Minutes of Public Service meeting

September 2, 2010

Room 486

Present were: Alberta Bailey (Chair), Donna Daniels, Todd Cantrell, Lora Lennertz Jetton, Phil Jones, Tess Gibson, Beth Juhl, Kathleen Lehman, Luti Salisbury, (Dawn Lingelbach, Minutes)

Technology report

Many computers have an error message about WinVxe that is coming up when logging in. It isn’t anything of major concern, but it is being investigated.

There are still a few printsmart issues which should be reported to campus IT when they occur. Some people who have IDs that are older will need to be referred to GACL lab for assistance.

Approval was received to order duplex printers for Chemistry, Physics, and PAM.

A new version of ISIS will be rolling out in October. Everyone who uses ISIS should attend a training session.

There was a brief discussion about the new TV screens that have been installed on the 2nd floor. They should be up and running soon.

There was a brief discussion about the sign that will be ordered to go over the service desk.

Budget

There was a discussion about what should be included in the Public Service Budget.

Several suggestions were made pertaining to outreach and promotional items.

Needs for the training rooms were discussed.

Individual reports

It was reported that room 104 is currently “broken”, but a solution is being worked on.

It was reported that the Learning Collaborative is being restructured. It will be co-chaired by Lora and Donna. Subgroups will be formed as needed. The Instruction Collaborative will be dissolved.

There was a discussion about the password for course reserves.

Alberta will follow up on a question regarding evaluation of candidates who do not meet minimum requirements for a position.

Submitted by Dawn Lingelbach and reviewed by Alberta Bailey