



**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Tuesday, May 21, 2002  
District Office, Board Room

**MINUTES**

Meeting called to order by: Clarence E. Brantley

Time: 2:00 p.m.

**Present**

Harris, Gheretta  
Ingram, Anthony  
Kendall, Elizabeth  
May, Gordon  
McCauley, Terry  
Pitts, Gail  
Self, Jerry  
Wersching, Jean

**Absent**

Bugay, David  
Cherewick, Daniel  
Harrison, Ernst A.  
Schmidt, Debbie

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**NEW BUSINESS**

Action Items

1.1 Approval of Minutes

The minutes of the March 19, 2002 College Administrative Services Council were approved as corrected showing Gordon May present.

Discussion/Report Items

2.1 2002-2003 CASC Meeting Schedule

The Schedule was distributed and CASC members were asked to share with their staff.

2.2 Diversity

In keeping with promoting diversity issues, Gail Pitts presented a video to the Council. All CASC members agreed it was a very powerful piece. Mr. Brantley stressed the need for the members to think about what the CASC as a council can do to address diversity in our daily life, both at work and socially. He stated that this topic could be kept on the agenda monthly if the members felt it was appropriate. CASC members are to consider and bring forth any other recommendations.

2.2 Mail Services Proposal

G. Harris gave an update on the mail services proposal. Basically it is a high-level implementation plan to look at how to move mail/pre-sort mail. The hope is to have transition documents (guidelines, policies and procedures) completed by November 2002. Currently two review teams have been established that will coordinate the planning and implementation. She will provide update at June 18, 2002 meeting.

**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

No report given at this time.

3.3 Guidelines for Personnel Receiving Telephone, Electronic Calendars, and Laptop Computers

Draft was distributed. Gheretta will give update at June 18<sup>th</sup> meeting.

3.4 College Emergency Response Plan

No report given at this time.

3.5 Business Resumption Plan

No report given at this time.

3.6 Computer System Passwords

No report given at this time.

3.7 Copyright Indemnification

No report given at this time.

3.8 Travel Expense Processes and Guidelines

No report given at this time.

3.9 Key Access Card Issuance Procedure

Jackie Boughner distributed proposed procedure and form. CASC members were asked to review and respond to an on-line approval request Jackie would send within a week. Update to follow at June 18<sup>th</sup> meeting.

3.10 Document Approval Process

Jackie Boughner distributed proposed procedure and form. CASC members were asked to review and respond to an on-line approval request Jackie would send within a week. Update to follow at June 18<sup>th</sup> meeting.

**Discussion/Report Items**

4.1 Budget Committee Update

No report given.

4.2 Employee Checklist and Employee Exit Interviews

No report given.

4.3 College Support System Update

No report given.

4.4 Health and Safety Committee

No report given.

4.7 Group Tour Tracking Form

No report given.

**OTHER BUSINESS**

None

**FUTURE AGENDA ITEMS**

None

Meeting was adjourned at 5:00 p.m.

Respectfully submitted,

*Jackie Boughner* \_\_\_\_\_

Jackie Boughner