

The TALC ESP taskforce met on Monday, November 5, 2007 in the Blue Room of the Business Sciences Building.

Members present: Susan Hendrick, Chair, Rhonda Davis, Mary Ann Head, Noel Isham, Chris Koone, Chuck Stutzman, Susan Vaughan, and Paula Walker.

Future meeting: **Monday, January 14, 2008 at 2:00 pm in the Blue Room.**

Minutes of the October 8, 2007 meeting were approved as presented. The minutes are posted on the TALC ESP website.

Old Business:

1) Campus Maps – Susan Hendrick shared information on the Outdoor Menu Frame that is under consideration as a means to display the college map on the outside of buildings at various campus locations. The menu frames are weather resistant, lockable boxes and can display documents up to 11” x 17.” Rhonda will check with the company to see if all of the boxes can be keyed the same for ease of maintenance. She also will find out if the company is a registered e-Procurement vendor. Members decided that the initial purchase would be fifteen boxes, which would be placed at the main entry of most buildings at the Spindale campus and in the ampitheatre. More boxes may be added later pending a positive response. The cost of fifteen boxes at \$75.38 each is \$1130.70 plus tax and shipping. Susan H. will check with Stephen Matheny about the campus map to be used for this purpose.

2) Faculty IDs – Chuck reported that he will send an e-mail survey to faculty to gauge their response to college ID badges. He will check with Stephen Matheny about ID badges for staff and if there is a NCCCS standard for ID badges. Personnel in Continuing Education and Student Affairs, as well as some other employees, wear badges. Members discussed whether badges would be used for security and whether there should be photos on the badges. Several members mentioned the advantage of having a photo ID when conducting NCCCS and state business. Some considerations are cost of the badges and protocol, i.e., whether badges would be mandatory.

3) Pictures in Datatel – Susan H. checked with Kelly Metcalf, who verified that student ID photos are acceptable in Datatel, but they would require the same level of privacy as social security numbers and other sensitive information. Chris suggested that student ID photos would be helpful for Distance Learning and that photos probably could be migrated into Moodle. Susan V. will check with Carson Thomas about adding photos to Datatel and will suggest that he contact Cleveland Community College regarding their inclusion of student photos in Datatel. If photos in Datatel are workable, this idea will be proposed to the college administration.

4) Postage Costs – Rhonda spoke with Lou Hodge and Earl Campbell, who described several problems they face in managing the college mail. One problem is returned items that have only the generic college return address. This means that the

mail must be opened in order to return it to the correct individual or department. They recommended that Rhonda contact Cindy McKinney, Spindale Postmaster to request training on US postal regulations and cost reductions. As a result, Rhonda was able to schedule a training session for Professional Development Day, February 12, 2008 at 10:15 am. The workshop will cover a number of mail preparation and handling procedures that will help increase efficiency and reduce costs.

5) Staff Evaluations – Cindy Moore was unable to attend but sent a report. She is in the process of creating a staff evaluation review team with representation from each area. So far, Karen Harris (Student Affairs), Samantha Laney (Curriculum Secretaries / other support staff), and Roger Crawford (WNCW) have agreed to serve on this team. Cindy also has contacted John Quinley who had offered to provide resources in support of the process. Cindy expects the team to be in place and to begin work in late January or early February 2008.

6) Standardization of Forms – Paula has looked at the approximately twenty-one forms previously submitted to TALC ESP that were identified as needing corrections or updating. She mentioned several problems with various forms, such as lacking the requirement for proper authorization or sign-off by a supervisor. Chris suggested that a checklist of standard items to include or avoid, such as removing requirements for social security number, might be helpful. Paula will contact Cindy Moore and Kelly Metcalf for input in developing a checklist. Some forms have been corrected already, but all areas should be prompted to review their forms periodically. It was suggested that a proposal should be made to Management Team for implementation of the college-wide review of forms once the checklist and procedures have been developed.

Susan V. distributed a list of building names, numbers, and abbreviations compiled from several sources. The building abbreviations are those created for Datatel. The list will be posted to the college intranet and should facilitate the desired practice of using building names in place of numbers on college documents.

New Business:

Susan Hendrick asked for volunteers to be vice-chair or co-chair of TALC ESP pending Susan Vaughan's retirement at the end of fall semester. The primary duties are to take minutes and have the approved minutes posted to the TALC ESP web site. It was suggested that members might take turns with this task, and Mary Ann Head kindly agreed to serve as recorder for the next meeting, which will be January, 14, 2008 at 2:00 pm in the Blue Room.

The meeting was adjourned at 3 pm.