

TALC ESP Meeting Minutes
Oct. 29, 2003

The TALC ESP committee met on Oct. 29, 2003 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	Paula Walker
Debbie Puett, Vice Chair	Noel Isham	Russell Wicker
Fred Bayley	Kelly Metcalf	
Judy Gordon	Bruce Waddingham	

The next meeting of the TALC ESP committee will be 1:00 pm, Nov. 19, 2003, in the Blue Room.

General Information presented:

Susan has worked with Debra Jones to post our committee minutes on the TALC website. The History of Activities document will be updated.

Old Business:

1. Textbook rentals. Debbie Puett reported that she had e-mailed the admissions officers at the other community colleges in NC and had not received any response. Therefore, there may not be any other community colleges in NC renting textbooks. Several obstacles to textbook rentals were discussed, such as: changing textbook editions, enrollment fluctuations, the expense involved, difficulty of stocking books, and the monumental clerical work involved. The general consensus of the committee was that this is not a practical project for our college. It was, however, suggested that we should encourage students to visit the Used Book Store operated by PTK.
2. Defibrillators. Susan Vaughan reported that Dr. Lewis has put this on the Management Team agenda for next week. It is now in their hands.
3. Phone System and security. Fred Bayley reported that security now has a cell phone. E-mails have gone out to everyone and signs are up across campus with the cell phone number and the times security is available. Debbie Puett reported that Rick Edwards said the phone system time loses 3 minutes per month and that he resets it every 3 months. She will find out if this could be done more often and also find out about the caller ID issue. Fred Bayley said that the Phone System Subcommittee (Fred Bayley, Kelly Metcalf, and Debbie Puett) will compose and send out a survey across campus to discover what other phone system issues (if any) should be addressed.
4. Atomic Clock. It was brought up that many of the atomic clocks on campus must be prompted to reset, and this process is more complicated than just the resetting of a regular clock. Two solutions were suggested: buy better atomic clocks or develop a system of keeping regular clocks set to the correct time. Susan Vaughan is going to talk to Stephen Matheny about the atomic clocks on campus. She will also talk to Sheila Francis about the Atomic Clock that can be put on computers to automatically keep them at the correct time.
5. E-procurement. It was decided that this committee cannot do anything to correct problems or facilitate utilization of the e-procurement system.

6. Network compliance forms. It was the general consensus that these forms be updated in conjunction with annual performance evaluations of staff/professional personnel. Therefore, this proposal will be incorporated into #7, below. The procedure would need to be added to faculty evaluations as well.
7. Review of staff/professional evaluation forms. A subcommittee was formed to explore this topic, along with #6, above. Serving on this committee are: Fred Bayley, Russell Wicker, Judy Gordon, and Paula Walker. Fred Bayley will ask Stephen Matheny to chair this subcommittee.
8. Message board near the amphitheater. The suggestion was made to put a nice permanent sign in it, perhaps a directional map or other general campus information. Russell Wicker will talk to Scott Scheer about this idea.
9. Curriculum waiting list. Kelly Metcalf said that there was some discussion at Fall Convocation about waiting lists among the various curriculum divisions across campus. Each division has a different person and procedure for keeping waiting lists for closed classes. Kelly will look at this issue more and gather some information for our next meeting.

New Business:

1. Russell Wicker expressed concern about getting information about campus events to students. Since there is a college policy that restricts posting of materials on some surfaces, and since many bulletin boards are overcrowded and/or in locations not frequented by most students, a suggestion was made that the Student Center may be an appropriate location to post campus events. Kelly Metcalf will talk to Johnny Smith about the possibility of the SGA looking into this as far as best location(s) for posting student information and taking responsibility for maintaining currency of items posted.
2. College Internet and Network Use Policy. The current network policy does not allow for a person making a presentation on our campus to be able to connect to the campus network. Susan Vaughan said that IT is aware of this concern, and that a more comprehensive computer network policy may be required. This will be proposed during the next VP Council meeting.

The meeting was adjourned at 2:30 p.m.