

## **LRC Staff Meeting**

**October 20, 2016**

Present: Skunisaki, JLuna, LHall

Absent: MOchoa

### **Webpage Designs:**

SK explained that our PR and Marketing dept will re-design the campus website. SK asked the staff for suggestions on college websites that are particularly appealing. Everyone agreed that the University of Southern California and Mt. San Antonio College are user-friendly and visually appealing. SK will email these two recommendations to the Webpage Redesign Committee.

### **National Disability Day:**

SK shared that a group of students will tour the building on October 27 between 11:30 and 12:30. LHall will share our services with the group when they arrive. SK will ask MOchoa to give a brief orientation to students when they arrive in the LMTC.

### **Emergency Phone Tree:**

The staff agreed an emergency phone tree is vital for keeping everyone informed during an emergency; however, there were concerns about including part-time employees on the phone tree. The LRC's part-time staff is large, generally 50-60 people each semester. This group is constantly changing with some quitting and other being added mid-semester. Also, it is not unusual for part-timers to change their cell phone numbers. Given these facts, it would be difficult to maintain an up-to-date list of part-timers. Also, concerns were raised about being required to keep work-related cell phone numbers in personal phones.

JLuna will explore other possible ways of communicating with our large staff during an emergency such as a closed group on Facebook, Twitter, or other social media platform. JLuna will share his ideas at our next staff meeting.

Nixle was also mentioned as a good way to communicate with the entire staff during an emergency.