Minutes of the Public Service Meeting  
February 24, 2011  
Room 486

Present were: Dean Carolyn Allen (presiding) Donna Daniels, Judy Ganson, Tess Gibson, Beth Juhl, Phil Jones, Lora Lennertz Jetton, Kathleen Lehman, Luti Salisbury, Tim Zou  
Guests: Geoffrey Stark, Monika Szakasits

Transformer replacement

- Ganson provided background information on the outline of known issues regarding the transformer replacement which will take place March 18-22.
- Daniels indicated that she had contacted Admissions regarding tours during that period
- Departments were requested to update the web calendar hours, provide a pdf of new hours and edit the Innovative hours to reflect building closure.
- Additional discussion occurred regarding possible service activities. Please see listserv announcements by Boyd and Banks posted on Monday, Feb 28th for updated information.

General announcements

- Ganson announced that Systems personnel would be installing software on computers of individuals who will be attending P-Card training
- Juhl indicated that the Whole Hog search has been “barbecued.” As functionality was not what we imagined and as we were able to take advantage of a beneficial counteroffer by the vendor, we will discuss the future of the whole hog search.
- Zou reported that the laptop checkout form has been revised to be more inclusive of other equipment that is checked out by ITS
- Zou indicated that we have changed vendors for the group study rooms and that flat screens in the room have been replaced. New instructions will be provided for the website
- Clarification was given by Ganson that Research and Sponsored programs will host the NSF submission website and that she will distribute information as it becomes available.
- Zou reported that several individuals have been trained on the RISE display and that they are working on editing content. When content is ready, the monitor showing the RISE display will shift to the west entry way.
- Jetton announced that there will be a presentation of an independent film, Genesis Found, in room 104 on Thursday March 17th. Publicity will be forthcoming.
- Ganson reiterated her request that individual place problems on the problem log in lieu of calling or e-mailing Systems staff (except in cases of emergency – when one may call the Systems Emergency Help number). A systems calling tree has been updated and will be distributed by Contant.
- Location codes are being added for Crystal bridges materials. They have arranged to remove their materials from LISA on March 2 and 3rd
• Zou informed the group that inclement weather procedures have been revised and are awaiting approval by Young.

Minute submitted – Jetton 3/2/11