

The TALC ESP Task Force met on Wednesday, February 1, 2006 in the Red Room of the Business Sciences Building. Members present were:

Noel Isham	Chuck Stutzman	Susan Vaughan
Mike Saunders	Cindy Moore, Chair	
Susan Hendrick	Rhonda Davis, Vice-Chair	
Kelly Metcalf	Mary Ann Head	
Debbie Puett	Stephen Matheny	

Cindy Moore welcomed all members and reviewed old business.

1. Central Campus Map – it was suggested that Cathy Jackson’s students might work with Scott Scheer, Lou Hodge and Susan Hendrick to compile a map to be placed strategically around campus. \$1,000 was budgeted for this purpose. A May 15 deadline is in place to use this money, but it was discussed that it was more important to do the job right than to do it too fast.
2. Previous committee members on the sub-committee to evaluate Staff Evaluations and some new members were asked to continue this task. Members include Kelly Metcalf, Stephen Matheny, Cindy Martin, Fred Bayley and Mike Saunders. It was suggested that David Gordon, Russell Wicker and Rick Edwards needed to be asked for input in this evaluation.

New items brought before the committee were:

1. Paint Standardization.  
Possibility of standardizing paint colors. It would be much more efficient and economical if there were 2 or 3 standards colors for painting halls, offices, etc. Susan Vaughan, from the ESP committee was asked to work with Rick Edwards on this project.
2. Key Security  
Security for building keys is becoming an issue. Cindy Moore, Rhonda Davis and Stephen Matheny will look into a systematic way to dispense and capture keys when employees are hired or when they leave. Because of the mounting number of adjunct faculty a system needs to be developed to handle this.
3. Meeting Scheduler  
It was decided by the committee that an emphasis on using a centralized meeting scheduler would be tabled until DataTel is up and running. AB Tech is presently working on this situation with DataTel. When they have developed it further, this committee can investigate further.
4. Classroom for Vehicle Inspection

An issue was raised about having a better place to house the class and lab for vehicle inspections. Stephen Matheny said that he would discuss this outside the ESP task force. Although it was a legitimate concern it was probably not something this committee could address.

5. Used books

The issue of the possibility of having used books for students was raised. Debbie Puett was going to ask Noelle Smith, the PTK advisor, if they were going to continue selling used books as a fundraiser. Several committee members volunteered to check with other schools to see what they were doing.

6. Computer Lab Accessibility

Susan Vaughan raised the question of possibly having a “mega-lab” that could be open continuously (especially past 3 in the afternoon). This lab would be open to all students.

Meeting was adjourned at 3 p.m.

Next meeting date will be Wednesday, March 1, 2006 at 2:00 p.m. in the Blue Room of the Business Sciences Building