

Learning Resources Center Staff Meeting Minutes

July 20, 2016

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

1. **Staff Attendance** – S Kunisaki will be notified if student staff members seem to have a pattern in their absences.
2. **Staff Training** – LRC's new student staff will be trained for each assigned area during their first day on the job. In addition, there will be a group training session on September 16 from 1:00 – 3:00. Later in the semester, student staff will be given a questionnaire to measure their understanding of assigned tasks and responsibilities. This questionnaire will be linked to an SAO.
3. **SAOs** – M Ochoa and L Hall conducted an orientation this summer and administered the current SAO to the students. Results of the SAO were discussed. Most results were satisfactory. For one question, students were asked if an ID card is needed to use a computer in the Basic Skills Study Center. Before the orientation, 70% of the students got this answer correct. After the orientation, 70% again got this answer correct. To increase the percentage of correct responses, J Luna will design a small note to be taped to each desk in the BSSC. This note will tell students they need to be assigned a computer by giving their student ID card to the person behind the counter. During orientations, presenters will bring students' attention to this note. The team will review Fall 2016 responses to see if more students correctly answer the question.
4. **Fall Schedule Update** – The tutor and staff schedules are in progress. The goal is to have the schedules ready for distribution by the first week of August.
5. **Other Projects:**
 - M Ochoa is still purging old materials. She hopes to get VHS tapes, CDs, etc to the division offices next week.
 - L Hall will share her budget projections next week.
 - J Luna is working on the handout for creating an "Add Value" account. He will have it done by the end of the week.
6. **Print Company Research** - The LRC team will brainstorm questions about the print systems used at other community colleges. These questions will be given to the director for review.

7. **Handout on LRC Services** – The team members will give S Kunisaki suggestions and comments for the handout on LRC Services that will be used on New Student Welcome Day.