

## TALC ESP Meeting Minutes

The TALC ESP committee met on Nov. 19, 2003 at 1:00 p.m. in the Blue Room of Business Sciences Building. Susan Vaughan, Chair, called the meeting to order.

Members present were:

Susan Vaughan, Chair	Donna Hood	Kelly Metcalf
Debbie Puett, Vice Chair	Noel Isham	Bruce Waddingham
Mary Ann Head	Stephen Matheny	Russell Wicker

**The next meeting of the TALC ESP committee will be 1:30 pm, Jan. 28 or 29, 2004**

Items of Business:

1. Defibrillators. Stephen Matheny reported that Management Team has discussed this topic and it has been tabled for the present time. Stephen said that he has contacted legal counsel about liability issues concerning the use of defibrillators and is awaiting a response.
2. Phone system and security. Debbie Puett reported that Rick Edwards resets the phone system clock every 3 months. It is not done more often because it is a time-consuming process where the phone system must be entirely shut down and rebooted, which means it can only be done when the campus is closed. Rick said he would investigate the issue to see if ICC's caller id can be changed from "Rutherford County" to "Isothermal Community College."
3. Atomic clock.. Stephen Matheny reported that he had discussed this issue with Rick Edwards, the Director of Maintenance. Rick will develop a schedule for maintenance to routinely change batteries and set the time on campus clocks. This should improve the problems associated with clocks showing different times. Susan said she has not yet contacted, but will contact, Sheila Francis about the Atomic Clock that can be put on computers to automatically keep them at the correct time.
4. Review of staff/professional evaluation forms. Stephen Matheny reported that he cannot chair this subcommittee, but that he will serve on the subcommittee. Others serving on this committee are: Fred Bayley, Russell Wicker, Judy Gordon, and Paula Walker. Susan will contact Fred to discuss a chairperson for this subcommittee.
5. Message board near the amphitheater. Russell Wicker reported that he is still investigating possibilities for placing a nice permanent campus map in the message board. He is trying to find out if an aerial photo of campus exists that might be used in the design of a map. Also, he will contact Bill McDaniel about the possibility of using students in Bill's area to design the map. Stephen Matheny suggested a local sign company that may be contacted about cost of making the map.
6. Waiting list. Kelly Metcalf reported that the system is working pretty well, but that it could be improved with better communication between Student Affairs and the individuals working with the waiting lists.
7. Campus events. Russell Wicker expressed concern about ACA students having an easy way to get information about campus events because they are required to attend at least one. One suggestion was to have a bulletin board in a prominent location in Student Center that is maintained by a responsible person. Another suggestion is for each of the divisions on campus to designate someone in their area to maintain a bulletin board dedicated to advertising campus events. Another suggestion was print a poster to be displayed on bathroom stall doors. Susan said she would talk to Kenneth Odom about the possibility of printing the information from the kiosk in the library.
8. College Internet and Network Use Policy. Susan reported that the concerns raised about providing network access to occasional visiting artists, speakers, and presenters have been addressed through

a recent revision of the College Internet and Network Use Policy. This policy was revamped into a 4-page document that incorporates the issues discussed. It has passed Management Team, and will be made available through the GroupWise document library soon.

9. **Parking.** A lot of discussion occurred about the problems with parking between buildings 6 and 3 and the library, and of cars parking on the sidewalk and grass near building 3. The general consensus was that since there is no method of enforcing/ penalizing inappropriate parking, it will continue to be a problem. Stephen will check into the requirements for the provision of handicapped parking.

The meeting adjourned at 1:50 pm.