

LRC Meeting

January 30, 2020

Present: LHall, EYates, SKunisaki

EYates' Update:

- Laptops might come today. When they do, EY will go to of her office to get laptops cataloged.
- Staff Meeting on Feb 11 - 21 people have RSVP'd for staff meeting.
- Guardian Scholars Textbooks: textbooks – EY is working on getting the books cataloged.
- Spring Cleaning: EY got workers to clean on feb 11 for LMTC.
- Tutor Flyers – If EY doesn't have time, maybe LH can do it.

Lisa's Update:

- Tutor schedule – 80-90% done. We have six new tutors. One will start the first week of the semester. The other will start 2nd week of semester.
- Budget – This spring LRC hired about a dozen new student workers. Most current student workers received \$1000 increases. Budget projections will be different this year because we have a large pool of new student workers.
- New Hires: LH will follow up with three new hires who aren't progressing through the hiring process.
- Website – LH will delete outdated pages when she is done with tutor schedule.
- Add Value machine – A part has been ordered and will be installed when it arrives.
- Grab and go folders – Contact lists will be kept in each ELF office. The Grab and Go folders should be kept behind the service counters in TSC and LRC.
- Keyboard Trays – Facilities will replace broken keyboard trays in TSC a few at a time.

SK Updates:

- OneCard – One Card has been installed. The network for the computer behind TSC counter is not working. When this network is fixed, OneCard will be used at this stations.
- Sick Leave – An info sheet on sick leave has been placed in the break room.