COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, April 15, 2008
DO Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley   **TIME: 3:00 p.m.**

Present	Absent
Brantley, Clarence (Chair)	Baughman, Jessica
Boughner, Jackie	Cham, Kathleen
Cherewick, Daniel	Ingram, Tony
Crews. Lloyd	Mathews, Carla
Dunshee, Dave	
Harris, Gheretta	
McCauley, Terry	
Morrin, Ann (for K. Cham)	
Pitts, Gail	
Rush, Catherine	

I.   Presentations/Special Guests   None

II.   Meeting Focus Item(s):
   A. <u>College Security</u> **–** Mr. Brantley distributed a Project Scope Statement for the College-Wide Security Review project and discussed the document in depth with the Council members. The review of all areas of security will fall within four (4) categories: Human Security, Physical Security; Information Technology Systems Security and Non-IT Data and Records Security. The Council went through each category and made suggestions on team members.   It was agreed that the target size of each team would be six (6) members. Both internal and external resources will be utilized and it was also suggested that the staff that has gone through OCC's Leadership program be pulled in to serve on the various sub-committees. **ACTION:** Mr. Brantley and Terry McCauley will meet to develop a list of names for each sub-committee and a person to "chair" each sub-committee, finalize the scope and outcomes for the sub-committees, try to identify some campus people for each committee; and move to schedule a mass meeting of the teams to walk through the whole scope and intent of the project. CASC will be kept updated on final committee members and receive a copy of the finalized scope for their review**.**
Ongoing Items:
   New Business
   Action Items:
   1.1   <u>Approval of CASC Minutes</u>
          The February 19, 2008 minutes were approved as presented.
   1.2   <u>Comprehensive Facilities & Maint. Mgt. Software</u> – (D. Cherewick)
          Dan stated that the CMMS task force has met four (4) times, have contacted nine(9) other colleges
          and universities and are preparing to visit some of the contacted schools to talk about their software,
          pro's and con's, implementation and operation of their system.   They cannot find one software
          program that will satisfy everyone's needs.   J. Walden and L. Huber are looking at classroom
          scheduling software that will interface with Colleague and the CMMS system. The task force's next
          meeting is scheduled for April 23rd.   **ACTION:** Dan will keep CASC updated.

   Discussion/Report Items: None

Old Business

Action Items

3.1 Candidate Travel & Lodging Reimbursement Information – (C. Rush)
Cathy stated that she had no update. She will work on documenting these procedures and report back to CASC.

3.2 Budget Update - (G. Pitts)
Mr. Brantley stated that he, Gail and Jessica have done four (4) presentations: AH, HL, OR, RO, but not Southfield. The budget will go to the Board on April 21st to satisfy the requirement to hold a public hearing, and then will hopefully be formally approved by the Board of Trustees at their May 19th meeting.   After that approval, the budgets will be distributed to the campuses on-line.

Discussion/Report Items:

4.1 Student ID Cards – L. Crews
Lloyd Crews distributed a draft charge to CASC for review and support. The Council reviews the charge and suggested a few minor changes/additions. Lloyd stated he will keep CASC updated on the task force's progress. **ACTION:** CASC approved Charge for Student Identification Cards Task Force (with suggested changes.)

4.2 Document Imaging – (G. Pitts)
Gail stated that the project was going well. Their first intention was to deal with the backlog for Enrollment Services, Financial Services and Human Resources. They are now expanding the opportunity to other departments to have their documents done. Carla and Gail are working on the timeline for the completion of the various phases and reviewing budgetary needs. **ACTION**: Gail and Carla will keep CASC updated.

4.3 College Support System Update - (D. Dunshee)
Dave stated that they had a very successful month running on the new Sun E2900 server and that the new Dell/EMCCX3 SAN (storage area network) had been installed. Web budgeting would be coming soon which would enable students and vendors to be paid on-line to their direct accounts.
VOIP Update: - Dave stated that the new phone system was to go live approximately May 18th. Some Council members had a question regarding how numbers were put into the new system, whether or not there would be an opportunity for departments to review which numbers (department vs. private) would be used. **ACTION:** Dave will forward these questions to appropriate staff and provide CASC with an update.

4.4 On-line Application – (C. Mathews)
Dave Dunshee stated (on Carla's behalf) that the server would hopefully be installed by July.

4.5 Public Safety/Health and Safety Update – (T. McCauley)
Terry stated that the anniversary of Virginia Tech was tomorrow. He further mentioned that OU had been shut down due to an incident. He has asked his to staff to be highly visible during the next few days.   He has received no major concerns from the Presidents, however the switchboard had received a few calls regarding whether the College was open. He stated that a Student Safety Emergency Response Guide is being finalized and will forward a copy to CASC members for their review.

4.6 College-Wide Food Service Update – (G. Harris)
No Update

4.7 Records Retention – (J. Boughner)
The sub-committee has met and final changes are being made. A copy of the document will be sent to all departments for a final review before being submitted to the State for approval.

Other Business

5.1 Items for CASC E-Mail Communication
None

Future Agenda Items

6.1 Annual Report- CASC Topics addressed & Action Taken

The meeting was adjourned at 5:05 p.m.

Respectfully submitted, *Jackie Boughner*