

Minutes of October 23, 2013 LRC Staff Meeting

Present: R. Stewart-Wilson, L. Hall, J. Luna, S. Kunisaki

Use of BSSC and LMTC by Instructors with Their Classes –

Instructors who use the BSSC with their classes for the first time should be advised to visit the BSSC first. This way they are aware of the layout and can make appropriate plans. R S-W said she is working on a new form to reserve the BSSC and LMTC and will share the form when it is complete. R S-W was thanked for taking the initiative to streamline this process.

Timekeeper Rules

Timekeeper rules were discussed in detail in the meeting for student and casual workers. More specific guidelines might need to be developed as questions have come up. SK will keep the staff informed when any procedural changes have been made.

Orientation for Student and Casual Workers

R S-W was thanked for her work on this very important meeting. The workers' handbook was updated and explained during the meeting.

Employee of the Month

A new employee of the month will be determined at a later date. JL will post photo of last month's winner.

LRC Student and Casual Worker Meeting

This meeting has been scheduled for Friday, November 1 in the LMTC from 12:00 – 2:00.

New Employees in LMTC

JL will pull the files of new employees so R S-W can review their qualifications for LMTC work in the spring.