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. 9Discussion |  |