

## **LRC Staff Meeting**

**5/6/2019 – 2:00 pm**

Attendees: S Kunisaki ; L Hall; E Yates

### **Finals Madness:**

- LRC Staff will meet with Student Development staff and student leaders on May 7 at 3:00 to discuss logistics for Spring 2019 Finals Madness.
- EY will ask a few student workers if they'd like to work during Finals Madness. She has identified five student workers who would be excellent for this event.
- Signs: L Hall mentioned that the signs used for Fall 2019 were not as effective as possible. She will get an inventory of the signs used in fall and create new ones if needed.

### **Tutors:**

- If the student leaders ask for tutoring during Finals Madness, S Kunisaki will ask if any LRC tutors would like to work during this event.

### **Safety Binder Updates:**

- EY is going through one of the binders and updating as needed.
- LH is going through another safety binder and updating as needed.
- By the end of this week, LH will schedule a meeting for the Safety Committee, so they can be prepared to give an update at the next Division Council meeting.

### **Summer Staff and Tutoring Scheduling:**

- LH will send a short newsletter that explains enrollment rules that apply for summer student workers.
- Week of May 13 – Schedules will be collected from students and casuals
- Week of May 20 – Schedules will be developed for staff and tutors
- Week of May 27 – Schedules will be distributed