

Departmental Meeting Minutes

Rose:

- I. CDR will be sold in the Media Center at \$1 a piece
- II. Seven laptops have arrived and we need to be aware of the laptop policy. The policy will be similar to the one Computer Services uses.
- III. Kathy Baner will borrow the presentation station from GSAMS 2
- IV. End of the year money requests is due by Friday May 1st.
- V. Ralph will delegate the special event setups.

Ralph:

- I. Student Appreciation cook-out will be held on May 9th at 11:30am
- II. Take back the Night will be in-between Allgood and NSB on April 17th from 6-9:30 using the Karaoke machine.
- III. Summer hours is from 8am to 6pm on Monday through Thursday and 8am to 4:30pm on Friday.
- IV. Hotline phone is under the desk

Bob:

- I. Allgood is going well
- II. Activity on equipment is high

Gordon:

- I. Talked to Kathy Baner about replacing our stand alone CD duplicator

I.k.:

- I. We need headphone extension cables for the computers in the Media Center

Attendance:

Cindy Britt, director of the Curriculum lab joined in the meeting.

Rose Axton

Ralph Herndon

Bob Shannon

Bill Gray

Edgar Lamotte

Gordon Spivey

I.k. Anadu