

## LRC Staff Meeting Minutes

October 8, 2019

Present: EYates, FWhite, LHall, SKunisaki

### **New Hires**

There are still a few new tutoring who are being processed. All student workers have completed the HR process.

### **Staff Scheduling**

Two new student workers have just been approved so FW was able to fill empty time slots with these new workers. EY will train new employees.

### **Staff Duties**

Student staff are not responsible for maintaining the noise level and discipline in LRC areas. Student workers should bring these issues to the attention of the full-time staff to manage.

### **Guardian Scholars Textbooks**

Guardian Scholars does not have much storage space, so they asked to store their textbooks in the LRC. This way, their students can check out books on a short-term basis. They have only a couple of boxes of books, so the books will probably fit in near the calculator storage area.

### **Counters for TSC**

The teachers' station blocks the view from the main service counter. LRC staff will look into removing these stations for better visibility.