

Learning Resources Center Staff Meeting

March 29, 2018; 3:00 – 4:15

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

1. Carpeting – We are ready for the carpet installation! EY has purged old materials, packed useable materials, and organized the packing. Thank you Erika!
2. Program Review – SK shared that she is composing the last section of Program Review, and requested input from staff on the LRC's strengths and areas of improvement.
3. Food Policy – EY asked about the current food policy for the library and LRC. SK shared the policy that was voted on last year. EY will post the new policy and take down the old ones in appropriate areas.
4. Smart Start Resource Fair – Saturday, April 21 from 10:00 – 12:00 – FW agreed to attend this fair. He will contact the organizers of the fair to reserve a table.
5. FW expressed the importance of having reliable casuals to help in the computer labs. LRC staff discussed ways to hire more casuals but did not agree on an immediate solution. SK will include this concern in Program Review.
6. Charrissa Penn's (CP) Schedule – SK shared that the division office could use CP's help while the division's administrative assistant is on maternity leave.
 - FW will add some student workers who have Federal Work Study funds to the schedule, so CP can assist in the division office. FW will inform the LRC staff on the new, temporary schedule.
 - LH will give a budget update by tomorrow