

ESP  
March 10, 2008  
Minutes

The ESP committee met Monday, March 10, 2008 at 2 PM in the Blue Room, Business Sciences. Members present: Susan Hendrick, Mary Ann Head, Noel Isham, and Paula Walker.

Susan welcomed members to the meeting. The January 28 minutes were approved as presented.

#### Old Business

Susan will ask Trish Huntsinger to serve as secretary for the June 7, 2008 meeting.

#### Campus Maps

- Susan reported that Amber Thompson will draw the new building, the Willard L. Lewis III Lifelong Learning Center onto the next campus map. Stephen Matheny will indicate what names to use for the three "temporary" buildings.
- Rhonda Davis gave Trish names of companies on e-procurement for campus sign cases and portable signs.

#### Faculty IDs

- Stephen Matheny is exploring having picture ID's produced for full-time and part-time faculty, Continuing Education Division instructors, and full-time and part-time college employees.

#### Pictures on Datatel

- Susan told Stephen Matheny that Kelly Metcalf indicated that no FIRPA regulations would be violated by student picture IDs being on Datatel, along with student information.

#### Postage Costs

- Noel stated that it would be a good idea to have a mailing procedures workshop again this year and at other times as needed.
- Susan asked Noel to contact Mike Gavin for pertinent information regarding bulk mailing. Susan suggested distributing throughout campus a bulk mailing information sheet.

#### Staff Evaluations

- Susan stated that with the hiring of an Human Resources Assistant, Cindy would have more time to work on staff evaluations.

#### Portable Signs

- Susan distributed price sheets from various sign companies. She will check with Trish to see if any of these companies are on e-procurement. Paula will contact

the companies to obtain details. The following are issues the college will need to consider regarding signs.

- Issue: Can we order extra letters/numbers/symbols?
- Issue: Can signs be weighted down for stability? How heavy would they be for carrying manageability?
- Issue: Can we purchase one to see if it would work before we buy more?
- Issue: Who will be responsible for storing signs, setting them out, placing the letters/numbers/symbols, and taking them back to storage?

Money Requests for TALC leadership for 2008

- Campus map display cases: Susan stated that the priority should be to order the campus map cases for 2008-9 (\$2,000 requested). The second priority would be to order additional cases (\$2,000 requested).

There was no New Business to present.

After the minutes are approved, they will be forwarded to Debra Jones to be included on the TALC website.

The meeting adjourned at 2:50 PM.

Respectfully submitted,

Noel J. Isham