

## TALC ESP MEETING MINUTES

The TALC ESP committee met on Monday, March 21 at 2:30 p.m. in the Pine Room of the Foundation Building. Fred Bayley, Chair, called the meeting to order.

### Members Present:

Fred Bayley, chair  
Judy Gordon, vice-chair  
Doris Crute  
Glen Gibert

Mary Ann Head  
Susan Hendrick  
Noel Isham  
Kelly Metcalf  
Debbie Puett

A Progress Chart consisting of fourteen (14) items was distributed and reviewed. An additional item was listed making a total of fifteen (15).

Two items have been completed. During Fall Semester, 2004 the main drive around the campus was repaired and repaved. In January, 2005 the Campus Café update and remodeling was completed. Item twelve (12), Building Names and Numbers is partially completed. The Summer Semester Curriculum Schedule has abbreviated Building names rather than numbers. Other items used internally to be updated with building names are Maintenance Request, campus extension list, intercampus envelopes and package delivery markings. Please see the attached Progress Chart for additional notes.

Debbie Puett, TALC Leadership Team Chair, asked the committee for a list of possible procedures and budget monies for the next academic year. Several items were mentioned: Requisitions, donations, getting a speaker, the Presidents discretionary fund, and use of off campus facilities.

Debbie mentioned the April 11 visit by individuals from the Patrick Henry Community College in Martinsville, Virginia. These individuals are interested in our Learning College initiative. The TALC Leadership Team members are asked to be available during this time.

The next meeting is scheduled for May 2 at 2:30 in the Pine Room, Foundation Building.

The meeting adjourned at 3:15 p.m.