Minutes from the Public Services Group
July 28, 2005

Present: Lennertz Jetton, Santos, Johnson, Gupta, Hu, Bailey, Zou, Jones

Hu apologized for the problems with the server, which went down late Wednesday afternoon. Todd Cantrell worked until 1am on the problem; Hu anticipated the server would be fixed before noon. Beth Juhl provided a list of helpful URLs via e-mail so that librarians could access key resources.

Bailey distributed a small flyer with an illustration of a cell phone with a line scored through it. The group agreed that the new flyer would be a good graphic depiction of the established policy. Bailey reminded everyone that employees should use judgment according to specific circumstances when enforcing the policy.

Hu announced that the 4250 printer (Boba Fett) would return soon to the InternetPod and that she was obtaining a new printer for Performing Arts and Media.

Hu, Bailey, and Zou discussed tape loads of the patron file. Hu reported that the last patron load contained 600 new records which is an indication of new students being added from the new orientation sessions. There is not a regular schedule yet for receiving files to load into InfoLinks. We are aiming for daily loads, but we have not been getting them on a daily basis. Hu will check with Computing Services so that we have this resolved before fall.

Jones reported that a new image would be installed on the computers in 102, which would be compatible with the new version of the QuestionPoint software.

Bailey discussed what materials would be included in the folders that she and Judy Ganson would distribute on Tuesday the 16th of August at the new faculty orientation. Individuals who wish to submit additional materials for the folders must do so by the 10th.

Bailey mentioned the upcoming faculty seminar, “Inclusiveness in the Classroom and the Curriculum,” scheduled on the 16th from 8am to noon. She encouraged members of the Public Services Division to attend. The seminar is limited to ninety participants; interested persons should plan ahead and sign up in advance.

Bailey announced a Webcast entitled “Applying Fair Use in Colleges and Universities,” scheduled Tuesday the 23rd of August, from noon to 2pm. One seat costs $325. Bailey will secure a seat if enough individuals express interest in attending. Department heads should discuss the matter with their staffs and let her know by August 1.

Johnson asked about the allocations for hourly wages in FY 2006. Bailey had not apportioned the budget, but solicited input on how the process went last year and if changes were needed. She thanked everyone for keeping within the budget that was established. All agreed that the flexibility to make decisions between hourly and work-study was important to maintain. The group also discussed the procedures for hiring summer temporary employees. Bailey indicated that concerns raised would be passed on to the LHRO.

Bailey will hold a mandatory meeting of all appointed personnel in her division on the 4th of August at 2:30 in Room 104. The meeting will last approximately one hour. Department heads should make arrangements to cover their desks with hourly employees and graduate assistants and let Bailey know if problems are encountered in having desks covered. The focus of the meeting will be the work of the Reference Services Committee and the implementation of this work. The 9am meeting for Public Services will not meet that day because of the visit of the YBP representative.

pjj/asb