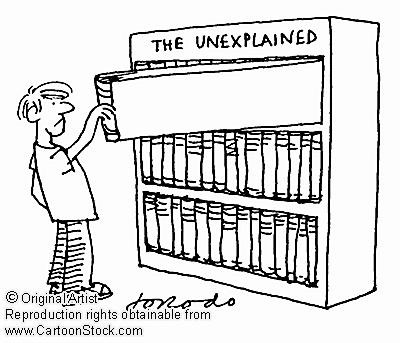
AGENDA



# Edison State College – Charlotte Campus

# Learning Resources Center

## March 10, 2009

## 10:00 AM – 11:00 AM

Attendees: LRC Staff

Location: LRC Office

Please bring: Agenda and pen

|  |  |  |
| --- | --- | --- |
| 10:00 AM – 10:10 AM | Introduction  * Welcome * Ice-Breaker | Phenessa Jones |
| 10:10 AM – 10:20 AM | Customer Service  * Service Quality * Student Assistants | All |
| 10:20 AM – 10:40 AM | Operations  * Google Calendar * Opening and Closing Procedures * Issues * Scheduling monthly meetings * Book ordering * Weekly status reports * Monthly thematic activities (i.e. National Library Week) | All |
| 10:40 AM – 10:50 AM | Campus/LRC Updates  * Staying informed on new technologies * Heart Gallery – Children’s Network of SWFL, March 23, 2009 – April 15, 2009 * Charlotte Chamber of Commerce, March 18, 2009 | Phenessa Jones |
| 10:50 AM – 11:00 AM | Wrap – up  * Recap * Q & A | All |