

Minutes of LRC Staff Meeting

August 16, 2016

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

Saturday Staffing: S Kunisaki shared criteria for classified staff to be on the list for overtime and comp time opportunities. L Hall and M Ochoa asked to be on the list. J Luna declined the offer. S Kunisaki will forward the names to be on the overtime/comp time list to the LLR director.

Staff Schedule Change Form: L Hall shared a form that could be used when workers want to change their schedules. L Hall will keep the form and revisit the need for the form during the fall semester.

New Student Welcome Day: S Kunisaki shared the final draft for the LRC staff schedules on NSWd. She also asked classified staff to make sure everyone gets their breaks without leaving an area unsupervised.

Signs for Computers in BSSC: During the week before fall begins, M Ochoa and J Luna will make signs for computer desks in BSSC.

Library Training: L Hall will attend the training for new student workers in the library on August 26. At our next staff meeting, she will share what happened in the training and suggest ideas for the LRC's student training on Aug 23.

Headphones: A suggestion was made to discontinue lending headphones because students borrow them for non-academic purposes. Also, the headphones are old, so the sound easily escapes out of the ear pieces. Another concern is the headphones may not be sanitary when they are used by many different students each day. Staff agreed not to lend headphones in fall 2016, and they will review this policy around the 4th week of the semester.