

**Minutes
Learning Resources
Staff Meeting – June 16, 2016**

Present: J Luna, L Hall, M Ochoa, S Kunisaki

No Summer 2016 Stickers Available

Since Student Development ran out of stickers to put on student ID cards, LR staff discussed how to check out computers and materials to students. Staff decided to allow students with Spring 2016 and/or Fall 2016 stickers to use computers and materials in Learning Resources.

Staff Updates

JLuna is working on:

- Consolidating the student worker application
- Consolidating student interview questions

Other Projects for the Near Future:

- Researching tracking of tutor use
- Inputting names for Fall 2015 tutor usage data

LHall is working on:

- Preparing for Plato upgrade
- Uploading list of students with FWS Approval Notice
- Budget projections for Fall 2016
- Make-up Cert training

Other Projects for the Near Future:

- Collecting schedules from workers and tutors for fall
- Scheduling tutors

MOchoa is working on:

- Purging of outdated materials in Learning Center and updating the catalog for these materials
- Revising the Student Worker Handbook – She will add Nixle, what to do with lost and found items, and a warning to not watch students' belongings when asked

Other Projects for the Near Future:

- Scheduling workers for Fall

SKunisaki is working on:

- Gathering information for Program Review
- Overseeing staff who are purging very old documents

Other Projects for the Near Future:

- CRLA Certification submission

Program Review:

MOchoa shared ideas for using the LMTC and will email her ideas to the staff.