

ELF Meeting

11:00 am – 12:30 pm January 9, 2020

Present: LHall (LH), FWhite (FW), EYates (EY), SKunisaki (SK)

LMTC – LRC staff will close the LMTC on Saturdays and at 7:00 pm, Monday through Thursday. This will help the evening and Saturday staff because they will need to supervise two LRC areas rather than three. The LRC staff will evaluate these hours at the end of spring and make recommendations for fall hours of operation.

Morning Patron Survey – LRC staff would like to survey the number of students who are outside waiting to enter the building between 7:30 and 7:45. Then the staff will take note of the number of students who go to The Study Center and LMTC to print documents. If the survey results indicate a need to open earlier for printing, the LRC staff will bring this to the attention of the LLR director and Division Council for input.

New Hire Updates – Five more new student workers should be hired to meet LRC staffing needs in spring.

Bone boxes – It is sometimes difficult for the morning staff to count bone boxes because the counter area is too busy. LRC staff agreed to ask the evening staff to count bone boxes and record that this has been done on the log sheet.

Chairs in TSC – LRC staff discussed chairs in TSC and decided to put a request for new chairs in future annual plans.

Tray Tables in TSC – Some computer tables in TSC do not have keyboard tray tables. A work order has been submitted to have keyboard trays installed where needed.

SLO Orientation Quiz – A couple of questions will be updated to reflect recent operational changes. Two questions will be re-worded so students learn that they need their ID card to access print services.

Spring staff meeting – Feb 11 is a better date and 9:00 – 11:30 is the proposed time.

Painting in LMTC – The LMTC is getting a new coat of paint this winter. If needed, Lab D will be closed and A&B will be open. Another alternative might be to send students upstairs to TSC.