

Minutes of LRC Staff Meeting
Sept 25, 2019 – 1:00 – 2:00

Open House – October 22, 2019 – 11:00 am – 2:00 pm

- The staff will be in charge of the areas closest to their offices.
- Keep an eye on the staff schedule; we may need to ask more student workers to come in to help at the Open House
- The tutoring area will have hot chocolate again!

Staff Activities:

Franklin

- The scanner is no longer working. Crystle found one so we are waiting to see if it is compatible with Windows 10.
- There are printing issues with online software versions. Franklin and Lisa have discovered processes so students can successfully print
- The staff schedule is still changing. Keep our eyes and ears open for new students to work with us. Franklin is still filling some shifts.

Erika

- Some microscope slides need to be cataloged.
- Laptops are coming soon. Erika is figuring out how to label and check out laptops for the semester. Sheryl informed the ELF's that Helen Young is happy to share the file space to store laptops. Sheryl offered her office space as well.
- Erika will send an email to the student staff to ask if anyone is interested in working the open shifts. She will also ask if anyone wants to help at the Open House

Lisa

- Lisa will contact Donna to schedule an LLR meeting to prepare for the earthquake drill. The meeting will probably be scheduled for next week.
- Captain's radio checks will happen in the near future.
- Payroll Prep – Lisa is on vacation Oct 9 – 16, so she will do the prep for the October payroll

Work Schedules: Sheryl reminded the ELF's to work within the scheduled work time.

Oct 25 – Erika and Lisa will attend the Behavioral Management workshop from 8:30 – 5:00 on Friday, Oct 25. Sheryl will be on vacation on this day.

Franklin will work from 10:30 – 4:30 on that day and be here for closing.