



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, September 18, 2007
DO Board Room
MINUTES

CALLED TO ORDER BY: Gail Pitts

TIME: 3:00 p.m.

Present

Ann Morrin (for Cham, Kathleen)
Cherewick, Daniel
Harris, Gheretta
McCauley, Terry
Pitts, Gail
Rush, Catherine
Ston, Mary

Absent

Baughman, Jessica
Boughner, Jackie
Crews, Lloyd
Dunshee, Dave
Mathews, Carla

I. Presentations/Special Guests None

II. Meeting Focus Item None

III. Ongoing Items:

New Business

Action Items

1.1 Approval of CASC Minutes

The August 21, 2007 minutes were approved, with following revisions to items:

1.6 – CCTV Initiative - Equipment to be purchased for next campus – OR.

2.2 – Business Continuity Plan - Remove “*but names be deleted in interest of frequency of updating report.*”

**1.2 College Creation of Student E-Mail Accounts – (D. Dunshee)
*Deferred.***

1.3 Student ID Cards - (G. Pitts/G. Harris)
A) G. Harris - to contact IR for market research.
B) G. Harris – information from other institutions will be reviewed.

1.4 Database Security – (G. Pitts)
“Policy for Confidentiality & Security of Data Files and Records Retention”
Incorporated into one document. Needs more editing.
See **2.7** *Note: CASC approved, next go to Chancellor’s Cabinet.*

1.5 Comprehensive Facilities & Maint. Mgt. Software - (G. Harris/D. Cherewick)
Task force to be established.

1.6 College-wide CCTV Initiative - (T. McCauley)
Board approved CCTV package. OR next campus to be done. Take off agenda

Discussion/Report Items

2.1 Electronic Communication for Students – (L. Crews)
Deferred due to absence of L. Crews.

2.2 Business Continuity Plan – (T. McCauley)
No report.

2.3 Pandemic Issues – How to Address - (T. McCauley)
Addendum approved. Moved to Chancellor’s Cabinet for approval.

- 2.4 Locking/Unlocking Campus - (D. Cherewick/T. McCauley)
D. Cherewick and T. McCauley are in discussion with affected groups.
- 2.5 Procedure/Protocol for Handling of Property – Personal or College Owned - (C. Rush)
Will send to all supervisors and H.R. website.
Note: CASC approved, next go to Chancellor's Cabinet.
- 2.6 Document Imaging - (C. Mathews)
No report.
- 2.7 Records Retention - (T. McCauley/J. Boughner)
See 1.4 *Note: CASC approved, next go to Chancellor's Cabinet.*

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – (C. Rush)
Deferred.
- 3.2 Budget Update - (G. Pitts)
No new information.
- 3.3 Copyright Indemnification – (G. Harris)
To be taken off agenda.

Discussion/Report Items

- 4.1 College Support System Update - (D. Dunshee)
Deferred.
- 4.2 Online Application - (C. Mathews)
Deferred.
- 4.3 Health and Safety Update – (T. McCauley)
No report.
- 4.4 College-wide Food Service Committee - (G. Harris)
RFP drafted for consultant.

Other Business

- 5.1 Items for CASC E-Mail Communication
None

Future Agenda Items

- 6.1 Exploration of Avenue for Task Forces to Councils
To be taken off agenda.
- 6.2 New Phone System - (R. Montgomery/M. Rowe)
To be on next month's agenda as presentation.

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

MJ Regan