

TALC ESP Meeting Minutes
March 31, 2003

The next meeting will be Monday April 28 at 2:15pm.

The TALC ESP committee met on 3/31/03 at 2:15pm in the blue room. Attendees: Fred Bayley, Bob Bidwell, Dale Gaddis, Susan Hendrick, Debbie Hollifield, Kelly Metcalf, Debbie Puett, Susan Vaughan, and Bruce Waddingham.

Karen J. reported also that a Sexual Assault Response Team (SART) has met twice. This subcommittee consists of Karen Jones, Donna Harrison, Bob Bidwell, Fred Bayley, and Stephen Matheny. This group is working toward a federally mandated sexual assault protocol for ICC. Colleges are mandated to properly respond in the event of a sexual assault on campus: who to contact, how to respond, what is appropriate to report in crime statistics, etc. Bob B. clarified that this policy is applicable only to sexual assault, not sexual harassment. There will be more discussion at an upcoming meeting once policies/procedures are further refined.

Karen J. reported that the employee orientation process has been approved by Management Team. Information about the new process will be included in the updated Policy & Procedure Manual.

Karen J. reported that Dr. Lewis has volunteered to help find a chair for the textbook rental subcommittee.

Karen J. reported that Dr. Lewis has asked the ESP committee for recommendations regarding the placement of defibrillators on campus. Related concerns are possible locations, the need for training, and other materials needed. Debbie Hollifield indicated that a person with expertise in this area would possibly be providing a workshop in April. This could be an opportunity for staff to learn more about this topic. This person may also be able to recommend what type of equipment would be appropriate for ICC. Debbie also suggested that the Automatic External Defibrillator (AED) is needed immediately, so one is insufficient.

Concerns regarding the AED were raised regarding possible liability for the College and how possible it would be to make the equipment both secure and readily available. Would it be faster to call 9-11 than to attempt to locate and operate the defibrillator? EMS is located behind K-Mart, and they may be available quicker than a staff person could locate appropriate equipment.

Another concern was the need for training. Kelly pointed out that there is only one official first responder on campus, Earl Campbell. First Responders must be CPR certified to respond – CPR and then AED. It would not be possible to broaden this list without providing appropriate training such as would be provided by EMS and a manufacturer's representative for the defibrillator.

Kelly reported on her “Kanuga problem.” The problem relates to students who are purged for nonpayment and then re-register and the census date. Those students cannot be counted for FTE purposes even though the College serves them. Kelly distributed advising packets for clarification of new procedures. The new procedure will involve an earlier purge date, advertising of the purge date, and emphasis on the fact that payment is due at time of registration. Postcards will also be sent to students letting them know about the upcoming purge date. Bob suggested that another strategy to avoid problems would be to ask students to only register with their specific advisor. This could be a good topic for instructors to meet and discuss.

Susan V. reported that Dr. Lewis had mentioned East Tennessee State’s website. They maintain a self contained web site for SACS materials. Susan V. has visited this site as well as East Tennessee’s web site. She offered to share links for these sites. Dale suggested that the new Assessment person should contribute toward this effort. Fred B. indicated that it might be a good idea to wait until the new person is hired to launch this effort.