

Staff Meeting Minutes
T.J. Jones Information Resource Center
February 16, 2007

Present: Joy Jewett, Jessica Pentz, Kara Larson, Polly Crandall, Keith Cich, and Gail Evans.

Absent: None

Prayer: Prayer requests were taken. Joy prayed.

The minutes of February 9, 2006 were read and approved with some grammatical changes.

National Library

Week: Michaels has t-shirts on sale that can be used to make the students NLW shirts. The next step is to get the students sizes so we can purchase the shirts as soon as possible. The Positive Promotion order will be finalized today and faxed in to the company.

Course Evaluations: Staff decided to set a date specifically to brainstorm ideas for the student evaluations. The date will be chosen at the next staff meeting.

Student Meeting: Ideas for the student agenda were discussed to the IRC staff. These ideas will be brought to the student's attention at their meeting next Friday.

Dean's Lunch: The Director informed the staff on the topics that were brought to the attention of the Faculty earlier this week.

IRC Staff Meetings: Previously, staff meetings would have student worker attendees. Staff will bring up the idea to the students during the student meeting.

Summer Hours: If a student is interested in working during the summer at the IRC, they should talk one on one with the Director. Hours will not be guaranteed, but it will be noted who comes to the Director first.

Next Meeting: The next staff meeting will be February 23, 2007 at 9:45am

Respectfully submitted,
Kara Larson

cc: Dr. Burkman