

## ESP TASKFORCE MEETING MINUTES

April 30, 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), Doris Crute, Noel Isham, Mary Ann Head, and Debbie Hollifield.

Reports on Ongoing Projects:

Vending Machines: Terry said that Moose Vending will soon have the contract for all vending machines on campus. Vending, Coffee, and Change machines will all accept up to \$5.00 bills.

Debit Card Use at the College Café: When the vendor has been selected to run the College Café, Terry will remind Stephen to investigate the possibility of debit cards being accepted by the café.

Student Pictures to help with security and identification:

Terry reported that he had found out that the picture ID machine's program, "ID Works" can only print out cards. He will find out from the IT department if the pictures could be downloaded to another source such as a handbook or some sort of software program. Susan will check with Lisa Padgett to see if ID pictures taken each year are saved or deleted.

Frames for Campus Maps: Brenda McFarland has found vendors on e procurement from which frames can be ordered. Because of the funding crisis, no frames can be ordered this fiscal year.

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

Key Security: Still under study by Cindy Moore and Mary Ann Head. Key requisition may become electronic.

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

Loading Zones for Each Building: Mary Ann Head has e mailed Stephen Matheny to indicate that ESP hopes that the college will strongly consider designating loading zones for each building.

Parking: It was stated that lack of parking is the greatest complaint listed on ACA Focus Group results. Susan Hendrick will highlight items from ACA Focus Group results and e mail these to Stephen Matheny. It was also noted that when outside groups make use of the Red and Blue Rooms in the Business Sciences Building, the parking in that lot is insufficient.

Campus Maps: 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.

Ability to Print Certificates from Datatel: Because Carson is no longer here, Noel Isham has contacted Curtis Vance concerning the ability to print certificates using Datatel. She is waiting his response. Debbie Hollifield will give Noel an accounting of the number of certificates printed each year by the Emergency Services program.

Building Signage: Noel Isham checked with Rick Edwards concerning the remnants of signage on the buildings. Rick said that neither using pressure washing nor acid had removed the marks. Hopefully the residue will be weathered away.

Opening and Cleaning of Air Ducts: Chris Koone is still investigating.

Other business:

Mary Ann Head asked the group name used on Group Wise to send e mails to members of the ESP taskforce. Terry McEntire will make sure with Debbie Puett that it is TALC ESP. It was also clarified that TALC Committee Listings can be found on the Isothermal Home Page through the TALC link.

New Projects:

ESP will investigate the effectiveness of the handicap entrance for the Student Services Building.

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.

Further business:

The group split up the pages of the Group Wise Information on which to correct title, extension, locations and divisions. Terry will e mail the listing of titles from the full time title listing compiled by Cindy Moore and Susan will e mail the campus map to the group for use in revising the listings. The following people took the pages listed for revision:

1-7: Debbie Hollifield  
8-14: Noel Isham  
15-21: Mary Ann Head  
22-27: Terry McEntire  
28-34: Susan Hendrick  
35-42: Doris Crute

Pages should be returned to Terry McEntire by July 6, 2009.

Next meeting time and date to be established.

Respectfully submitted,

Susan V. Hendrick,  
Co Chair

