

Media Services Staff Meeting
April 14, 2000
1:30 PM

Present: Axton, Rosemarie; Gray, William; Herndon, Ralph; Lyle, Troy; McGee, Charlotte (Student Assistant representative); Shannon, Robert;

Rose Axton:

- Rose began the meeting with information about the equipment requested for the Science Building and Fine Arts. (See Attachment one)
- The next item discussed was a possible InFocus trade up program. Ralph will investigate and report the findings
- ETC Requests diverted to End of year was also explained.
- GIL (Georgia Interconnected Libraries) Training process Bill and Rose will go to the training sessions (train the trainer). They will then teach Ralph, Bob, and Troy, who will then in turn teach the student assistants. Media Scheduling will be web based and implemented at a later date.
- Student Technology fees were discussed and the proposal written by Ron Webber was distributed (See Attachment 2)
- Personnel concerns that were discussed:
- Counseling with students should be confidential.
- Confrontational religious views should not be avoided in the Media Center.
- Telephone issues were discussed. Personal calls have been extremely high. All full time staff are requested to keep personal phone calls to a minimum, and provide a professional example to the student employees. Departmental phones are to be answered by the 2nd ring if possible.
- The responsibilities of the departmental web page will be distributed to each of the staff.
- Ralph is working on the Orientation and Telecommunications Facility web pages for the department.
- Priorities regarding departmental needs were discussed and the recommendations follow:

Priority	Amount
1. 4 track balls	\$30 each
2. 12 ft ladder	\$350
3. Masonry Bits	\$50
4. New counter Computers 2	\$6,000
5. Portable Makie System	\$2,000
6. Upgrade 2 Faculty Workstations	\$6,000
7. Bob, Ralph, Bill, Troy Computer Replacement	\$12,000
8. Upgrade Bill's Dream Weaver	\$500.00

Charlotte McGee (Student Assistant Representative):

Charlotte discussed the following concern raised by the Student Assistants.

- The distribution of responsibilities to student assistants on the counter vs doing set ups. Two student assistants will perform set ups while one remains on the counter. This becomes a problem when new students employees do not want to go out and assist with set ups.

Ralph Herndon:

- Ralph discussed the pig out set up for April 20 at Washington Hall. The band has requested a 9 AM rehearsal which will require bringing over five mics from the PEAC on Wed. as well as and Athletic fund-raiser on May 6th that will require a full graduation set up with only 1 microphone on the podium. We should be able to set up late Tuesday, but realistically Wednesday or Thursday will be better. Graduation will be held on May 13th.
- Ralph is accepting applications for summer semester and has one new position filled. Currently, there are five student assistants scheduled to work for summer semester: Corey, Ana, Gary, Stephanie M., and Christy.
- He also suggested we set up a maintenance tracking system so we can keep track of all the repairs made on our equipment here or otherwise. He will put this tracking system together as time permits.

Robert Shannon:

- Bob mentioned it would be necessary to upgrade the faculty and student workstations, student evaluations, and an overlap in responsibilities that is causing inefficiency. He and Troy also decided that when Troy arrives on Wednesday and Friday he will immediately have extra time to repair any equipment that needs attention.

No further business.

Meeting adjourned.