

Minutes of LRC Staff Meeting

July 30, 2019

25Live room reservation system - LMTC ABC are on it. Franklin will be the approver for the system.

Calculators – Erika will work with Loretta on the check-in and out of calculators this summer. First couple of weeks in fall, Erika will work day hours to manage calculators. Calculators will be stored and checked out in The Study Center. Since Erika is working the day shift, FW volunteered to work nights do Tuesdays and one Thursday during the first two weeks in fall.. Lisa can do nights on the Wednesdays. SK will do Mondays.

Fall Training – EY is ready. She would like us to help with the scenarios. SK will bring paper goods and water container and Keurig. LH will bring fruit.

Fall Schedule – FW said closing shifts are difficult to fill.

- Lisa will ask Daniel C, Toni C, Lukas D about their FWS for 2019 – 2020.
- Franklin will contact Christina.
- Erika will contact Daniella.
- SK will make interview appointments when she sends application.
- Kanon Lopez, (Has app; will interview when we get the app)
- Valerie M (will call for interview)
- David Summer – SK will call
- Joshua Komsky – He was sent an application and availability sheet

The Study Center – Do we still need to get ID Cards? Maybe not. We'd have to manage it like the LMTC. Erika will get Charrissa's input and let us know.

Safety Binder – EY is ready to present the Grab-and-Go at division council. EY has returned one three-ring safety binder to the closet in Circ. LH is almost ready but still needs to put building numbers on the map. She should be ready to return the binders to Circ by the end of the summer term.

Staffing – Lisa provided a detailed staffing list with hiring updates. She is working on budget projections.