that are three years or older
- Filling out payroll authorization for returning summer tutors
- Wondering if/how the earthquake drill will happen in Oct

Sheryl

- Participating on the Instructional designer hiring committee
- Creating a formstack form for Canvas Assistants and student workers to see if they want to work in fall even if we are uncertain whether they can be re-hired.
- Contacting faculty for new tutors
- Hosting party tomorrow – come join us!
- Updating the LRC's plan for returning to campus
- Meeting w/ other campus tutoring programs to share ideas