

LRC Staff Meeting

Thursday, March 20, 2014

Present: Lisa George, John Luna, Rebecca Stewart-Wilson, Sheryl Kunisaki, Olive Edmund

Computer Upgrade Updated

- RS-W gave an update on the computer upgrade to Windows 7.
- RS-W reminded everyone to send her an email if there is a problem with computers. She also suggested checking cable connections before sending an email.

Update on New Hires:

- JL shared that he is interviewing a couple of potential FWS student workers.

DE Update:

- JL will be assisting with Distance Education related issues during the evening hours.

P Drive:

- SK explained that a shared P Drive has been requested for SK, JL, RS-W, Lisa G and Mrs. Grisby. We will try it and see how we like it.

Workers' Schedules for Spring and Fall:

- LG will send an email to workers to find out their availability for summer and fall.
- Workers should have summer work schedule by May 9.

Other:

- Vacation days were shared by all so we can coordinate plans appropriately.
- SK noted that there might be a delay in printing timesheets because the portal is down. If timesheets are not ready by Monday, March 24, SK will send an email to all workers and tutors to let them know about new deadlines for signing timesheets.