

Media Services Staff Meeting Agenda

Date: December 2, 1999

Time: 3:00PM

Leader: Bill Gray

Minutes: Robert Shannon

Observer: Ralph Herndon

December Calendar

Christmas Party

Toys for Tots Christmas Drive

Representative Student Assistant

Student Assistant Work Schedule for Break

Graduation

Distribute and Review Survey Results

Review Matrix

Other Business:

Committee Reports

SACS

Staff Advisory

Information Technology

Next Meeting:

Media Services Staff Meeting
December 2, 1999

Meeting began at 3:00pm

Present: Rose Axton, Ralph Herndon, Bill Gray, Bob Shannon, and Student Assistant
Representative was Charlotte McGee

Rose Axton reported:

December Calendar: The December Calendar of events for Media Services was completed and located on the H drive and a hard copy of December and January were distributed.

Christmas Parties: University Christmas Luncheon is scheduled for December 10th at Washington Hall. Equipment requested was a cordless microphone and CD player for Christmas Music will be needed. See Mary Davis for the music.

Media Services departmental luncheon will be December 13 from 3:00-4:30. Rose will provide the Turkey and Dressing. Ralph will be in charge of coordinating the program this year.

The Library Luncheon is scheduled for December 16 at 12:00

Student Representative: Charlotte Mc Gee was introduced. She had no business.

Graduation: Graduation will be held December 18th. Equipment setup will be Tuesday December 14th. Rose, Ralph, and Bob will work graduation.

Survey Results: Survey Results were distributed. Very good ratings overall.

Review Matrix: Matrix was distributed to be reviewed and comments for additional changes to be sent to Rose

Other Business:

COMDEX trade show is coming. There is no additional monies available for conference registration, but we can however go to the equipment demonstrations. More information will be coming.

Travel Money must be saved for the Infocus training in Oregon in the next few months.

Ralph Herndon reported:

Toys for Tots: Toys for Tots containers will need to be decorated and judged on December 6th by Staff Advisory. Final pickup for distribution of toys will be the 17th.

Student Assistant Schedule: Student Assistant Work Schedule for the break is posted. Four additional student assistants are needed for next semester.

Other Business: Mick Hernandez will be graduating and leaving at the end of this semester. Edgar will be leaving this semester to return to Panama for the holidays.

Meeting Adjourned