



Learning Assistance Center  
**Classified Staff Meeting**

MINUTES

Date: 9/4/15 Time: 3:30pm Rm. 261

Present: Bailey Smith, John Cardenas, Rafael Delgado, Peter Beshay, Marlene Espina, Nicee Gonzalez, Martha Lopez (note taker)

ITEM	DISCUSSION/ACTION	OUTCOME
Health Reminder	Bailey reminded staff that sleeping more prevents colds. Stay Healthy!	For more info on article about benefits of sleeping, check out NPR
Thanks to Notetakers!	Thanks to Tiefa for taking the minutes this Fall semester at Department meetings and Martha at Classified Staff meetings.	
Activity about desired/pretend award for Spring 2016	Staff shared what award (fantasy award but related to work) they would like to receive at the end of Spring 2016.	Some examples were: "Excellence in Student Services Award"; "Adaptability Award"
Reminders and Campus News	<p>As of now the only person designated to request repairs, etc. on the School Dude system is Tiefa. Bailey would like to include Lester and one other person for the task of reporting needed repairs.</p> <p>Bailey will be out Tuesday, Sept.8. She may possibly have jury duty on Sept. 14.</p>	<p>If there are any concerns about maintenance needing to be done in a timely manner, please bring to Bailey's attention.</p> <p>What steps are needed to add Lester's name and an additional person's name?</p>

<p>Reminders and Campus News continued</p>	<p>Campus news:</p> <p>Bailey suggested all staff be aware of need for students to take more units (encourage part-time students to take more units).</p> <p>There will be emergency preparedness training opportunities this month.</p> <p>A big, full emergency drill will be held at the Child Development Center on Sept.25, from 10am to 12pm.</p> <p>The building of the new parking structure has been postponed.</p> <p>New Food Services building, Business Building, and the Solar Farm are all in various stages of planning and/or building.</p> <p>There will be students (wearing burgundy shirts) who will be serving as "ambassadors" as part of a new internship program. These students will be available to answer questions and will be seen all around campus.</p> <p>Bailey asked for feedback (whether in person or anonymously) regarding training for managers with staff performance evaluations.</p> <p>Bailey showed staff the Year-End summary report. Success rates are really good.</p> <p>Bailey also showed staff the PIE report.</p>	<p>Find topics, dates and times on POD for emergency preparedness training.</p> <p>There will be many emergency vehicles and personnel at the Child Development Center location.</p> <p>If you have any suggestions on the process, what's useful for staff, etc., let Bailey know.</p>
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<p>PIE and Year-End Report</p>	<p>Purchasing priority—tabled for next meeting</p> <p>CSEA: Marlene announced negotiations are starting again in November.</p> <p>Area reports: Challenges and Accomplishments</p> <p>Tutorial Services is having funding challenges but the SI program is up and running as best as possible.</p> <p>The LARC area has undergone some cleaning, consolidating and streamlining. There are also new chairs for staff and tutees. A couple of challenges involved registering students and there was no printing available or it was very sporadic on critical days of the semester.</p> <p>Bailey announced we will be revising LAC website.</p> <p>Next meeting: Friday, October 2, 2015</p>	<p>The summary is "We're awesome!"</p> <p>Testing/Front Counter and Tutorial Services in assessment stage in cycle.</p>
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