

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Thursday, November 20, 2001

District Office, Board Room

**MINUTES**

**CALLED TO ORDER BY:** Clarence E. Brantley

**TIME:** 2:00 p.m.

**Present**

Bugay, David P  
Harris, Gheretta  
Ingram, Anthony  
Kendall, Elizabeth  
May, Gordon  
Pitts, Gail  
Schmidt, Debbie  
Self, Jerry

**Absent**

Cherewick, Daniel  
Harrison, Ernest A.  
Wersching, Jean

**NEW BUSINESS**

**Action Items**

**1.1 CASC Minutes**

The minutes of the September 18, 2001, College Administrative Services Council, were accepted as submitted.

**1.2 Travel/Expense Processes and Guidelines**

Chancellor's Council requested that the CASC review and develop guidelines related to:

- Travel expense reimbursement for luncheons involving employees and subordinates.
- Mileage reimbursement for staff traveling from home to a College site other than their official worksite due to temporary re-assignment. (IRS guidelines state that only excess mileage beyond what is normally driven on a regular basis is eligible for reimbursement.)
- Travel expense reimbursement guidelines as information to assist employees in submitting travel reimbursement documents.

**ACTION:** A subcommittee consisting of Dave Bugay and Gail Pitts (or a designee from Financial Services Division) will discuss and develop draft guidelines for the above listed items. Any comments or suggestions from CASC members are to given to Dave Bugay or Gail Pitts.

**Discussion/Report Items**

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**None**

**OLD BUSINESS**

**Action Items**

**3.1 College Closing Procedure**

No report.

### 3.2 College Security Task Force Update

The College Security Task Force distributed the draft report for CASC preliminary review. A summary of the report was given, with ten (10) formal recommendations being provided by the Task Force for review by the CASC.

Preliminary recommendations by CASC members:

- Task Force Recommendation #5 be expanded to design a more effective method of communication as an alternative to providing house phones in every classroom. Since all Public Safety Offices are equipped with Nextel phone communication, it was suggested that this phone system be incorporated as a means of direct communication in an emergency.
- Safety and education training for employees and phone operators be included to assist in responding and profiling calls. Also, that the Task Force identify areas where hazardous chemicals are stored.
- Include telephone computer systems under this policy as well as assets of the College beyond an inventory control of equipment.

The focus of the Task Force and report should center on the security of employees, security of facilities, security of physical equipment and assets.

**ACTION:** CASC members to review the draft Report by the Security Review Task Force and provide recommendations and comments to Dave Bugay by December 11, 2001 or provide at the next CASC meeting of December 18, 2001.

### 3.3 Guidelines for Personnel Receiving Telephones, Electronic Calendars, and Laptop Computers

Draft document containing Criteria for Electronic Equipment Distribution, was provided to CASC member for review and discussion.

Discussion followed with the following recommendations made:

- Criteria needs to be developed to identify which positions will require electronic equipment in the performance of their duties and what type of equipment is necessary.
- A subsequent inventory of all College electronic equipment will identify which positions meet the criteria set forth by the subcommittee.
- A draft policy needs to be developed to address the acquisition and appropriate use of electronic equipment.
- First page of draft document should be removed and used only as documentation to inventory current equipment in use by College employees.

**ACTION:** Following discussion, the Subcommittee was requested to draft policies and procedures containing criteria for issuance of electronic equipment to employees and appropriate use of electronic equipment.

### 3.4 Disaster Plan Development and College Evacuation Plan

The draft District Office Emergency Response Procedures was distributed to CASC members for their review. Each campus president has been requested to develop appropriate emergency response procedures for use at their campus site. All draft procedures will be consolidated into one document for collegewide distribution.

**ACTION:** CASC members were requested to review document and provide comments and/or suggestions at the next meeting.

### 3.5 Computer System Passwords

No report.

### 3.6 Copyright Indemnification

Memo sent to Gerry Faye, President, College Academic Senate, requesting faculty representation on this subcommittee.

**ACTION:** Follow-up to be made with Gerry Faye to determine status of request for faculty representation on Copyright Indemnification subcommittee.

## **DISCUSSION/REPORT ITEMS**

### **4.1 Budget Committee Update**

No report.

### **4.2 Employee Checklist and Employee Exit Interviews**

No report.

### **4.3 Cellular Phone Fan Out Procedure**

Revised Emergency Communications System document was distributed to CASC members for their review.

Following discussion, the following suggestions were made:

- Need to set up a process procedure to ensure that the Emergency Communication System document is continuously updated.
- Have document placed on Infomart for access and reference by all College staff.
- Provide any future updates on Infomart site and inform all College staff that information and updates will be available on this site.
- Add Vice Chancellor Brantley cell phone number to listing.

**ACTION:** Jerry Self to revise document and incorporate changes as suggested by the CASC.

### **4.4 College Support System Update**

No report.

### **4.5 Health and Safety Committee**

No meetings have been held recently. Debbie Schmidt to report at next meeting on Health and Safety committees currently active within the College, their structure and who has oversight responsibility of the committees.

### **4.6 Key Access Card Issuance Procedure**

Draft document of Key/Access Card Issuance Procedure was distributed to CASC members for their review.

As an initial suggestion, it was requested that the term “key and/or access card” be clearly defined within the procedure.

**ACTION:** CASC members were requested to review draft document and provide comments to Jackie Boughner by December 7, 2001.

### **4.7 Document Approval Process**

The proposed Key/Access Card Issuance Procedure was distributed to CASC members for their review.

**ACTION:** CASC members were requested to review draft document and provide comments to Jackie Boughner by December 7, 2001.

## **OTHER BUSINESS**

Jerry Self presented a document titled, Group Tour Tracking Form, which was forwarded by the Joint Facilities Managers' Committee for approval by the CASC.

Discussion was held regarding the process or criteria for approval of new forms. Currently there is no process and a protocol for approval of forms needs to be developed.

**ACTION:** Following discussion, CASC members requested that J. Self formulate letter or memo requesting further information to clarify the purpose of the document, the desired outcome if the document is to be used, the intended users of the document, and if any other input was received from facility users within the College. Input from the recruitment offices was specifically requested as the initiators of the form process.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Sylvia Velasquez