

LRC Minutes

Apr 24, 2020 10:30 – 11:30

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

Digitizing Forms

- SK shared that LRC paper forms will need to be digitized since we can't share paper copies with the staff. Paper forms LRC staff use are:
 - Time Management Sheet – LH has this on her files as a digital form. She will look for the fillable version.
 - Staff and Tutor Schedules – FW tried a software for this, but it didn't meet all our needs. SK will research possibilities
 - Calculator and Laptop Check Out Forms – Maybe formstack can be used. SK will try making Formstack forms.
 - Staff still like to have some paper copies for personal workflow. Concern was raised about forms being handed back and forth between several people and the potential for spreading germs.

Return to Campus

- SK asked ELFs to think about how the LRC spaces can be used when we return to campus if classes are still online and social distancing is required. Ideas and concerns discussed were:
 - Cleaning computers, printer, add value station. FW shared that this equipment is touched by many so protocols for cleaning are needed.
 - 6 ft between patrons is a lot of space; capacity will be limited
 - Is it better to have staff on one floor or spread out on different floors?

Other:

- ELFs agreed that Bingo with the student staff was fun and successful!