
Procedure: Teleconferences

Reference No.: 5.13

Authority: College President

Cross Reference: Policy 1.2

Approved: June 3, 1993

Revised:

These are the procedures to be followed when scheduling an on campus teleconference. (The procedures are different depending on the sponsor.)

1. On Campus Users (initiated by a Chairperson or Director)
2. Continuing Education
3. Off Campus Users

1. On Campus Users (requires a Chairperson or office manager approval)

- A. Verify through the Media Services Coordinator (MSC) that LRC can provide the teleconference at the requested time.

- B. Once the Media Services Coordinator identifies the appropriate site for the teleconference the host department will book space with the LRC or with the Registrar's Office as appropriate.

- C. Host department purchases the license (if required) directly from the agency providing the teleconference.

- D. Host department fills out the SUNY Broome Community College Teleconference Intake Form with the LRC Media Services Coordinator and provides a copy of the license or purchase order request, as early as possible.

- E. Miscellaneous

- a. All room arrangement requests are made by the host department directly to the maintenance department.

- b. Food service requests are made by the host department directly to the Food Services Director.

- c. Interactive telephone service is available in some rooms only if there is an 800 toll free number associated with the teleconference.

- d. If an office or department is co-sponsoring an event with an off campus group, the above same procedures apply.

2. Continuing Education

Same as 1, except everything is managed and funded directly by Continuing Education. Procedure includes co-sponsored events.

3. Off Campus Users

- A. All requests for teleconferences by off campus users must be coordinated through the office of Student and Economic Development. Calls directed to the LRC will go first to SED to determine requestor's eligibility to use SUNY Broome Community College campus facilities. User (through SED) verifies that the LRC can provide the teleconference at the requested time.
- B. User books space through SED at campus rates plus any other fees - i.e. technician, maintenance, security, special AV equipment, etc.
- C. User provides all room rental material to SED including copy of license, Insurance Certificate and SUNY Broome Community College Teleconference Intake Form.
- D. SED will act as liaison between all campus offices (including the LRC Media Services Coordinator) and user.

SED will provide LRC with copy of license and SUNY Broome Community College Teleconference Intake Form.

SED will prepare set up request to Maintenance Dept.

User will deal directly with Food Services Manager for food service.

SED will forward bill (Rental Form) to Finance Office.

Interactive telephone service is available in some rooms only if there is an 800 toll free number associated with the teleconference.

Videotaping

Off campus user - If the teleconference license grants the user permission to video tape the LRC will do so. Off campus users (license holder) must provide all necessary blank tapes and one copy will be produced.

On campus users - If the teleconference license grants the host department permission to make a tape the LRC will. The tape will then be reviewed by the LRC Director to determine if the teleconference has campus wide value. If so it will be added to the Learning Resources Center collections. If not (due to poor technical quality or if the subject is so narrowly focused to be of value only to the host department) it will be given to that department head.