

TALC ESP Progress

Item	Who	Progress	Completion Date
1. Central Campus Map: Large display map with light in center of campus	Bruce & Cindy	In process. Next year request budget money	
2. Maps on Campus: Key areas on campus will have a pad of campus maps to give to visitors.	Susan Hendrick	Susan will determine areas needed and availability	May 2005
3. Campus Café: Updating and remodeling of café	Stephen	Completed	January 2005
4. Telephone Concerns: Survey conducted listing top concerns and solutions are sought.	Fred & Stephen	Survey completed. Checking into the possibility of upgrading the telephone system. <u>Continue to train employees in present system and include training in HR plan. Suggested for Convocation</u>	
5. Staff Evaluations: To review and update the non-teaching staff evaluations as needed	Fred (Kelly, Judy & Mike S.)	Fred, Kelly and Judy set a meeting date to begin review and update. <u>Review and update process has been approved by TALC Leadership and Dr. Lewis. Representatives from each staff area will be selected to serve on a Taskforce for this process.</u>	
6. Parking lot lines: Some parking lot lines are not clear	Stephen	Red, orange, silver and gold parking lots have problems with lines. The red lot has the greatest needs. <u>The Gold lot has been partially completed; the Red lot and Green lot bids have been received and work (including lines and repairs) will be started soon; work on the Yellow lot has been opened for bids.</u>	
7. Road Paving: The main drive around campus needs repair and repaving	Stephen	Completed	Fall Semester 2004
8. ATM Machine: There has been requests for an on campus ATM machine	Stephen	Looking into demand for ATM <u>Not enough demand</u>	

TALC ESP Progress

Item	Who	Progress	Completion Date
<p>9. Meeting Calendar: The use of the meeting calendar for campus meetings.</p>		<p>TALC will take the leadership in implementing the meeting calendar system. A suggested implementation process includes 1) identifying groups and key people that can be using the system, 2) identifying what should be kept on the meeting calendar, 3) have a simple training or orientation for the users, and 4) conduct a follow-up to see how the system is being used. <u>The meeting calendar is being used to schedule meetings. More training is needed; this has been suggested for Convocation.</u></p>	
<p>10. Change Machines: Frequent requests for change are made on campus.</p>	Stephen	<p>This could be made part of the bids for water and juice contracts. An alternative is to have newer machines that will take \$5 bills. <u>No RFP for water available; cannot draft a bid spec.</u></p>	
<p>11. Clocks on Time: Clocks on campus are not on the same time with as much as a 10 minute variance.</p>		<p>Ongoing <u>A GPS system is being considered. This system consists of transmitters and satellite signals .</u></p>	
<p>12. Building Names and Numbers: Building numbers do not exist but are being used internally.</p>		<p>Looking into adding abbreviations in place of numbers on the curriculum schedule. <u>Building names will be considered for other internal forms, i.e., phone ext. list, Maintenance Work request, package deliveries, and also for use in the new CIS system.</u></p>	Curriculum Schedule Summer 2005
<p>13. Text Book Availability: Book name before class starting date. Some books should be available outside of the bookstore such as an online vendor.</p>	Stephen	<p>Check with Mel <u>Scheduled for next academic year</u></p>	
<p>14. Updating Campus Forms: Forms have outdated titles, names, semesters, and who signs it.</p>		<p><u>Scheduled for next academic year</u></p>	

TALC ESP Progress

Item	Who	Progress	Completion Date
15. Readability of campus map and orientation		<u>Scheduled for next academic year</u>	