Metro Campus Staff Meeting Notes 4/10/2017

Attendees: Melissa, Adam, Bob, Elizabeth, Victoria, Natalie, Travis, Lisa, JP, Bill
Notes Taker: Travis, Elizabeth

Monitors:

- Monitors will be installed near elevators for marketing. We will look into incorporating our slides from our television display into these new monitors. Any other ideas are welcome!

Cindy Hess:

- Cindy Hess offered up a big thank you to staff for going the extra mile and taking on more responsibility around the college.
- The new 2017/2018 catalog is available at http://catalog.tulsacc.edu/
- TCC will be open again Spring Break 2018 at the Metro campus.
- We should have more info about the budget for next year during the Open Lines with Dr. Goodson later this week. It looks like the budget will remain flat, meaning that expenses will continue to increase so some cuts may still be necessary. Budget comes from property taxes, tuition, and state (about 1/3 each). Enrollment is up so that should help offset any state budget cuts.

KPI (Key Performance Indicators):

- Key Performance Indicators are available to view on our website here: http://www.tulsacc.edu/about-us/strategic-planning

Meetings:

- Most Library meetings next academic year will be scheduled at Northeast, Metro, or Central because of construction taking place at Southeast.

Staff Development/ Convocation:

- Convocation will be held in Owasso on September 5th. This time we will have outside presenters, and more info for the week will be available closer to the date. More info is available online here: http://www.tulsacc.edu/about-us/news-and-events/publications/week/what-expect-convocation-and-professional-development-fall

Staff Performance Reviews:

- Due 5/31 for Professional Staff
- Due 7/31 for Full-Time Staff

Construction at Southeast:
Because of the construction, Paula and her assistant will be moving to Metro at some point in the near future.

Think Tank Update:

- Collaboration Lab will likely be finished sometime late Spring semester or sometime during the Summer in time for a Fall rollout. April 11th they will pop in the new walls and then all that will be left is the magnetic whiteboard, Brightlink interactive wall, and glass writing boards.

Other:

- The Summer hours will stay the same as last year: 7:30-9 Mon-Thurs; 7:30-1pm Friday
- The Full-Time librarian position is approved and under Human Resources review and it will be up on the website.
- Because of the restructuring within the college, Paula’s title has changed to the Dean of Libraries and Knowledge Management.
- Intranet- a LibGuide has been created and a skeleton of the possible outline.
- The LMTs had a meeting in our classroom and were able to witness the spottiness of our laptops and WiFi. This helped to quicken a proposal to replace laptops and go to a wired model in the classroom until the WiFi issue is fixed. We also may begin to check out laptops to students for in library use.
- Sound masking for study room #4 is also in the pipeline for some point in the future.
- Staff voted to use circular tables in the study rooms during the remodel. Nothing is set in stone, we can mix and match from the examples as needed.
- Full-time staff - Please email Natalie about your preferred Summer hours.
- Thank you all for all the work you did this year!