



*"Service with Excellence
& Integrity"*

Arkansas Department of Community Correction

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Little Rock, Arkansas 72201-5731
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ADMINISTRATIVE DIRECTIVE: 11-02 MEETINGS AND COLLABORATION TOOLS

TO: DEPARTMENT OF COMMUNITY CORRECTION (DCC) EMPLOYEES

FROM: DAVID EBERHARD, DIRECTOR

SUPERSEDES: NONE

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APPROVED: Signature on File

EFFECTIVE: May 31, 2011

- I. APPLICABILITY.** This policy applies to all Department of Community Correction (DCC) employees.
- II. POLICY.** When feasible, electronic meeting and communication systems will be used to reduce the time and travel expense required for face-to-face meetings and training, thus increasing the efficiency of DCC operations.
- III. GUIDELINES.** When planning meetings with people from different locations, staff must give preference to using electronic technology such as telephone conference calls or online meeting software.
- IV. PROCEDURES.**
 - A. Three-Way Calling.** Three-way calling capability is an easy way of connecting three different locations through office land-lines. Telephone systems in different offices or centers may use different processes for access to three-way calling. Some telephone systems may not have a three way calling function. Staff should contact their telephone service provider to learn about their specific phone capabilities.
 - B. Online Meeting.** Online meeting software allows DCC to host an online meeting with the ability to connect up to 20 different locations. Additional staff may join the meeting when listening in on a connected-person's speakerphone. The software allows individuals to either connect via telephone or through their computer from any location. Computer connections can also be used with a telephone if the computer does not have a speaker and microphone system.

Individuals invited to an online meeting will receive an e-mail from the system requesting an appointment be added to their calendar. Upon acceptance, the user's personal calendar will be updated with specific information for that meeting.

Meeting attendees will see the presenter's computer screen and will hear and speak using a telephone or a headset with microphone connected to their computer. This system can also be used for "audio only" calls.

Set up your meeting in advance following the instructions on DCC Form 107, "Online Meeting Request." The meeting request should be sent to one of the identified organizers. Be sure to notify the organizer when the meeting ends so the session can be closed.

Ad-hoc meetings can also be arranged by completing Form 107 and forwarding it to an organizer.

V. ATTACHMENT.

DCC Form 107 Online Meeting Request

Arkansas Department of Community Correction Online Meeting Request

Instructions.

1. To request an online meeting, email this form (or equivalent information) to one of the organizers.
2. Send an agenda and appropriate material in advance by email to your attendees.
3. The organizer will setup the meeting and an email will be sent to attendees with instructions including the meeting date and time.
4. Before the meeting, the organizer will open the session. Attendees should follow instructions in their email to link their computer and telephone to the meeting session.
5. As presenter, you will need to have your PowerPoint or whatever you will show on your computer on-screen before the meeting so you can begin your presentation when everyone is online.
6. The organizer will turn the meeting over to the presenter and everyone will be able to see the presenter's computer screen (if appropriate). The presenter can shift control to another presenter so their screen may be viewed by everyone. The organizer can resume control of the session at anytime.
7. **Important!** The presenter must notify the organizer when the meeting is over so that the session may be closed. The organizer may not be listening, so email or call the organizer on the phone.

Organizer Central Office 2 nd /4 th Floors Mary Jacobs Mary.Jacobs@Arkansas.gov (501-682-9575)
Organizer Parole/Probation Services: Lachea DeWeese-Owen Lachea.DeWeese@Arkansas.gov (501-371-3540)
Organizer Residential Services: Miranda Mercer Miranda.Mercer@Arkansas.gov (501-682-9577)

Location of the Presenter (Necessary for attendees at office): _____

Meeting Name: _____

Preferred Meeting Date: _____ Time: _____

Alternate Meeting Date: _____ Time: _____

	Email address of All Attendees ↓		Attendee List, Continued ↓
1	Presenter: _____	11	_____
2	_____	12	_____
3	_____	13	_____
4	_____	14	_____
5	_____	15	_____
6	_____	16	_____
7	_____	17	_____
8	_____	18	_____
9	_____	19	_____
10	_____	20	_____

Other information for the organizer: _____