

On Monday, June 9, 2008 the ESP Task force meet in Room 114 of the Business Sciences Building. Present were Susan Hendrick, Paula Walker, Chris Koone, Noel Isham, Rhonda Davis and Mary Ann Head.

After welcoming the committee, Chairman Susan Hendrick entertained a motion to accept the minutes for the March 10, 2008 meeting. The motion passed unanimously.

Following this, Susan announced that she needed to resign as chairman of the ESP Task Force because of her part-time status. Because of her other duties the chairman's position required more hours than her part-time status would allow. She stated that she would like to remain on the committee, but resign as chair. She asked for volunteers: one to move into her position as chair and one for co-chair. There were no volunteers during the meeting.

Susan asked that we review the goals and program of the ESP committee for the last year.

### **Goal 1 – Campus Maps**

Susan stated that at the Leadership Team meeting it was suggested that we check with Scott Brady and/or Nathan Fisher about building holders for the campus maps. ESP task force asked that Chris and Rhonda check with the companies who sold holders for the campus maps and portable signs to see if they would be willing to register with North Carolina for E-procurement. Amber Thompson said that she should be able to have the campus maps completed by December, 2008.

### **Goal 2 – Staff Evaluations**

Cindy Moore will continue to work with staff evaluations.

### **Goal 3 – Postage Costs**

Noel Isham was going to work with Mike Gavin to determine ways of reducing costs in postage, i.e. bulk mail, flyers, catalogs.

### **Goal 4 – Standardization of Forms**

It was determined that the task force has completed all that can be done at the present time regarding standardization of forms.

### **Goal 5 – Faculty IDs**

It has been recommended that faculty members have photo IDs. This is in process.

### **Goal 4 – Portable Signs**

Susan Hendrick was asked to check with Kim Snyder and Trish Huntsinger about the signs that had been built by our construction department and with Stephen Matheny about who should be responsible for maintaining and storing the portable signs.

After reviewing the goals it was determined that Susan Hendrick would request a meeting with Stephen Matheny to check on the progress of several of the uncompleted projects.

Meeting was adjourned.