

Minutes
LRC Staff Meeting
Wednesday, January 29, 2014; 2:00 – 2:50 PM

Present: Lisa Hall (LH), Sheryl Kunisaki (SK), John Luna (JL),
Rebecca Stewart-Wilson (RS-W)

Hazardous Waste Inspection

SK informed the staff that El Camino will have an inspection for hazardous waste. Nobody is aware of hazardous materials in our area that need to be properly discarded.

New Staff

JL gave an update on new student hires. He said two new FWS students will begin as soon as they are cleared by HR. RS-W will contact and interview a couple of students in the near future. SK will contact CalWorks for potential applicants.

LMTC Update

RS-W gave an update on the LMTC which was very busy the first two weeks of the semester. There were no class orientations in the beginning of the semester, but they will begin this week.

RS-W gave an update on issues related to hardware and software upgrades for our computer labs. Microsoft is not making patches for XP any longer, and they will shut down Windows XP on April 7. Student computers will still have XP after April 7. Staff and faculty computers will be migrated to Windows 7 by April 7. RS-W strongly advised everyone to back up their files on a flash drive or CD.

WiFi Presentations

JL said he is preparing for the WiFi workshops next week. He has completed the handouts for creating a WiFi account.

Tutor Schedules

JL shared how he and LH will coordinate the updates to the tutor schedules and flyers.

EOPS Workshops

LH will prepare for two EOPS workshops that will be held in the LRC. The first one will be cover LRC resources; the second workshop will be on the LRC's electronic resources.