## CCLA Fall 2021 Kick-Off Meeting

### 8/18/2021

* Agenda
  + Completing grant-funded employment paperwork
    - You won't be able to log hours until HR gets your form
    - Come by my office (LI 231) ASAP to complete
    - If I'm not in, find your page in the "pending" folder, underneath the CCLA table sign holder, fill in your Doane student ID number and the date, and move your form to the "completed" folder
  + Setting hours for coverage
    - We want to have some fixed hours in the Learning Commons daily -- which ones?
      * LC hours are M-R 8 - 11, F 8 - 5, Sat 1 - 5, Sun 2 - 11
      * Our plan:
        + M-R 7 - 11 p.m., others as fit with the schedule
  + Scheduling your hours
    - We will use a shared Google spreadsheet to set schedules - be on the lookout for the link
    - The schedule is divided into 1-hour increments, schedule at most two PCs in any single hour
    - Prioritize our planned hours (above) first, then fill in according to your schedule and you max # of hours per week you can work
  + Working location
    - When you're on duty, find a table in the learning commons near the help desk
      * Is there one w/ a display? If so, grab that one
    - Put the table display up so students can find you -- we can store it behind the help desk? (I need to check on that to make sure)
      * If another student / pair of students is following your shift, leave the display up and just swap seats
      * If there is a gap, or it's the last shift of the day, put the display away
  + Tracking interactions
    - We need to log our consultations for reporting purposes
    - The help desk is moving to a new ticketing system, so we won't bother to learn to use Spiceworks, the outgoing version
    - We will track on two other shared Google spreadsheets: one for faculty / staff interactions (where we help a faculty or staff member) and one for student interactions (where we help a student)
    - Links will be shared
  + What else?