

The TALC ESP taskforce met on Wednesday, October 18, 2006 in the Red Room of the Business Sciences Building. Members present were:

Cindy Moore, Chair
Rhonda Davis
Debbie Puett

Melissa Quinley
Paula Walker
Susan Vaughan

Old Business:

Cindy Moore reviewed the projects that are still outstanding. For projects that have not been completed, Cindy asked members to decide if each of the pending items should continue to be addressed by TALC ESP.

1. Central Campus Map – This project has been under discussion for some time and has not been accomplished for a variety of reasons including changes in key personnel involved in the original plan. The taskforce decided that this is an important project and will continue to work on implementation. Although the taskforce did not meet the deadline during the previous FY for expending TALC funds allotted for this project, Debbie assured the members that funds could be requested in the future for this project. ESP members suggested that the map be located in a central location, possibly near the library, or that maps be placed at several locations with “you are here” indicators included. There were suggestions that the maps be done in such a way that they could be readily updated as needed and that the maps might be incorporated into information kiosks in several locations. Rhonda will get in touch with Susan Hendrick who has worked on the college map design to discuss possibilities.

2. Staff Evaluations – The subcommittee has met only a couple of times and has made little progress, but taskforce members agree that efforts should continue on this project. Cindy mentioned that the subcommittee plans to develop core criteria that would apply to all personnel and additional criteria that are customized for each area based on unit objectives and employee responsibilities. The goal is for the evaluation instruments to align with the respective positions. Cindy will continue to encourage progress on this project.

3. Paint Standardization – The Director of Plant Operations and Maintenance had asked that TALC ESP assist in reducing paint color choices to a more manageable number for efficiency and cost effectiveness. Susan reported that she and Rick have developed a list of standard colors that includes a variety of neutral, pastel, medium, and deep colors. A chart of the standardized colors is included at the end of these minutes. The standardized color chart will be shared as part of the ESP report to TALC Leadership.

4. Key Security – Cindy reported that an inventory of college key assignments has been completed. Policies for employee check-out procedures have been changed to include recovery of keys, and forms and a checklist will be developed to facilitate the procedure of assigning and recovering keys. Although there is an exit interview in place for full-time personnel, a system for recovering keys from adjunct faculty and other part-time

employees is needed. It was suggested that requiring a key deposit might encourage the return of keys when employment ends. Melissa and Cindy will follow up on key security.

5. Used bookstore - Debbie reported that PTK is not sponsoring a used bookstore at this time. She will check with other institutions to see what facilities or services they offer students who wish to purchase used textbooks.

6. Computer Lab Accessibility - Susan reported that she had had a brief conversation with Stephen regarding the proposal for a large open lab (50 -60 systems) to provide access and user support for a variety of applications and to have extended hours. Stephen suggested that when the new high tech building is finished there may be a possibility of this, but it is unlikely to happen until then. Melissa expressed interest in having a learning center including a writing lab in a central location. There was discussion about the possibility of using the space now housing the REaCH program, once that program is moved to the new building. Several members felt that the current specialized labs would need to continue as well in order to have personnel who are trained in program-specific applications. This project may be reconsidered once the new high tech building is completed.

New Business:

1. Key for Student Schedule Book and Student Handbook - Melissa reported that the Advising Taskforce had suggested that a “key” be included in the student course schedule booklets to help students decode the abbreviations. She reported that Kelly Metcalf was checking to see if an additional page could be added to the schedule book. Cindy will talk with Kelly about adding the key to the Student Handbook as well. Members felt that it would be helpful if the Buildings Key list were distributed widely to the college community.

2. TALC ESP Co-Chair – Cindy asked for volunteers to co-chair the taskforce. The co-chair has responsibility for writing and submitting the minutes; scheduling the meeting space; posting meeting times on the Meetings Calendar; and attending TALC Leadership and reporting ESP business in the absence of the Chair. Susan Vaughan agreed to serve as TALC ESP co-chair.

Cindy asked for discussion regarding setting goals and priorities. Members agreed that TALC ESP should continue to make progress toward completion of projects rather than to set firm deadlines, given the difficulty in accomplishing a number of projects under consideration.

The meeting was adjourned at 3:30 p.m.

The next meeting date will be Wednesday, November 29, 2006 at 2:30 pm in the Blue Room, Business Sciences Building. This has been posted on the Meetings Calendar.

1 attachment

Isothermal Community College Paint Standardization

ICI Paints Master Palette

Color Name	Description	Coordinates With	Similar/Identical Color Located in	Page #	Color #
Pastel/Neutral Shades					
1) Antique White	off white	All colors	Various buildings	300	2001
2) Shell White	cream	1, 6, 7, 8, 9, 10, 11	B-3, B-10	302	2010
3) China White	pale beige	1, 5, 6, 7, 8, 9, 11		128	769
4) Snowfield	pale grey	1, 5, 6, 7, 8, 9, 11		162	1680
5) Teal Ice	pale blue/green	1, 3, 4, 6, 9, 10, 11		131	1173
Medium/Deep Shades					
6) Lanyard	medium khaki	1, 2, 3, 5, 7, 8, 9, 10, 11		152	746
7) Winterscape	medium blue	1, 2, 3, 4, 6, 8, 9	College café	61	1320
8) Cadet Blue	deep blue	1, 2, 3, 4, 6, 7, 9, 10,	B-10/12 wall stripe	67	1460
9) Aberdeen Place	deep maroon	1, 2, 3, 4, 5, 6, 7, 8, 11	B-10 lobby	170	60
10) Salsa	deep brick red	1, 2, 3, 4, 5, 6, 8, 11	B-2 Tryon Room	81	123
11) Great Falls	deep teal green	1, 2, 3, 4, 5, 6, 9, 10		199	1236