



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, March 19, 2002
District Office, Board Room

MINUTES

(Corrected)

Meeting called to order by: Clarence E. Brantley

Time: 2:00 p.m.

Present

Cherewick, Daniel

Harris, Gheretta

Harrison, Ernest A.

Kendall, Elizabeth

Pitts, Gail

Self, Jerry

Wersching, Jean

May, Gordon(corrected 5/21/02)

Absent

Bugay, David

Ingram, Anthony

Schmidt, Debbie

NEW BUSINESS

Action Items

1.1 Approval of Minutes

The minutes of the February 19, 2002 College Administrative Services Council were approved as submitted.

Discussion/Report Items

2.1 Diversity Committee Proposal

The Diversity Committee is requesting that the various College Councils discuss and forward recommendations on promoting diversity issues throughout the College. CASC members are to consider and bring forth recommendations at a future meeting.

Gail Pitts offered to present a video at the May CASC meeting regarding diversity.

2.2 Mail Services Proposal

G. Harris gave an update on the mail services proposal that will be presented at the next Chancellor's Council meeting. Currently two review teams have been established that will coordinate the planning and implementation if the proposal is approved.

OLD BUSINESS

Action Items

3.1 College Closing Procedure

No report given at this time pending final written procedure.

3.2 College Security Review Update

The final College Security report was previously provided to CASC members, and presented at the February 26, 2002 Chancellor's Council meeting.

The Director of Public Safety (starting April 10, 2002) will continue the assignment of reviewing and implementing final recommendations.

- 3.3 Guidelines for Personnel Receiving Telephone, Electronic Calendars, and Laptop Computers
No report given at this time.

- 3.4 Disaster Plan Develop and College Evacuation Plan
J. Self reported that the plan is currently being reformatted and templates will be made available for additions and/or revisions. Draft plans were provided to all Campus Presidents and Chancellor's Council for review. The Committee will meet with the Campus Sergeants and Public Safety Director to review updates.

Note: All future CASC agendas will refer to this item as, "College Emergency Response Plan."

- 3.5 Computer System Passwords
J. Wersching provided a draft document, User Account Procedure, for review by CASC members.

Comments by CASC members included: 1) the need to determine whether adjunct faculty will receive automatic access to a User Account; 2) the need to control access to certain Colleague screens and establishment of a protocol based on job duties and functions or job classifications; 3) the need to establish a process for temporary contractor user accounts, student accounts and emeritus; 4) the need to determine where the creation of a user account is to be initiated.

This item will be revised and brought forth at the May CASC meeting. Note: All future CASC agendas will refer to this item as, "User Account Procedure."

- 3.6 Copyright Indemnification
No report given at this time.

- 3.7 Travel Expense Processes and Guidelines
No report given at this time.

Discussion/Report Items

- 4.1 Budget Committee Update
No updated information to report at this time. Currently, all departments have been requested to provide information for 2002-2003 budgeting.

- 4.2 Employee Checklist and Employee Exit Interviews
No report given.

- 4.3 College Support System Update
Based on preliminary reports, touch-tone registration was very successful. Registration for the Summer I session was the first semester utilizing touch-tone registration in the Colleague system.

- 4.4 Health and Safety Committee
No report given.

- 4.5 Key Access Card Issuance Procedure
D. Cherewick presented a draft document outlining the key/access card issuance procedure for review by CASC members.

This procedure will streamline the issuance procedure into one process for use by all campuses. Approval for key access will be routed through supervisor for approval and then forwarded to Public Safety, who will become the final issuer of the key access card. Also, a control database utilizing key issuance software will be implemented and maintained by Public Safety.

Following discussion, the CASC requested that all suggestions/revisions to the proposed document be forwarded to the FAKS Committee for inclusion in any future draft document.

This item will be moved to an Action Item on the CASC agenda for future update.

4.6 Document Approval Process

A proposed document on a Document Approval Process was presented to CASC members for review.

Following review of the document, the following preliminary revisions are to be provided to the Committee prior to finalizing document: 1) take out use of, “and work instructions”; 2) take out use of College Sub-Councils; and 3) expand definition portion of document.

This item will be moved to an Action Item on the CASC agenda for future update.

4.7 Group Tour Tracking Form

J. Self presented a proposed Group Tracking Form document forwarded from Campus Facilities Managers for consideration and approval by the CASC.

CASC members requested that the following additional information be included on the form for clarification by users incorporating the process flow information at bottom of document: 1) include an instruction page on process for submitting the form; 2) include a date or printing date on the form; 3) and provide information on when use of this form is appropriate.

Following discussion, it was suggested that a six-month pilot program be implemented utilizing the Group Tracking Form in order to facilitate the implementation of this document. At the end of the six-month pilot program, the CASC is requesting feedback from the Campus Facilities Managers.

OTHER BUSINESS

None

FUTURE AGENDA ITEMS

None

Meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Sylvia Velasquez
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