

THURSDAY, July 23, 1987

STAFF MEETING:

Members Present: Jerry Hagerty, Lois James & Harvey Johnson

Last week, Jerry and Dr. Willig worked in the TV studio preparing and arranging a slide show of Augusta College for President's Wallace's Kiwanis Club Meeting. On Monday of this week, Jerry and Marian Cheeks previewed slides for that upcoming presentation by Dr. Wallace.

On Tuesday, Harvey set up equipment and previewed the slides at the Terrace plaza. He was working on that project to make sure that everything was in good order.

President Wallace was very pleased with the slide show, equipment and preparation. He plans to show the slides at the Civic Center on July 27th.

During the time that Jerry was working on the slide show project, he discovered that the camera was missing in the TV Studio. He reported the stolen equipment to Security.

Our department is working on a special project for an Augusta resident. An individual has donated several old (78) albums to Media Services, and in turn, we are producing cassette copies from the 78 records onto tapes. We will keep a master copy in our files.

We have ordered two Panasonic Video Recorders.

On Wednesday, July 22, two representatives from Aiken Technical College, were given a tour of the Media Services by Jerry and Lois. Those two people from Aiken Tech were Easter Adams, Coordinator of Media Services and Susan Hollifield, Head of Library. Jerry was not informed in advance who to expect for the tour, however, everything went well and we feel that the two representatives left with a good impression of our Learning Center operation.

Extensive preparation has gone into the cataloging project and it is moving along smoothly. Most of the students are contributing to the writing of summaries on the VCT'S, TA'S, AV'S and other material. When this job is completed, Jerry says that we plan to have a Pizza party.

Jerry stressed that we should enforce the RULES AND POLICIES of the Learning Center.

CERTAIN ABSOLUTES ARE:

- a) Sign-In
- b) No eating in Carrels
- c) No going through this office to the viewing rooms
- d) No eating in room H-10 and H-11

Jerry will not tolerate eating in carrels

It is of utmost importance that every one in the Learning Center set a good example. If students noticed one of us eating at the carrels, they will think that it is Ok for them. The same things applies to H-10 and H-11. Also, if we discover that people have been eating in the viewing rooms, we need to stop it. Remind students of signs posted on walls. Expect cooperation.

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STAFF MEETING (cont'd)

Jerry stressed that it is important for employees to get the work done and done right. Each person should find out what is to be done when he or she reports to work. He does not mind employees watching videos or writing during the slack-time, however, make certain that all work is finished first.

With the new Vice President coming to Augusta College, Jerry stated this would be a great opportunity to let it be known that we need new equipment, etc.

Lois should try to send fewer COS orders. Maybe send in large order at the first of each quarter.

Another issue needs attention. Jerry thinks that we should put our best foot forward in dealing with Continuing Education. In other words, make a special effort to be cooperative with personnel in Continuing Ed.

Lois mentioned that she has asked Steve Gavin to make us a drawing that would be representative of the Media Services/Learning Center. Jerry suggested that he put some kind of display in the wall encasement that is hanging in the lobby of Hardy Hall.

He also, would like some announcements printed in the Spotlight, advertising the resource material in the Learning Center. One suggestion was that we could find a free room in one of the buildings in which we could advertise certain VCT showings in this office.

In addition to that, Lois could contact Sue Giddons, Student Activities and let her know that we are willing to help their group, maybe by advertising some upcoming events in the Media Services department.