

ESP TASKFORCE MEETING MINUTES

September 11, 2008

The Taskforce met at 2:00 p.m. in room 210 of the Administration Building.

Members present were: Terry McEntire (chair), Donna Hood, Tina Porter, Cindy Moore, Doris Crute, Noel Isham, Mary Ann Head, and Rhonda Davis, with special visitor, Stephen Matheny, Vice President of Administrative Services.

Notes from TALC leadership were that members were encouraged to send responses to “What is a Learning College” and “What is TALC” to Debbie Puett and members were made aware of the need for extra “support” for TALC, especially in e-procurement and arranging travel. The overall budget is greatly reduced.

Continuation of ongoing projects includes:

1. key security to be followed up by Mary Ann and Cindy to reduce any potential problems,
2. adding student pictures to Datatel to be investigated at Cleveland Community College by Tina,
3. portable directional signage and indoor directional signage (e.g. Student Services) to be followed up on by Susan, Rhonda and Doris, [Amber Thompson has a rough draft of campus map; building frames for outdoors is too expensive to be done in-house; some plastic signs have been investigated for purchase with monies request into TALC,]
4. updated and synchronizing staff evaluations is still in the works by Cindy, Terry, and employee representatives from other areas [PEP’s may be required of some staff], and
5. Noel will work with Mike Gavin to follow up on ways to reduce postage costs with focus on bulk mailings.

The issue of faculty picture IDs is now turned over to Management Team.

New projects include:

1. Donna will reform our Taskforce description and Mission Statement with feedback for members,
2. Terry is checking on an employee birthday calendar for Google Apps,
3. Terry will discuss the possible need for copyrighting rubrics and Interpersonal Skills poster with Mike Gavin,
4. Noel will look into printing certificates from Datatel [Cindy as a resource],
5. Cindy looking for Groupwise for excessive/outdated addresses, and
6. Rhonda will pursue the feasibility of moving vending machines in Bus. Sc. building to a place of more accessibility.

Possible future endeavors may include:

1. employee parking (LLC, gate adjustments, etc.),
2. PEP and portfolios flowing together smoothly, and
3. ACA student survey results

Some items deemed not necessary or being addressed elsewhere were: increasing internet availability/speed, advertising the Genesis Grant, and purchase/usage of tables, and cheaper vending.

The next meeting is to be held November 20, 2008, at 2:00 in Adm. room 210.