

**ESP**  
**January 28, 2008**  
**Minutes**

The ESP committee met on Monday, January 28, 2008 at 2:00 PM in the Red Room, Business Sciences Building. Members present were: Susan Hendrick, Noel Isham, Chris Koone, Paula Walker, and Mary Ann Head.

Susan welcomed the members to the meeting. The minutes were approved as presented.

**Old Business**

*Campus Maps*

- Susan reported campus map information that Rhonda Davis and she had collected. Amber Thompson and her class will revise the present campus map to include the new Willard L. Lewis Lifelong Learning Center and the 3 temporary buildings located behind the Information Technology Building. They will check with Stephen Matheny to determine the official names for the 3 temporary buildings. Amber plans to include the revised map in the 2008 summer schedule booklets.
- Susan and Amber plan to update the campus map each spring so it can be included in the summer schedule publication.
- Susan reported that Rhonda has been unable to find appropriate map display cabinets on e-procurement. Trish Huntsinger will attempt to find a source.

*Faculty IDs*

Susan will check with Chuck Stutzman about the status of this item.

*Pictures on Datatel*

Susan will check on this.

*Postage Costs*

Noel reported that 2 people from the Spindale Post Office will conduct a workshop on this topic during Professional Development Day in February.

*Staff Evaluations*

No updates to report at this time.

### *Standardization of Forms*

- Paula and Chris reported that they had met with Kelly Metcalf and Cindy Moore. They went through all the forms that they could locate.
- Kelly and Cindy will take care of the standardization of forms since they will be involved with this due to requirements set by FERPA for the Identity Theft Training.
- Kelly and Cindy will seek input from the Management Team and from the Vice Presidents Council.

### *Person to Record Minutes*

- At the last meeting, the group decided that each person will take a turn to record minutes of our meetings. We started with “Head” and will continue through the alphabet.
- Trish Huntsinger is the next person in alphabetical order. If she is unable to attend, Noel Isham will be the recorder.

### *Meeting Dates*

- ESP meetings will start at 2:00 PM.
- Second Monday of the month was discussed as a regular meeting time.
- Two meetings were tentatively scheduled – March 10 and June 9.

## **New Business**

### *Money Requests for TALC Leadership for 2008*

- Susan reported that Kimberly Snyder had asked if the ESP committee might be responsible for researching and purchasing some type of mobile sign display that can be used to place in strategic areas to guide visitors to events which do not take place in the Frank and Mabel West Auditorium.
- The group agreed that this is a good project for the ESP committee. Paula and Chris will research this to identify what is available.
- The group agreed to submit a request for \$2,000.00 for additional campus map display cases and to submit a request for \$2,000.00 for 6 to 8 mobile sign displays.
- The total 2008 ESP budget request is \$4,000.00.

After minutes are approved, they will be forwarded to Debra Jones to be included on the TALC website.

Meeting adjourned at 2:45 PM.

Respectfully Submitted: Mary Ann Head