

**Media Services Staff Meeting  
November 18, 1998**

Leader: Bob  
Recorder: Eric

Present: Rose, Bob, Bill, Eric, Ralph

Minutes from October 2, 1998 reviewed and approved.  
Edgar's hours open; one person interviewed.  
Ralph has not yet formulated equipment training list for Student Assistants.

Meeting Agenda

A. Area Reports

1. Day Supervisor (Bob)  
Submitted policy on requesting video camera operators; Policy approved, Bill Gray will place on the web page.  
Student Assistant document all call ins via leave request forms; address abuses of this policy.
2. Evening Supervisor (Eric)  
Inventory is underway.
3. Instructional Specialist (Bill)  
All computers will be upgraded to Corel 8  
Anti Virus updates will be completed on the computer carts  
MPEG will be placed on Bob's computer for manipulation of faculty files.
4. Assistant Director (Ralph)  
Video tape Inventory will be conducted for missing videos  
Security of equipment: Cables should be on all equipment  
Fast Video Editing System will be placed in the Media Center. Ralph will set up and make sure every thing is operational.  
Christmas Party: Rose and Ralph will provide the Turkey and dressing; others sign up for the side dishes.  
Weekend Setups are increasing in number of requests; inform requesters that equipment will be pre positioned and that no weekend personnel is available unless a technician is requested. A charge will be incurred to the department requesting a technician to cover technician costs.  
Media Services will not provide weekend satellite or GSAMS conferences.  
Student Assistant of the semester: Bob and Eric will submit their recommendations.

5. Rose Axton (Director)
  - Distribution of Graduation set up notes.
  - Diversity and Social Justice Workshop: Distribution of equipment and placement guides.
  - Staff Advisory Council: Ralph is the representative.
  - Bob is in charge of moving equipment in Media Center for the abatement.
  - Scheduling: Double booking viewing rooms has occurred. Enforce the no food/drinks policy
  - Equipment Requests: Provide all information on the tracking system at the bottom of the form.
  - Security of overhead projectors in classrooms
  - Faculty Development Check Out System: Place all requests on the board to be tracked.
  - Phone Policy: Distributed and enforce with student assistants