Metro Campus Staff Meeting Notes 6/12/2017

Attendees: Melissa, Adam, Bob, Elizabeth, Victoria, Amy, Travis, JP
Notes Taker: Travis, Elizabeth

Dress Code Reminders:

- There are some exceptions for shorts (moving collections, etc.). Employees may wear jeans on Fridays with TCC gear or other blue shirts (no logos).
- From Page 34 of the TCC Employee Handbook- It is very important to remember, however, that the mode of dress of any member of the staff of TCC should be appropriate and in keeping with dress standards common to the area in which he or she works. The mode of dress of staff members should complement the professional image of TCC in the community, and everyone benefits from this.

Template for monthly reports:

- Reports should be in Arial font, size 11. More info on handout.
- Always do a spell check before submitting, try to keep it brief. When mentioning another employee state their full name the first time they are mentioned in your report, after that first names are fine. Also, the first time you mention a group write out the whole name along with the acronym.
- Check Readability Statistics of your reports: Go to File--> Options--> Proofing--> click Show Readability Statistics. Then highlight your text, click the Review tab at the top of the page and click Spelling & Grammar. A good Flesch-Kincaid Grade Level score is between 6.0 and 12.0. Do this for emails too, but aim for 7th grade level. Put what you want in the first sentence, other details in later sentences.

Classroom Technology:

- Moving from laptops to wired computers. We are waiting on power strips which may delay completion for a bit.
- Laptops will still be used in the classroom on occasion. We will pilot 3 laptops to be checked out by students for in library use only.

Group Study Room updates:

- New furniture is here!!! It matches well. We also have new chairs for all the student computers, as well as new campfire screens and seats along with skate tables in the quiet area.
- We still need to install power and monitor data, then paint, IT will then install monitors and equipment, and we will get ABM to clean the carpet.
- Think Tank- 1 more threaded power supply coming, and we have 2 new chairs.
- Upcoming year: Austerity measures in place this upcoming year, so only new signage is earmarked for this upcoming fiscal year so far.

New & future employees:
• Our new aide Bekah Smith starts today, 6/12/17.
• The part-time librarian position is open. Amy, Adam, and Jao-Ming are on the hiring committee. Three candidates so far.

Tech Services Updates:

• Don’t send books to return to a specific librarian, just to the campus itself.
• Victoria mentions that during our Friday summer hours that the library mail needs to go down at or before 9am.