

Departmental Meeting

Minutes

February 7, 2003

Area Reports:

Rose:

- There will be another phone line installed in the media center. This line will be a faculty “help” line. There are to be absolutely no personal phone calls made on this line.
- Proposals for Student Tech Fund ideas need to be submitted soon.
- Be respectful of other people’s areas. Please don’t go through other employees’ desks and offices.

Ralph:

- The sound system at the Field House (PEAC) has been replaced.
- Soon we will need to schedule training times for Allgood Hall.
- All students have been confronted about the name badges and nobody confesses to having any.
- We need to upgrade the SmartBoard software and find a place for it.

Bob: *cough* *cough*

Edgar:

- Emphasize our customers service. Each student needs to be reminded why we are here and how we should serve.
- Whoever takes production requests needs to make sure there name is on them.
- If we do not finish a project, we need to pass it along to somebody else. Don’t just leave it undone for the next shift to wonder about.
- There is now a radio inventory.
- We have a new system for digital cameras.
- The “master” tape cabinet and the “copied” tape cabinet will be switched to utilize space.
- New Washington Hall sound system:
 - Using amps from athletic complex
 - Going to install equipment into a rolling rack
 - Speakers will be pre-wired
- Computer services still has our computer. Bill will take over tracking computers in computer services.

Gordon:

- Classroom web site construction is back under way.

IK:

- BSU set up is Groves' system and one mic, nothing more.
- We will be looking for another student to work until 5:30

Uzoma:

- Uzoma is happy with everything.

Final notes:

Test out the digitizer and see what you think.

Lunch on Valentine's Day is at Luigi's.