

**LRC Staff Meeting
Minutes
May 3, 2017**

Present: John Luna (JL), Sheryl Kunisaki (SK), Lisa Hall (LH), Mayra Ochoa (MO)

Lockdown Drill De-Brief

- The lockdown drill in LMTC, LRC, and BSSC went smoothly. This time, the students and casual workers took an active role in this drill. LRC staff believes the more employees we empower to take charge during an emergency, the more likely we are to stay safe.

QCI to Ricoh Change

- SK shared information on the plans to change print vendors from QCI to Ricoh. She will keep staff informed as details of the change are known.

Summer Schedules for Workers and Tutors

- LRC staff will use the following timeline to develop the staff schedule for summer:
 - May 10 – JL will email a reminder to staff and tutors asking them to give us their schedule of availability by May 25. If we don't hear from them by then, we will assume they are not interested in working.
 - Staff and tutors will receive their summer work schedules by June 7 at the latest.

Summer Staff Meeting

- LRC staff will hold a mandatory training session on Friday, June 16, from 10:00 – 12:00 for students and casuals who work in summer. JL will include this information in his May 10 email.

Student Survey for Program Review

- The LRC student survey was discussed and approved. SK will ask IR to send copies of the survey to be distributed to students this month.