

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), Donna Hood, Cindy Moore, Doris Crute, Noel Isham, Mary Ann Head, and Debbie Hollifield.

Reports of Ongoing Projects were updated by members assigned to them:

Terry noted that the employee birthday calendar has been added to Google Apps and may be accessed by all Isothermal employees. He and Mike Gavin will add a statement to our Rubrics & Interpersonal Skills poster saying these originated at Isothermal Community College. The gate code at the Administration building has been changed.

Rhonda says (via e-mail) vending machines have been moved to the main floor of the Business Science building. "Nathan Fisher says that it would be less expensive to buy the campus sign holders than make them."

Tina (via e-mail), regarding student ID pictures added to Datatel, "[Cleveland Community College]...said that they did not have any kind of program that you all were inquiring about. The only thing that they have is the student ID's machine that places the bar code on the back with the Student ID# on it. This is used in the Bookstore and Library through the swiping machine... their Datatel does not keep photographs on the system for Faculty and staff to view of students." Susan has confirmed with Kelly Metcalf that FERPA allows for the addition of photos and that Curtis Vance says we have the capability. Debbie will work on the sharing of student information.

Mary Ann and Cindy have reviewed the campus key policy situation and are brainstorming ideas to address issues. The current policy is being distributed to all college areas to determine if it is being followed and if it needs improvement.

Cindy has confirmed the deletion of outdated GroupWise addresses with Jeff McEntire. The deletion of e-mail addresses may become part of the employee exit procedure, which needs to be consistent with all adjuncts and part-time employees. She discussed with Kim Gold to begin working with Assessment Taskforce on creating consistent staff evaluations. PEP's may be required of some staff.

Noel may have bulk-mailing procedure included with new employee orientation for those most affected. Mike Gavin will contact Sandra Boyd about a workshop (previously conducted by Vicki Hoyle, and Dee Spurlin is an on-campus resource) on Professional Development Day, February 12, for those who deal with bulk mailing and/or for anyone else needing information about postal costs, requirements, procedures, etc. Continuing Education hasn't been able to print certificates from Datatel. If the rest of the campus prints certificates from Datatel, then permission to do so comes through Raleigh with Carson Thomas as our on-campus contact. Clearance for the printing should be granted through Donna.

Donna reviewed the various printings of the ESP mission statement. No changes are necessary.

Susan (with contributions from Rhonda, Doris, Chris, and Brenda) clarified that we have 3 portable directional signs stored by Maintenance. There is a request to make 5 more. Another need is for changeable, sliding information labels that could be printed and laminated or purchased. Kimberly Snyder is looking at costs.

The frames for the campus maps have been determined to be cost effective by buying rather than making, especially if we want a universal lock/key for all frames. Amber Thompson has a draft of campus map, with building abbreviations consistent with the catalog and semester schedules, to be distributed to ESP and TALC Leadership before

adoption. Color coding is part of the design. Some maps are to be 11” by 17” and perforated for tear off at the locations. The maps will be updated each year and feature the areas of the campus most asked about. Any suggested changes should be sent to Susan. Rhonda and Brenda are trying to find a vendor willing to comply with e-procurement for the purchase of the frames. Strategic sides of buildings have been investigated for placement of the campus maps. Susan will check on the need for maps inside the buildings as well.

New projects were selected for the Taskforce to address.

Donna will discuss with Management Team the need for employee parking, or at least unloading access, across campus.

Doris will check for the possibility of adding more vending machines, especially in the IT building.

Debbie will look at adding coffee machines (with bigger cups to avoid spillage) around campus.

Terry will research the possibility of change machines by the vending, possibility of debit card usage at the College Café, and what has been investigated in the past regarding textbook rental.

Our Taskforce addressed the three definitions and questions. In answer to “What is a Learning College?” we gave the following feedback: A Learning College is people engaged in their own learning, the process and outcomes; a cooperative learning community; and commitment to learning

TALC is: everyone being a part of the decision making processes for the college, therefore creating ownership and investment in the college, thus increasing dedication.

Barriers to Learning include: space for classrooms, horrific temperatures within the buildings, smells (the chemistry lab had something going that day). There are increasingly varying entry level skills for students and the students are all to be brought up to expected level before moving on. Childcare and transportation are still issues.

The next ESP Taskforce meeting is scheduled for Thursday, February 26, 2009, at 2:00 in the Administration Building, room 210.