



Learning Assistance Center

Classified Staff Meeting

MINUTES

Date: Friday, April 3, 2009

Rm.144

1:30pm

Present: Margie A., Peter B. John C., Eva Figueroa, Tiefa F., Barbara H., Jean J., Martha L., Rick N., Bailey S.

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	1. Minutes	1. No changes
2. PIE Update	2. PIE really due April 10 th . We're basically done.	2. Please submit PIE information for your area to Bailey.
3. Staff Rep to attend Library Staff meetings	3. Next meeting Wednesday, April 15 at 1:30pm, 6-222 (?)	3. Margie will attend
4. Ideas for bulletin boards	4. Ideas -IT will present high-quality images on April 9 th at 3:00pm-4:30pm in Music Recital Hall	4. No new ideas brought forward Bailey & Jean will attend
5. Webpage: Omni Update Project	5. Content management system; puts a layer on current page to update your own pages/areas. Program has been purchased. A few departments will be piloting.	5. Meghan designated in charge/Rick will train. If you have ideas, Rick N. and Chris Magoni are the designated website people.
6. Safety Com.	6. Martha is working on estimating amount of water needed if area were to shut down at worst-case scenario 72 hours. Also asked through channels if electrical outlets in hallways could be plugged up to discourage students from plugging in	6. Need to look at environmental impact and other considerations regarding the storing of such quantities. Will go back and re-calculate.

	<p>their laptops and causing obstruction in case of emergency evacuation. Janitorial staff brought to Karen Saldana's attention at their safety meeting.</p>	<p>Martha was told the concern would be addressed and that outlets would be covered up.</p>
7. Events	<p>7. Events Parachutes and Ladders Dev. Ed. conference is April 24th. Check in/register through POD. Veteran's Recognition Event April 29th: showing/giving support to students who are veterans. Bailey signed up to help out. Communication workshop April 24th; check with POD for more info.</p>	<p>John will try to find a tutor to help staff the LAC table at the April 29th event.</p>
8. Dept. meeting	<p>8. Dept. meeting will be Tuesday, April 7 at 1:15pm in Rm.112</p>	<p>8. Bring your pictures if you have them (60s and 70s)</p>
9. Logo feedback	<p>9. Logo feedback and process—Rick showed tally of which logos are most popular; will narrow down to two options.</p>	<p>9. Faculty, staff and students will get a chance to vote on favorite.</p>
10. Other items?	<p>10. BANNER—students will start using in May. Question is how will affect labs? Labs meeting will cover using Luminous. Bailey will find out and notify staff the exact date of meeting. Kiosk—still planning to have a kiosk in LAC; possible location is area between testing center and Pat's office. With BANNER, students will need to "claim" their account; staff will go through same process. Margie encouraged staff to register as a student to become familiar with what the students will be navigating through.</p>	<p>10. If you haven't attended a General Navigation training on BANNER, please do so as soon as possible.</p>

Next meeting: Friday, May 1, 2009

1:30pm

Rm.144