

TALC ESP Meeting Minutes
10/09/03

The TALC ESP committee met on 10/09/03 at 1:30 p.m. in the Blue Room of Business Sciences Building. Susan Vaughan, Chair, called the meeting to order.

Members present were:

Susan Vaughan, Chair	Mary Ann Head	Chuck Stutzman
Debbie Puett, Vice Chair	Susan Hendrick	Bruce Waddingham
Fred Bayley	Donna Hood	Russell Wicker.
Bob Bidwell	Noel Isham	
Judy Gordon	Kelly Metcalf	

The next meeting of the TALC ESP committee will be 1:30 pm, October 29, 2003.

Old Business:

1. TALC ESP Mission and Activities. Copies of the Mission and Activities of the TALC ESP Committee were distributed.
2. Textbook rentals. Problems with rentals were discussed, such as: dealing with new editions, administrative/bookkeeping costs, and storage. Debbie Puett volunteered to e-mail other NC community colleges to find out if any of our sister institutions rent books.
3. Parking. This issue was tabled until Stephen Matheny is present.
4. Defibrillators. The Foundation has purchased one and has provided training for selected staff. The possibility of purchasing more defibrillators to be used in other areas of the campus was discussed. It was decided to let Dr. Lewis handle it from here. Susan Vaughan will e-mail him to determine the status of this issue.

New Business:

Susan Vaughan distributed "TALC ESP – Project Worksheets" to committee members to aid us in choosing new college processes to be addressed by this committee. Committee members were asked to write down suggestions for consideration by the committee. The following issues were mentioned for possible future consideration:

1. Atomic clocks. Some aren't working and synchronization is still an issue.
2. Phone system and security. Issues such as caller ID, time display on phones, and voice mail training were discussed. The issue of how to contact security after 4:30 pm was also discussed. A subcommittee was formed to explore telephone and evening security issues. Committee members are: Fred Bayley, Debbie Puett, and Kelly Metcalf.
3. E-procurement.
4. Network compliance forms. These forms need to be signed and updated annually. What is the best avenue for this to take place?
5. Message board near the amphitheater. It is often neglected. How could it best be utilized?
6. Curriculum waiting lists. There is a problem with standardization across the different divisions. Different areas do it differently. (This idea was submitted after the meeting had adjourned.)
7. Staff/professional evaluation forms. The current ones have not been revised in some time.

Committee members were asked to continue thinking about the issues suggested and to bring any new topics for committee consideration to the next meeting.

The meeting was adjourned at 2:30 pm.