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 |