AGENDA

# Edison State College – Charlotte Campus

**Learning Resources Center**

## November 20, 2012

## 10:00 AM

Attendees: LRC Staff

Location: LRC Office

Please bring: Agenda and pen

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| 10:00 AM | Welcome  Upcoming closures/times off  Staff updates  Next meeting: Wednesday, Dec 12; 10 a.m.  Operations   * Student assistants   New cleaning areas  Being on time to work!  Last day: Dec. 13; return on Jan. 9 (Stacey schedule?)   * Area updates:   Circulation    Reference    Office  Time sheet schedule for holidays  Keeping offices, work areas clean & neat    WEPA  For transferring print cards – student must email  connectcard@edison.edu (business cards)  News  Extended hours for exams – Dec. 3-6       * Concerns * Campus/LRC   Fall Play – Nov. 16 - 18 (Reception Friday night)  Cram Jam – Dec. 4 5 – 10 p.m.  Relay for Life update  Heart Walk update  Campus Closed Dec. 19 – Jan. 1 (We return to work Jan. 2)  Classes begin Jan. 9  Discussion |  |