

Staff Meeting Minutes
T.J. Jones Information Resource Center
February 23, 2007

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

Absent: None

Prayer: Prayer requests were taken. Kara prayed.

The minutes of February 16, 2006 were read and approved with some grammatical changes.

Student Meeting: The agenda was approved by the staff members. The student of the month was also picked and will be announced at the meeting.

Course Evaluation Meeting:

The meeting to discuss the course evaluations will be March 9, 2007. This will be a time of brain storming and coming up with ideas to bring to the Academic Dean.

IRC Staff Manual Updates:

The Director gave a reminder to the staff to continue their work on the IRC staff manuals.

National Library Week:

The products were ordered for National Library Week. These will be given out to the students when they come to the Library. Two staff members will come up with more ideas for NLW and present them at the next staff meeting.

Centennial 725 Update:

The Director and the Administrative Assistant filled everyone in on the updated status of the classroom. Things are starting to improve which makes everyone very happy, especially the faculty.

Next Meeting: The next staff meeting will be March 9, 2007 at 10am at Dunn Brothers.

Respectfully submitted,
Kara Larson

cc: Dr. Burkman