

## TALC ESP Meeting Minutes

3/4/02

The TALC ESP committee met on 3/4/02 at 2:30 p.m. in the blue room. Members present were: Kathy Ackerman, Fred Bayley, Doris Crute, Donna Hood, Noel Isham, Carol Jones, Debra Jones, Karen Jones, Stephen Matheny, Kelly Metcalf, Debbie Puett, Scott Scheer, Susan Vaughan, Russell Wicker, and Susan Williams.

**The next meeting of the TALC ESP committee will be 2:30pm on April 22 in the blue room.**

The committee summary of activities March 1999 to present is now available on the ICC TALC web-site.

Kelly Metcalf reported that the transfer credit policy has been reviewed by VP Council. Next is management team. Karen Jones will e-mail Glenda regarding the need to place this item on the agenda.

Scott Scheer reported exterior signs will be up by the end of March. Several welcome signs may be ordered depending upon funding availability. A new poster is in development for marketing purposes. A draft was shared with the committee. The poster was received in a positive fashion. The billboards will be re-done soon. Scott is also working with all areas throughout the College to make interior information posters/signs more warm and friendly.

Debra Jones reported that the "Forms Review" committee met recently. A re-design of the purchase requisition may be part of this effort. Signature lines may be eliminated from all but the final page. The group has reviewed about 20 forms. Many have been revised, placed into Word, PFD, or Excel format, and added to this area of the website. Electronic signatures will not be used at this time. Several forms, e.g., name/address change and request for information forms, will be available for submission online. Debra organized links to "forms" on the web page in a manner that will make it easier for students to find. Some forms, e.g. travel, being streamlined so that they are more user-friendly. Stephen indicated that Cindy Moore is working on the travel process.

Stephen stated that he has spoken with Roger Davis regarding the problem of smoking at building entrances. Appropriate signage will be important in relocating smokers. There are an adequate number of ashtrays; however, people won't use them. The mess is a problem. Smoking at building entrances is particularly a problem at building 1, 10, 6, 14, and 11. Roger and Stephen will post signs. Smoking areas are needed, perhaps. Russell Wicker indicated that the Foundation was considering designating a smoking area.

Scott Scheer announced that the new campus map will be available soon. It will include the parking lot behind the Foundation and information regarding handicapped accessibility.

Fred raised the point that voice mail messages of college personnel need to be updated with current information. More than one message can be used, e.g. standard (normal schedule) and nonstandard ("not in today message"). Can the switchboard message be updated from a remote site? There would have to be a person on site to adjust the switchboard message or the web-site. Voice mail can be adjusted from a remote site. How can staff and faculty be encouraged to use voice mail in this way? A possibility is posting phone use information on the ICC web-site. An e-mail discussion may also be helpful. Fred indicated that Marnie Smathers may possibly be able to perform this function. Fred will check out this possibility. Stephen will seek authorization for this activity.