

## TALC ESP Meeting Minutes

6/19/02

The TALC ESP committee met on 6/19/02 at 2:00 p.m. in the blue room. Members present were: Bob Bidwell, Fred Bayley, Donna Hood, Noel Isham, Carol Jones, Debra Jones, Karen Jones, Stephen Matheny, Debbie Puett, Scott Scheer, Susan Vaughan, Paula Walker, Bruce Waddingham, and Susan Williams.

**The next meeting of the TALC ESP committee will be 2:30pm on Thursday, September 5 in the blue room.**

Scott Scheer reported that “welcome” signs are coming in July. There will be one for each entrance. Other projects are on hold due to budget freeze. Issues regarding new signs blocking driver visibility are being addressed.

Debra Jones’s committee continues to make progress in the movement of documents to the website. Input is sought on how these forms should be categorized for ease of use. The incident report form may be added in the future. The purchase requisition form is being converted to Excel. Some forms have revision dates, and this can be helpful.

Fred Bayley has asked Dr. Lewis whether or not a policy and procedures change is needed before the new employee orientation process is formally implemented.

Dale Gaddis reported that there is progress in the area of the development of a scholarship program that would identify students in the 7<sup>th</sup> grade. Dr. Lewis is talking with the public schools and exploring the “New Century Scholars” program.

Stephen Matheny is maintaining a record of grid team efforts/activities. A report may be forthcoming.

Scott Scheer reported that the “old” campus map will appear in the fall schedule book. The new campus map is in the student handbook. Stephen is exploring with Curtis Vance the possibility of changing building names in the Sun system. The point was made that there needs to be a specific time when these changes are formally implemented. Scott plans to notify “everyone” that we are ready to use the new map possibly as early as convocation day. This will be the time staff & faculty make the switch from using building numbers to names.

The use of voice mail at the College continues to need improvement. Would a “telephone skills” workshop be helpful? Stephen will send an “everyone” e-mail reminding college employees of telephone functionality. A “telephone training” Groupwise group is one possibility. Another possibility is a workshop for interested employees.

Smoking at building entrances continues to be a problem. Fred Bayley reported that a designated smoking area has been successful at The Foundation. There is a specific area for smoking and 98% of smokers respect the guidelines. Fred suggested that this could be addressed informally among building tenants. This will be left up to building residents for now. Appropriate announcements could be made in the handbook, etc.

Fred Bayley suggested that TALC Leadership could make a 5-10 minute video for new employee orientation. This would help the new employee understand the history, culture, and mission of the College.

Training for the new CIS system will begin this fall. There may be opportunities here for future topics.

