

## **Staff Meeting**

**August 20, 2013**

Present: Sheryl Kunisaki, John Luna, Lisa Hall

### **Fall Workers' Schedules**

JL, LH, RS will discuss final draft of schedule tomorrow and then contact all workers via phone call or email. If workers are given their schedules in person, the LRC staff person should ask them to sign the 25-hour work week agreement.

We are waiting for HR to clear five new student workers.

### **CARE/CalWorks Mini Conference**

JH and LH attended mini conference and shared literature and information about LRC services with approximately 100 students. Students were eager to learn about our services.

### **AS 1 Preparation**

LH is waiting for roster from AS 1 faculty so names can be batch loaded into Plato.

Training for new hires – Tentatively plan for Friday, Sept 6 at 2:00. Some new workers are not available until then.