

**Minutes for Learning Resources Staff Meeting  
March 14, 2016**

**Present:** SKunisaki, LHall, JLuna

**LMTC Staffing Week of March 21m 2016** - To staff the LMTC while Erika is out, we will make the following changes to the workers' schedule in LMTC for March 21 – 25:

Monday, March 21:

8 – 11:30 Kevin  
8:00 – 9:30  
10:00 -1:00 Ashley Burton;  
11:30 – 4:00 Guadalupe

Lisa will contact Guadalupe and give her an orientation.

Tuesday, March 22:

Kaito – 10-10:30

Wednesday, March 23:

8:00 -12:00 - Beatriz  
11:30-1:00 Ashley B  
12 :00 – 1:00 LMTC

Thursday, March 31:

8:00-830 LMTC Lisa will open;

Ask Yecenia to come in at 8:00 and work in LMTC until 11:00 then come to BSSC at 12:00  
11:00-12:30 – Lisa

John will contact Yecenia about her schedule

Information for New LMT IV Starting on April 1

SK will find out if the new LMT IV should be the floor leader for that area in case of an emergency.

SK will add opening and closing procedure as well as security info to the Welcome Packet.

SK shared spreadsheet outlining our duties. This information will be shared with the new employee.

### Other Staffing Topics

JL will draft an email blast to let workers know they should call ext 6494 when they are out. He will also share our new, beautiful binders with daily communication information.

### New Student Welcome Day

New Student Welcome Day is scheduled for August 24. The LLR has been asked to participate, but at this time we do not know what our role will be. In addition, we will ask our student and casual workers if they'd like to help on this day. To find if our student workers, casuals, and tutors will be around, Lisa will make a sheet with the following columns:

- Name
- Summer session they plan to enroll in and how many units;
- Enrollment plans for fall and if so, how many units
- Are they interested in working in summer and/or fall
- Will they transfer or graduate in May 2016

Unit Plan – SK and JL prioritized all recommendations and forwarded them to the director who will forward the Unit plan to the VP. LH did not participate because she was on vacation but is in agreement with the LRC's recommendations.

### Our Forms:

- JL will finish the WiFi flyer soon
- JL will make fillable forms for Timekeeper Adjustment & Request for Leave
- LH will follow up w/ student who helps printing tutor flyers
- P drive clean up – John & Lisa will do this because we have too much stuff on there

**Scheduling Software** will be piloted in summer- Lisa has info

## Our Plans

John out June 27-30

Sheryl Kunisaki out June 20-23