

LRC Staff Meeting Minutes

January 5, 2018

Present: LHall (LH); EYates (EY); FWhite (FW); SKunisaki (SK)

Timeline for Spring Staff and Tutor Schedules – LRC staff agreed to adjust the timeline for scheduling staff and tutors in spring.

- Week of January 8 – FW will contact staff who have not given him a schedule of availability for spring.
- Week of January 8 - LH will contact tutors who have not given her a schedule of availability
- Week of January 22 – FW will make finishing touches to the staff schedule; LH will continue to work on the tutor schedule.
- January 31 – Release date of spring schedules to staff and tutors
- Week of Feb 5 – EY will update tutor flyers

Staff Updates - Winter Projects

EY:

- EY is working on a supply order so get your wish list to her by January 24, 2017.
- Tutor flyers will be updated week of Feb 5.
- EY is working on fall tutor stats and collecting sign-in sheets from some tutors.
- EY will attend Guided Pathways on January 18.

FW:

- FW is consolidating signs in LMTC and revising memos in the front counter binder.
- FW is working with ITS because in the LMTC, ID cards may work on one print release box but not the other.
- FW will have the staff schedule ready for release on January 31.
- FW is composing a letter to staff to let them know they are not to take cash from students for printing.

LH:

- LH Will have tutor schedule ready for release on January 31.
- LH is working on the budget updates.
- LH will sit in chairs around campus and make her recommendations next week.
- A staff newsletter would be nice to have, so LH is working on a template for this.
- LH will update the LRC webpages as needed.

- Cert training for trainers will be Feb 13, 14, 15. LH will find out if another one is scheduled later in the semester since this one will be the first week of the semester. If not, she would like to attend this training in February. She will also ask about the expected long-term commitment for this training.

SK

- SK is still writing the LRC's program review.
- SK will prepare for spring tutor training. She will also need to get training on Canvas, so she can use it for the tutor training course.
- SK will be available to support our new director as needed.

Enrollment Reports

- SK shared enrollment reports from the VPAA's office. EY noted that it would be helpful for the LRC to know which disciplines are most impacted.

Flex Day

- SK encouraged staff to attend Flex day workshops they find interesting. She also asked that staff plan and prioritize preparation for spring when considering which workshops to attend.

Upcoming Appointments and Vacations

- All staff members shared their upcoming appointments and vacation plans.