

MEDIA SERVICES/LEARNING CENTER
STAFF MEETING NOTES
July 2, 1987

Our first staff meeting was held in Faculty/Staff Lounge, second floor Hardy Hall on Thursday, July 2, 1987. Members present were Jerry Hagerty, Lois P. James and Harvey Johnson..

Jerry stated that we need to know who the people are that use any of equipment in the Learning Center.

KROYTYPE MACHINE: TRANSPARENCY MAKER: DRY MOUNT LAMINATING PRESS

FACULTY AND STAFF MEMBERS: Any material or supplies needed for the above machines must be charged to the SCHOOL/DEPARTMENT by fill out forms (Charges for Expendable Supplies) OR (if the person has his own supplies--no charge)

Students can use machines ONLY if they have their own supplies OR (students has made arrangement with his teacher to use machine/materials from Student Activities Center)

Jerry stressed the importance of Harvey keeping a thorough record of all statistics, to include equipment, as well as other materials used during the year. This record-keeping is necessary for our department to justify the number of employees working in the Learning Center. To document this, make sure all employees follow-through with each student SIGNING-IN when given assistance at the COUNTER.

FOLLOW THE PROCEDURES as outlined in the Request Form:

Harvey is to keep a record of PROJECT SUMMARY and do the monthly Statistics Report.

We discussed the fact that the SAND HILLS tapes were duplicated and delivered. MASTER put on cassette tape; copies made and delivered to Continuing Education Department.

This department had some excitement going on this morning. Jerry gave us a tour of the TV room, Communication Equipment Room, Editing and his office in the back.

Also, we made a few changes in our office. Moved Lois's desk forward; switched the table with outgoing/mail across to other side of room and moved Carrels on left hand side of room toward the back, in order to make available space for Harvey's desk. We moved the Kroytype, Dry Mount and Cutting machines into individual cubby holes on righ-hand side of office. This allowed us more space on the left-hand side of office. Good job.

When we get new equipment, I need to type a list---what equipment, where from, etc. Jerry will be working on annual report of statistics.

Harvey suggested a PROJECT FOR STUDENTS:

1. Make a list of work (such as--cleaning head-phones, keep inventory)

Jerry stated that Lois needs to decrease number of orders of COS by sending in large orders, instead of several small ones. (She can tell students to let her know when we are short of supplies).

Start making a list of things to do: To keep students busy.

1. Have students to edit new VCT-----write a Summary for Inventory Catalog.

Lois--- need to send information of new material in Learning Center to SPOTLIGHT. VCT--- 3 or 4 VCT's with names and numbers keep a TYPED LIST (to avoid repeating the same VCT).

Lois suggest a NOTEBOOK for all employees to write summaries in. Have students initial and date time worked after each entry.

Jerry stressed the fact that all students who use the AV, VCT, FI, Cassette tapes or any other equipment in the Learning Center----must SIGN IN

Lois suggested that we purchase a colorful SIGN IN to tape on the counter, as a reminder to everyone.

THIS IS OF UTMOST IMPORTANCE:

1. Our image in the Learning Center is very important. Appearance makes an impression on people who come into our department.
2. Each person should try to stay busy and always act in a professional manner.
3. Only two people should stay behind counter. Others should make themselves busy in another part of the office.
4. NOTE: Always keep an eye for people up front. Someone may need your help. Remember, we are all here to do the best job that we can do for the public.

Harvey and I need to keep a record of the jobs student perform in order to avoid assigning the same person with a particular job. Cross training is for every one.

Jerry needs to know our weak points, positive points, our goals or suggestions for the department.

Our image at the counter, phone, and in the classroom is very important.

Jerry would like for us to have OPEN HOUSE sometime in the near future.

Lois will assign Thaedra to make LATE CALLS one month and appoint another person next month.

To Lois: Jerry gets many phone calls in a days time and in order to cut down on the number of calls he takes, just state (Jerry is tied up at the moment, can someone else help you?)

Harvey: get Tim to start equipment testing, anything that does not work; perfect, get repaired.

When we get requests from Personnel on campus:

1. Find out what equipment they need.
2. Where they want it delivered
3. When delivered
4. Need thorough information.

Insist that people understand what type of equipment to request.

Our policy in setting up equipment, The minimum is one hour's notice.

On the new form for Charges for service, put reminder for production request amount of time.

Make special effort to help people on the phone:

Sometimes it makes a great impression to go the extra mile in helping a person find the material they need. One never knows what important people that person on the other end of the line may know.

Other Media Centers

Ft. Gordon

Paine College

St. Joseph

MCG

University Hospital