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**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Thursday, September 25, 2003

District Office, Board Room

2:00 p.m.

**MINUTES****CALLED TO ORDER BY:** Clarence E. Brantley**TIME:** 2:00 p.m.**Present**

Brantley Clarence E.

Cherewick, Dan

Dunshee, David

Harris, Gheretta

Kendall, Elizabeth

McCauley, Terry

Rush, Catherine

Velasquez, Sylvia

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**I. Presentations and Special Guests**

None.

**II. Meeting Focus****A. College Business Travel Expense Processes and Guidelines**

B. Kendall presented a draft of the College Business Travel Expense processes and guidelines. It was suggested that a pilot program be established with a large group of individuals to determine the effectiveness of the new guidelines and forms, prior to implementation to the entire College.

Following discussion, it was determined that the CASC will review the draft documents prior to the next meeting for any final revisions. After final revisions are incorporated into the document, the revised Travel Expense Processes and Guidelines will be forwarded to Chancellor's Council.

**II. New Business – Action Items****1.2 College Emergency Closing Procedure**

Draft emergency closing procedures are being rewritten to incorporate all emergency closings (i.e., weather related, natural disasters, and building emergency conditions.)

The revised document will be separated into three sections as follows:

- Emergency closing prior to the start of the workday
- Emergency closing, prior to start of evening classes (before 5:00 p.m.)
- Emergency closing, during evening hour classes (after 5:00 p.m.)

T. McCauley to revise draft document for presentation at next meeting of the CASC.

**1.3 Code of Responsibility for Security and Confidentiality of Data Files**

Classified staff raised issue of utilizing and requiring certain department staff members to sign a Code of Responsibility for Security and Confidentiality of Data Files. CASC was requested to develop such an

agreement for all employees of the College either as part of the employee handbook or the TAUR training.

Following discussion, a subcommittee was established to develop a document for employee usage regarding security and confidential of data/computer files and information. Committee members are to include Catherine Rush, Dave Dunshee and a representative from Academic Services.

### **Discussion/Report Items**

#### **2.1 Diversity – Action Plan for Employers**

The CASC is to consider initiatives to address diversity at the College. Collegewide Diversity Committee goals were requested for discussion at the next meeting.

Following discussion, it was agreed that this item will be moved to the “Meeting Focus” portion on the agenda for October. College Diversity Committee goals are to be forwarded to the committee prior to the October meeting.

#### **2.3 College Goals**

CASC was informed that Chancellor’s Council is currently working with the Chancellor in developing college goals and objectives for each goal. The objectives for the goals will be developed through staff recommendations. Final goals are to be developed by December and will be presented to various collegewide events, i.e., Discipline Day and Admin/Management staff training session.

### **OLD BUSINESS**

#### **3.2 Exit Interview Process**

C. Rush lodged the draft Employee Exit Check List for review. Comments are to be provided at the October meeting.

Initial change recommendations include: revise document to add “gas cards” under Purchasing and “American Express cards” under Financial Services.

Following discussion, it was agreed that the form will be sent electronically to members not in attendance at the meeting for review prior to the October meeting.

#### **3.9 Child Care Operations**

C. Brantley gave overview of child care operations and request by Chancellor’s Council. The committee is awaiting a formal charge from Chancellor’s Council prior to making recommendations.

Following discussion, it was agreed that a subcommittee of C. Brantley, D. Dunshee and C. Rush would meet to develop a recommended charge of the deliverable being requested for review by Chancellor’s Council.

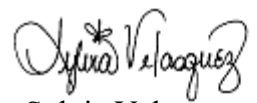
#### **3.10 Identification Procedures**

Clarification was requested on action taken at August meeting of the CASC regarding the Identification procedures.

Following discussion it was determined that the Identification Procedures are to be forwarded to Chancellor’s Council for approval.

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,



Sylvia Velasquez