

**LRC Staff Meeting**  
**December 2, 2019**  
**1:00 – 2:20**

**Present:** LHall, EYates, FWhite, SKunisaki

**Program Plan** - FW asked to include new ADA compliant desks for the LMTC. The ones currently in place no longer move up and down. FW looked into new cranks, but the manufacturer no longer exists.

- **Next Steps:** FW will look into how many desks are required for a computer lab the size of the LMTC.
- SK will add rankings the LRC staff agreed on during the meeting.

**Budget Update:** SK shared a budget sheet updated provided by the division office. LH gave an update on the LRC staff, so we have an idea of who can work in winter.

**Winter Schedule:** The winter staff schedule is on hold until the FWS office lets the LRC know which student employees are eligible for funding increases. Also, the LRC is hiring a few new employees, so the number of employees to schedule in winter is still unknown.

**Holiday Parties:**

- The LRC party for student workers and tutors will be on Monday, Dec 9 from 10:00 am – 12:00.
  - **Next Steps:** SK will bring griddle, pancake mix, butter, syrup. LH will make wassail ☺.  
FW has donated a gift card for pastries that SK will pick up. EY will bring sausages.
- Campus Party is Dec 12
- LLR party is Dec 13.

**ADD Value Machine:** FW will ask the director about whom to ask to connect our new ADD value machine.

**Finals Madness:** LH will make print instructions. SK will distribute staff schedule with phone numbers.