

Augusta State University  
Media Services Departmental Meeting  
Minutes  
September 1, 2009

*Meeting Commenced at 1:30pm.*

*In Attendance:* Axton, Herndon, Lamotte, Mims, Wells, Williams, Britt, Logan

*Recorder:* Shirley Logan

Rose Axton welcomed everyone and indicated she appreciated every one attending the meeting.

She noted that the departmental uniforms had already been distributed. Each employee was given 6 shirts. The shirts must be worn each day and if one is lost it is the employees responsibility to purchase a replacement.

**She distributed the 2010 Media Services Unit Plan to be reviewed. The Plan was approved by the department.**

Announcements:

- Discussion of the Boykin Wright Hall technology in their conference room. Terese Rosier stated that it was a safety concern and would need to be addressed as soon as possible for funding of the Student Technology Fee Committee. Gordon Spivey from Classroom Services will investigate the conference room and develop a design plan for an equipment installation. Nick Mims stated the equipment was not ours it belonged to Counseling and Testing and the Career Center. He also stated that we maintained the equipment and repaired it when necessary. The equipment was not on our inventory.
- Rose asked if Media Center Circulation staff were desensitizing the non print materials as they are checked out. The security gate alarm has been going off frequently. Edgar Lamotte of Media Center stated that the circulation staff always desensitized the materials at checkout, but that some of the materials that the students carry into the Media Center would set off the alarm.
- She also stated that Chip Matson would be the Chairman again this year for the Student Technology Fee Committee. Dr. Nelson would be retiring and Michelle was to take a position in the Budget Office so there was no resources for him to take responsibility this year. Chip agreed to Chair the Committee again. She asked the staff to start working on and developing their proposals for submission to the Committee.
- Shirley Logan asked for a volunteer to attend the active shooter class. Ralph Herndon

agreed to attend the meeting to represent the department.

- Edgar Lamotte was appointed our swine flu representative.
- Rose announced that the new computers for the existing staff was ordered. Ralph, Edgar, and Tim would receive Macintosh computers to replace their old ones. The student computer that is used for cataloging in Voyager was also being replaced with a PC.
- Kris Wells will keep in touch with IT Department regarding the status of installations.
- Edgar Lamotte spoke about the special needs assistance we were providing to a student with a disability. We were assisting Janice Williams, we would deliver a digital video camera to her class every Tuesday and Thursday. Janice would record the class activities we would pick up the camera in the evening and download and burn the lesson to a DVD and deliver it to her for distribution.