



October 19, 2011 FLITE Advisory Council Meeting Minutes

Chairperson: Leah Monger

Present: David Scott, Josie VanAvery, Kristen L Motz, Lyle E Mourer Jr, Randall L Schroeder, Rick G Bearden, Leah Monger.

TOPICS

Review of draft charge for the Council

There was discussion on what this group should be named.

The draft charge was reviewed by members of the Advisory Council. Suggestions were offered on some of the terms of the charge. Rick would like to be sure the server can handle the input into Pharos by performing some tests.

Review of meeting minutes

It was decided that the draft minutes should be sent to the members for proofing before they are input on the FLITE intranet. There was a recommendation that the council be a method of communication of any issues or problems for FLITE. This process would be identified by the end of February and announced after Spring break.

Possible new modes of communications for FLITE

An improved mechanism of communication was recommended for passing on information through FLITE as well as setting up a plan that specific information could be easily researched.

Emergency phone fan out for FLITE

After discussion, it appears the list is used by emergency personnel needed to be updated. Leah inquired about the 41 phones in FLITE as to whether they should be on the list but the emergency personnel stated the system would have a difficult time to call everyone in a timely matter. Mike McKay suggested FLITE needs to decide who should be called. It was decided that we need some numbers on the 24/7 list and certain key people should be getting the emergency calls.

Action: A compiled list of desired contact calls will be created to be sent on to Mike McKay.

Security camera update

The walled-off section of the lower level will be set up with two security cameras. Tim Jacobs suggested FLITE have a sign that states this area is under surveillance.

Draft statement

Everyone agreed to wait until the new Dean is chosen and let him/her assist with the writing of the vision statement.

Communications about staff absences

Due to the situation of some staff needing to know of absences, it was decided that access to the desk schedules is needed by Laurie and Josie.

A suggestion was made to address how to communicate the absence situation at FLITE.

Travel forms

A training session on the travel form was discussed as being a potential plan to aid all FLITE personnel. Travel to meetings was not populated on Lotus notes as requests were approved so it was decided that Josie will populate the calendar as the individual travels are approved.

Bill changer in vending room

Randall & Lyle noted the bill changer is not working and that we can't find the problem. There is concern that the procedure of having this changer is labor intensive and a new machine is quite expensive; it was proposed by Randall that change be made at the circ desk and the bill changer idea should be abandoned. Suggestions were made to ask our vending machine company if they can help out with the situation.

Action: Lyle will contact Lori Helmer on our options.

All-FLITE meeting programming

Leah discussed the programming of the ALL-FLITE meeting.

Vicky Scott will be speaking about the Nursing Advisory Board and Hospice.

David will give an update on the Dean's Search committee

Leah will update the FLITE group on the Jim Crow Museum and security cameras.

For future meetings: Kristy suggested Ferris First Initiative as new initiatives at Ferris and we need to contact Susan Jones or Don Green.

Leah suggested FLITE could ask Paul Sullivan to do a presentation on how to handle people exhibiting emotional distress in FLITE.

Dave reported a suggestion that FLITE abolish most fines/late fees for circulating books.

Suggestions were made to revise the circulation policy for Media Distribution videos in order to permit checkout and in-FLITE viewing.

Other business/roundtable

No other business was discussed.

Next Meeting

November 16, 2011, 2:00-3:00 p.m.

Submitted by Josie VanAvery