

ESP TASKFORCE MEETING MINUTES

9/24/09

The Taskforce met at 2:30 p.m. in room 210 of the Administration Building.

Members present were: Terry McEntire (chair); Dena Ramsey (vice-chair); Noel Isham, Mary Ann Hood, Cindy Moore, Jamie Spratt, Nathan Fisher, Jeanette Cheshire, Tina Porter, and Dr. Kim Gold.

Reports of Ongoing Projects:

Vending Machines	Everyone seems to be happy with them. Continuing-Ed & Bus. Science still does not have access for change for \$5.	Cindy Moore to look at possibility of change machines.
Coffee Machines	Still requested in bottom of ADM Building, but will need water lines placed	Cindy Moore to check with Stephen Matheney regarding.
Debit Card usage at "Patriots Plate"	At this time owner states not enough business to sustain machine for Debit Cards.	Owner states that if business remains steady, he will look at possibility of obtaining ATM machine
Student Picture ID's	"ID Works Program"	Sheila and Curtis to see if it is compatible to print pictures.
Frames for Maps		Susan to confirm budget.
Campus Maps		Black/White Tear off sheets are available from Print Shop
Portable Signs	Do we need more?	Chester has 5 made; and is making more. Tina is looking at need/cost of lettering
Air Ducts	Chris stated that maintenance merely cleaned from outside and had to put in extra work hours. They need to be cleaned out thoroughly from the inside.	Chris to check into getting air ducts cleaned/checked by Maintenance.
Staff Evaluations	Trying to get a standard staff evaluation	Cindy working on, but needs to collaborate with Dr. Kim Gold before they are

		presented.
Keys	Rick, Cindy & Mary Ann met to discuss key card and see if it could be placed on the web – but it could not be tracked.	Need originator to e-mail everyone and check with Rick to see if he has it, and see what the status is
	Work-Study has keys to buildings, however adjunct teachers do not.	Cindy to check on this issue.
	Those involved will work out policy/procedure to submit to Terry to present to TALC	
Campus Directory	Cluttered, not user friendly; will continue to work to convert Building Numbers to Names. Employee Roster will be updated and revisions made	Cindy Moore to continue to work on this
Unloading Zones	Mary Ann had e-mailed Stephen but has not heard anything back yet. Parking remains a major problem per student-focus groups. Not every building has a space for loading/unloading.	Dr. Kim Gold to talk with Stephen Matheney to get a count on the number of parking spaces, number of students; and number of faculty
Contact for Computer Services	At this time still Curtis Vance	Working on hiring replacement
Groupwise Title and location update & revisions.	Cindy to go over, then goes to Jeff Mcentire	Mary Ann Head Susan Hendrick Doris Crute & Noel Isham completed their corrections.

End of OLD BUSINESS

NEW PROJECTS

Designated Non-Smoking	Signs are at all doors; but they do not always show where you CAN smoke	Jamie – to look for “clearly marked smoking areas” throughout campus
On-Line Student Registration	Web-Adviser	Dr. Kim Gold to address at distance education meeting
Officer Observations	Rooms filled with computers,	Is a reminder to lock all doors

	but not locked	necessary?
As of 10-01-09: Illegal not to recycle plastics	How will we abide by this?	Campus life will work on it to get receptacles for plastics
Terry: Concern related to bathroom paper towels	They are “napkin packed” and when you try to get one, you get a whole stack – ending up with a lot of misuse We will also look at other options and prices	Nathan – to look up purchasers for other types of dispensers, as custodian has told Terry that “that’s just the way they are.” Will also ask Stephen if any option, such as the one’s that DSS uses (Mary Ann to check into). Once this info is obtained, it will be passed onto Stephen Matheney
H1N1	College Counsel addressing	Mike Gavin sending e-mail reminders to students about how to remain healthy and avoid obtaining H1N1
Sexual Assault Procedures	Should already be in place	Donna Hood to be sure they are in place
Campus Security	Sheriff’s Department is providing someone until 10:00 PM, but NO ICC Security on duty in evenings.	May need to be sure evening employee’s are aware of this.
Student Information Kiosk	At one time there was one in student services; but no longer there.	Jeanette Cheshire – to look at what it had before and what it might need now

Meeting Adjourned.

Next meeting time and date to be established and announced by Terry McEntire.