

## ESP TASKFORCE MEETING MINUTES

February 26, 2009

The Taskforce met at 2:00 p.m. in room 210 of the Administration Building.

Members present were: Terry McEntire (chair), Susan Hendrick (co-chair), Noel Isham, Mary Ann Head, and Chris Koone.

Reports of Ongoing Projects:

Vending Machines: Terry said that Doris Crute should check with Curtis Vance and Amber Thompson concerning vending machines in the IT Building.

Coffee Machines: Debbie Hollifield is investigating this.

Student Pictures on Datatel: Curtis Vance and Carson Thomas recommend that student pictures not be posted on Datatel for two reasons: 1. they would slow down the system considerably. 2. The cost of the equipment that would need to be purchased is high. Terry will check with Student Services and IT on the possibility of posting student ID pictures on the Intranet or another source for employee and on-campus Law Enforcement usage.

Statements to be included with Isothermal publications: Terry will send an everyone e mail giving the following statement to be included when publications are shared with other institutions:

This (poster, publication, brochure) was produced by and is the property Isothermal Community College, Spindale, NC. It may be used by other other institutions with acknowledgement to Isothermal Community College.

Debit Card Use at the College Café: will be investigated by Stephen Matheny with the managers of the College Café.

Change Machines: Stephen Matheny with discuss the possibility of vendors providing change machines with the vending machines in the Administration and Student Center as well as at the Foundation.

Textbook Rental: has been thoroughly investigated by Debbie Puett in recent years. rentals have been ruled out because of lack of storage space, loss of money, and the fact that textbooks change so often.

Frames for Campus Maps: Brenda McFarland has found vendors on e procurement from which frames can be ordered. Susan Hendrick will let her know to order 10-15 frames if funds will allow.

Portable Signs: Brenda e mailed that Chester Melton will build at least five more portable signs. Chris Koone will give Brenda the information on where to order sets of letters and numbers to be used on the signs.

Key Security: Still under study by Cindy Moore and Mary Ann Head.

Staff Evaluations: Cindy Moore has met with and will continue to meet with Dr. Kim Gold concerning this.

Faculty Parking: Terry said Stephen Matheny indicated that the Long Term Strategic Plan addresses parking and he, Mr. Matheny, will be soliciting e-mail feedback from the staff.

Mary Ann Head will contact Stephen to indicate that ESP hopes that the college will strongly consider designating loading zones for each building.

Campus Maps: The newly designed campus map has been included in the new catalogue as well as the summer and fall 2009 registration booklets. Susan will also send an everyone e mail to let it be known that tear off pads of maps can be ordered from the Print Shop. "LLC" is resolved as the officially designated abbreviation for the Willard L. Lewis Lifelong Learning Center for all schedules, catalogs, etc. per President Johnson.

Ability to Print Certificates from Datatel: is still being investigated by Noel Isham.

New Projects:

ESP will coordinate achieving consistency of titles, position descriptions, locations and department names in Group Wise and the Staff Roster. The process will begin with Cindy Moore providing an updated listing of full-time employees with titles.

Cindy Moore will contact Stephen Matheny to discuss replacing building numbers on the phone directory with building abbreviations.

Noel Isham will identify the buildings on campus that have the remains of old signage on their exteriors.

Chris Koone will investigate the best way to assure the opening and cleaning of air ducts in all campus buildings.

Next meeting time and date to be established.