

The TALC ESP Task Force met on Wednesday, March 01, 2006 in the Blue Room of the Business Sciences Building. Members present were:

Mary Ann Head	Noel Isham
Judy Gordon	Susan Vaughan
Susan Hendrick	Debbie Puett
Cindy Moore, Chair	

Review of old business:

1. Staff Evaluations-The sub-team will meet next week. All members were encouraged to email Cindy Moore any suggestions they may have concerning the staff evaluations.
2. Paint Standardization-Susan Vaughan is still working with Rick Edwards and others.
3. Key Security-The sub-team is working on gathering information on current practices and hopes to meet by the middle of the month.
4. Used Bookstore-Debbie Puett will be contacting Western Piedmont Community College and Mel McCurry.
5. Standardization of Forms-Susan Hendrick will be sending out an email to everyone to submit hard copies of forms currently used.
6. Central Campus Map-Susan Hendrick is still working with Cathy Alexander and Scott Scheer.
7. 05-06 ESP Budget-Was agreed to return the amount budgeted for the ESP Team back to TALC.
8. Computer Lab Accessibility-Susan Vaughan is to have discussion with Stephen Matheny.
9. Other Business-No new business

Next meeting date will be Wednesday, April 5, 2006 at 2:00 p.m. in the Blue Room of the Business Sciences Building.