

Media Services Staff Meeting

Date: August 29, 2006

Present: Axton, LaMotte, Logan, Shannon, Spivey, White

Leader: Axton

Recorder: Logan

The 2007 Media Services Unit Plan was reviewed by departments staff and approved by Gordon Spivey and seconded by Steve White.

Rose said that the only proposals she has been given for Student Technology money is TSAV maintenance contract, printer cartridges for the students. She asked that all Student Technology proposals be given to her by tomorrow.

Rose informed the staff that when we have special events and Ralph is needing extra help that she expects all the staff to provide assistance when needed.

Rose reported that Bob will be in charge of hiring additional staff or student assistants for Classroom Services and if the staff or student assistants have any questions regarding the hiring procedure for that area they should speak to Bob.

Rose went over the list that Bob had submitted last month for equipment supplies and repairs.

Rose also reported that our purchasing procedures were handled by the administrative office and the requisitions would have to be approved by the Director.

Rose asked Bob to get his list for replacement parts together.

Steve said we would be needing paper for the poster printers. We will ask for that out of student technology request.

Rose informed the supervisors that they will be responsible to evaluate the staff and student assistants.

Bob asked about our responsibility with the student activities building and since problems have been reoccurring, Rose said she would talk to Eddie Howard and try to work out a solution.

The meeting was adjourned.

