

TALC ESP Meeting Minutes
9/12/01

The TALC ESP committee met on 9/12/01 at 2:30 p.m. in the blue room. Members present were: Donna Hood, Karen Jones, Kelly Metcalf, Debbie Puett, Susan Vaughan, and Susan Williams. All members present indicated the desire to remain on the committee.

The next meeting of the TALC ESP committee will be 2:30pm on November 1.

The subcommittee on employee orientation presented information to TALC Leadership and management team. The proposed process has been well received thus far. The question remains regarding who or what committees will administer the employee orientation process in terms of the group meetings. The supervisor will be responsible for covering information mentioned in the compiled documentation. It was suggested that the TALC faculty and staff professional development committees be charged with organizing the meetings. The TALC ESP subcommittee members, Fred Bayley, Donna Hood, and Debbie Puett, could be included in this effort. The policy and procedure manual should be updated once a new process is adopted for college-wide application.

Susan Vaughan reported that Stephen Matheny plans to purchase 50 atomic clocks to be placed around the campus at Stephen's discretion. Old, administrative clocks will be removed. Maintenance and security personnel will wear atomic watches in order to monitor the clocks in terms of providing the correct time.

Susan Williams reported on the administrative withdrawal policy. Dr. Lewis is interested in more discussion on the topic of administrative withdrawal. A roundtable will be held on September 19 at 2 pm in the blue room to address how administrative withdrawal would impact learning at ICC.

Susan Vaughan reported that the kiosk effort is going well thus far. It was suggested that information regarding the kiosk be included in the "College Policies" section of the ACA book.

Kelly Metcalf reported that the transfer committee will meet soon.

It was suggested that members of the committee collect information on "administrative problems" at the Kanuga retreat for TALC ESP review. A potential topic is the purchase order process and the need to re-type specifications. This can result in errors in the PO, and it makes the process cumbersome.

New college publications are already being used in the recruitment and outreach process, and they have been received very favorably. They particularly seem to be a hit with the high school students.