

Media Services Staff Meeting  
October 2, 1998  
11:00-11:50

In Attendance: Rosemarie Axton, Ralph Herndon, Robert Shannon, Eric Hunter

Ralph Addressed the following:

- AM Coverage. We need to double up, add additional student assistants
- 10:00AM - 1:00PM is our busiest time for deliveries. All staff will assist with deliveries
- 7:00AM classes will be encouraged for the Spring of 99
- Surplus from dock area will begin today

Other Items addressed:

- Direction for student assistants on job responsibility
- Tuesday and Thursday from 7:00-8:00PM we need additional coverage.
- Ongoing equipment operation training
- Weekly training schedule for student assistants is posted.
- Ralph will check on the basketball schedule.
- Ralph will put together equipment list for student assistants with sign offs.
- Eric to come in early on the week of the 12<sup>th</sup> for special event.

Rose announced that the Instructional Specialist position has been filled by Bill Gray. He will begin on October 12<sup>th</sup>.

Meeting Adjourned