



Learning Assistance Center

## Classified Meeting

### MINUTES

Date: Friday, June 5, 2009

Rm.144

1:30pm

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

ITEM	DISCUSSION/ACTION	OUTCOME
1. Library Meeting	1. Eva presented the information she heard from attending the Library staff meeting. Some of the topics included circ-reserves merger, Ffnes and obligations using Banner, visit to other libraries for ideas with new building, budget issues and possible cuts in hours of operation.	John was volunteered to attend the next Library staff meeting June 10. Bailey will check to make sure date is correct.
2. Ideas for Bulletin boards and other display/Extreme makeover planning and implementation	2. Bailey asked if there were any ideas for bulletin boards. Martha suggested we ask if we could borrow any unused art pieces the Library might have stored away. Rick N. said the Photography classes sometimes have projects made by students that could be framed and displayed. It was also announced the paint dept. can give free paint and supplies.	2. Extreme Makeover Committee will meet during the break.
3. Web page/Omni Update	3. Rick announced template for faculty has been created. Rick attended training and announced still working out bugs. Discussions still going on when it will be deployed and talking about going live by Fall '09.	

<p>4. Safety Com./training May 6<sup>th</sup></p>	<p>4. Tiefa attended the Videoconference on May 6<sup>th</sup> and announced most of the information was what we already knew. No new announcements or information.</p>	
<p>5. Update on Testing Services/Skills Lab survey, L.L. survey; PIE input</p>	<p>5. Jean announced that results from recent data show that most tests are given during the hours of 11am and 4pm. Nearly 200 students filled out Testing surveys. 99.6% were satisfied or very satisfied.</p> <p>Chris presented results from Skills Lab survey given to LAC faculty who teach a LERN or READ class. 24 instructors participated. 50% agreed that there are enough staff. Overall very positive results.</p> <p>Tiefa presented results of Learning Lab survey. Comments on surveys were given regarding requests to extend hours and have hours on Sunday. Overall very positive results.</p>	<p>Bailey reminded to input survey information in PIE.</p>
<p>6. Summer schedule &amp; Events</p>	<p>6. Bailey announced that because of the severe cuts in classes this summer, we will have many students and few classes to offer. Expect unhappy students during the first few days of summer session. There will be no wait lists; students will need their permit to register or proof of registration date in order to add a class.</p> <p>Bailey stated that a lot of class time is taken away from the flow of students looking to add classes; we will try to find a way to mitigate.</p> <p>Connect 4 will be July 17 &amp; 18/ July 20 &amp; 21.</p> <p>John asked if we are to expect online orientations. Those in charge of assigning space in Tutorial Services do not contact John yet online instructors expect people in Tutorial Services to know about the planning/set up of equipment, etc.</p>	<p>6. Remember to let students know, "We have a lot more classes available in the Fall '09". It's cut only 5%.</p> <p>Bailey will find out about online orientations.</p>

7. Share the fun!	7. Bailey asked for a new volunteer to take minutes for the Classified staff minutes beginning Fall '09 (Sept. meeting)	Lester was volunteered; if Lester does not plan to work Fridays, Margie was volunteered.
8. Other items?	<p>8. Jean announced that old/unclaimed cups/mugs are going to be cleared out. All cups/mugs are on the breakroom table and unclaimed ones will be removed as cabinets were becoming too crowded. Jean also cleaned the cabinet. Thank you, Jean!</p> <p>Eva mentioned the bad smell in the building seems to have lessened. Bailey agreed and stated that perhaps the improved ventilation has had something to do with that.</p> <p>The LAC Potluck will be held Thursday, June 11 at 12:00pm in Rm.160. Paper goods and ice will be provided. Bring a food, beverage or dessert to share! ☺</p>	

Next meeting: Friday, September 4, 2009 1:30pm

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