

Broadcasting Department Meeting
February 12, 2015 2:30 p.m.
Building 127, Conference Room

Attendance: Edwin Carter, Kenneth Denson, Terriron Fields

Action/Items of Discussion:

1. Meeting was called to order.
2. Broadcasting Calendar.
 - On-going – promotional videos for instructional departments.
 - PC Campus Black History Program – 2/17/15, 12:15 p.m.
 - Shoals Campus Black History Program – 2/26/15, 12:15 p.m.
 - Student of the Year at Chamber of Commerce - 3/5/15
 - Student of the Year School Visits (to be arranged immediately following “Chamber Shoot”).
 - All Alabama Academic Team - 4/10/15 (depending upon time of event and the extent of the setup, 4/9/15 could be a travel day)
 - Honors Night Shoals – 4/14/15
 - Student of the Year Banquet? (last year’s banquet was on April 24th)
 - Honors Night PC – 4/30/15
 - GED Graduation – 5/1/15
 - College Graduation – 5/14/15
3. Brief discussion on the needs and duties of the Broadcasting Department as it relates to the college’s functions. Also discussed the duties of Broadcastings’ employees. Broadcasting should, when available support and assist instructional departments.
4. Discussion on professionalism within the department.
 - Professionalism includes attitudes in the workplace, attitudes towards fellow employees, skills needed for assigned duties, being trustworthy, competent, respectful, acting with integrity, empathetic toward others, courtesy, dependability, cooperative, commitment, loyalty to college, loyalty to department, professional attire.
5. Discussion on communications.
 - Post events on calendar
 - Be sure to read calendar
 - Read emails on a regular basis
 - Communicate directly with each other in department (as opposed to third party).
6. Broadcasting will get departmental shirts or jackets to be worn at appropriate events.
7. Broadcasting department is to be commended for the work done for the college and the community and their ability to adapt to settings and schedules.
8. Meeting adjourned.