

**LRC Staff Meeting**  
**October 21, 2019**  
**1:00 – 2:30**

**Present:** Lisa Hall (LH), Erika Yates (EY), Franklin White (FW), Sheryl Kunisaki (SK)

**Annual Plan:** SK informed staff the LRC annual plan was emailed and asked everyone to review the updates. Any new requests should be input into Nuventive by November 1. Possible requests that have been discussed are services counters, storage for learning materials, furnishings for collaborative work, additional whiteboards.

EY will contact biology faculty for specific details on slide requests and microscope repairs.

**Comp Time:** SK shared that comp time must be approved by a manager. She asked staff to continue keeping track of comp time the way they have been. SK hopes to make a comp time Formstack form soon.

**P Drive:** SK informed the LRC staff that we have been advised to migrate files from P Drive to One Drive. Data that is more than three-years old in any form, electronic or paper, should not be stored or kept. This is an HR rule, and it could be a liability for the employee if the data goes astray. In addition, no student data should be kept on a flash drive.

**Earthquake Drill:** LRC staff agreed the earthquake drill went smoothly without any problems. The new radios worked well, so staff could communicate throughout the drill. Kudos to LH for coordinating this successful drill.

### **Winter Schedules**

**Tutor Schedule:** There will probably be no tutoring in the LRC in winter, so a schedule will not be needed.

### **Student and Casual Staff Winter Schedule:**

FW asked how we can send texts messages to the staff. SK said we should ask staff for their cell phone carriers. With this information, we can send a text.

Casuals generally work three-days per week for 15 hours each week in winter. Staff discussed the possibility and challenges of wage increases as the minimum wage continues to increase.

### **Timeline for Winter Staff Schedule Development**

#### **By Nov 1, LH will:**

- 1) Ask HR about rules for working in the winter.
- 2) Calculate FWS students' awards and contact FWS for additional funding as needed
- 3) When funding is confirmed, LH will report to LRC staff so decisions can be made for winter work schedules

**Nov 11 – Dec 6, FW will:**

- 1) Send an email to student workers on Nov 11 about their winter availability and ask for this information by Nov 15, 2020
- 2) Finish the winter 2020 staff schedule by December 6

**Staff Updates for the Remainder of Fall Semester**

**EY:**

- Print tutor schedules as needed
- Count and tally tutor usage
- Input headphones and markers in the library checkout system
- Calculators:
  - Returns will be on Dec 16
  - Meet with Math department to discuss replacement calculators
  - Purge calculator records that were not returned two or more years ago
- Barcode laptops into new system
- Learn new LIS system

**LH:**

- Update FWS students' award information
- Attend building captains' debriefing for earthquake drill and email relevant information to LLR
- Update the budgets

**FW:**

- Develop winter schedule for staff based on timeline above
- Follow up on open work orders for HVAC, computer replacements, add value station, ADA complaint computers tables. A suggestion was made to contact SRC for vendors that carry ADA complaint furniture.
- Learn more excel
- Purge old files
- Investigate alternatives for add value stations
- Revise interview questions

**SK:**

- Update and edit LRC's section of the accreditation report
- Develop plans for tutoring
- Coordinate with faculty for SITE project
- Update annual plans

**Future LRC To-Do List**

- LRC will need to organize all signs based on the LLR Signage committee's guidelines
- Minutes need to be uploaded to the LRC webpage