

The TALC ESP taskforce met on Wednesday, November 29, 2006 in the Blue Room of the Business Sciences Building. Members present were:

Cindy Moore, Chair
Rhonda Davis
Glenn Gibert
Mary Ann Head

Susan Hendrick
Debbie Puett
Melissa Quinley
Susan Vaughan, Vice Chair

Old Business:

1. Central Campus Map – Susan Hendrick reported that she had met with Rhonda Davis and Cathy Alexander. The consensus is that there is a need for a small map that can be placed in publications as well as handed out and copies of a larger map to be placed around the campus. The college has the capability of producing an 11” X 17” map in color. It is possible that an aerial view could be used. A previous map, designed by Becky Cleland, could be used if modified. Cathy will consult with Becky and will work with her to adjust the map. Susan and Rhonda reported that stands similar to those used along the nature walk would be fine, but they would need to be weatherproof. Cathy will check to see what options for stands may be available. Members were asked to think about how and where maps might be posted around the campus and to share information about good examples observed elsewhere.

2. Staff Evaluations – Cindy reported that work on this project has been postponed until January or February of 2007.

3. Key Security – Melissa reported that the inventory of college key assignments has been completed except for Applied Sciences, Continuing Education, and PE. She reported that she and Rick Edwards had discussed the key security issue at great length and that it is very complicated. Some of the major concerns:

- lack of centralized location and oversight of key distribution and collection
(future key collection has been remedied with new HR procedures)
- lack of guidelines for determining/assigning level of access for individuals
- master keys have been issued to those who do not require that level of access
- some single keys allow entrance too broadly (to offices and classrooms as well as to the building)
- adjunct faculty rely on security staff and other staff for access

- the college was re-keyed some time ago and re-keying the college is expensive

Members supported a suggestion that these findings be shared with TALC Leadership due to the complicated nature of this project.

4. Used Bookstore - Debbie reported that she has spoken with the bookstore manager at Western Piedmont CC. They sponsor a textbook buy-back day for selected titles and pay 50% of the original sales price. The manager purchases used books according to a list that she creates based on book orders for the following semester and anticipated demand. They use a software product that provides information on new editions, price, etc. Used books that are purchased from students are placed on the bookstore shelves where new items normally would be (thus no storage concerns) and are resold at 75% of original price. This is a higher return than on new book sales while saving students 25% of the cost of new books. Books are bought and sold on a first come/first serve basis, and Pell awards are honored. The bookstore has a \$50,000 operating budget. The bookstore manager is willing to talk with our bookstore personnel. Cindy said that she will speak with Amy and Mel about start-up costs and implementation details to see if this is a viable project for Isothermal.

5. Key for Student Schedule Book and Student Handbook - Cindy checked with Kelly about adding the buildings key to the schedule book and Student Handbook. Kelly said that this would be done in the respective next editions or as soon as possible based on publication deadlines.

There was no new business.

The meeting was adjourned at 3:15 p.m.

The next meeting date will be Wednesday, February 21 at 2:30 pm in the Blue Room, Business Sciences Building. This has been posted on the Meetings Calendar.