



COLLEGE ADMINISTRATIVE SERVICES COUNCIL  
Tuesday, February 19, 2008  
DO Board Room  
MINUTES

**CALLED TO ORDER BY:** Clarence Brantley

**TIME:** 3:00 p.m.

**Present**

Baughman, Jessica  
Boughner, Jackie  
Brantley, Clarence  
Crews, Lloyd  
Harris, Gheretta  
Mathews, Carla  
McCauley, Terry  
Morrin, Ann (for K. Cham)  
Pitts, Gail  
Rush, Catherine

**Absent**

Cham, Kathleen  
Cherewick, Daniel  
Dunshee, Dave

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**I. Presentations/Special Guests**                      **None**

**II. Meeting Focus Item(s):**

**A. College Security - Mr. Brantley** stated that conversations have been started with the Chancellor and at Cabinet level and because of recent events, security is a heightened concern. It has been decided to look at the overall College security mainly covering four (4) categories: 1) IT Systems/Data 2) Non-systems Records 3) Human/Personnel and 4) Facilities/Equipment/Property/Labs. The approach to addressing this issue will be that a sub-committee will be established to work on each category. Both internal and external resources will be utilized including but not limited to site visits, seeking consultants from various professional organizations, etc. 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:** Terry McCauley and Mr. Brantley will meet to develop draft scope and outcomes for the sub-committees and bring back to Cabinet and CASC for their review.

**B. Internal Controls - Mr. Brantley** stated that through a proactive and conscientious process which came out of mandated audit requirements, Gail and the financial services staff have been working on putting together an action plan to protect the College's assets, assure that we are doing what we are supposed to do, have proper internal controls in place, and are able to find breaches within a reasonable amount of time. **ACTION:** Gail will provide CASC with draft Action Plan for their review and keep CASC updated as appropriate.

**III. Ongoing Items:**

**New Business**

**Action Items:**

**1.1 Approval of CASC Minutes**

The January 15, 2008 minutes were approved.

**1.2 Comprehensive Facilities & Maint. Mgt. Software – (D. Cherewick)**

Jackie distributed an update on the CMMS task force. The group 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. **ACTION:** Dan will keep CASC updated on the task force's progress.

## **Discussion/Report Items: None**

### **Old Business**

#### **Action Items**

##### **3.1 Candidate Travel & Lodging Reimbursement Information – (C. Rush)**

No Update.

##### **3.2 Budget Update - (G. Pitts)**

Mr. Brantley stated that he, Gail and Jessica will be reviewing preliminary budget information again and thinks that the data from Lansing is more positive than original projections. He will be going to Lansing in early March to get a further update and he further stated that at this time we cannot judge when the impact from the housing decline will affect the budget but that the majority of the College's dollars come from the business side. Also, he, Gail and Jessica will again make budget presentations at all the campuses. They will be modifying some of the topics and give more specifics and also focus on preparing for the new internal controls. He will keep CASC updated as the budget process continues.

## **Discussion/Report Items:**

##### **4.1 Student ID Cards – L. Crews**

Lloyd Crews stated that a sub-committee meeting has been scheduled for the week of February 25<sup>th</sup>. The committee will be consisting of a HR representative, DAS, Student Life representative, PASS representative, financial services representative, IT and enrollment services representative. Their charge should be to look at the "initial functionality" of a card, potential uses of card, whether it should be optional or mandatory, etc. **ACTION:** Lloyd Crews will provide a more formal report for the next CASC meeting.

##### **4.2 Document Imaging – (G. Pitts)**

Gail stated that they have basically completed the first phase review. They are now in the verification stage. Carla will meet with temporary staff working on the project and come up with a more realistic timeline. **ACTION:** Gail and Carla will keep CASC updated.

##### **4.3 College Support System Update - (D. Dunshee)**

Although Dave could not be available, Jackie distributed a e-mail from him which stated that Registration will start on March 10<sup>th</sup>, the Priority Registration list has been created, a "command center" room will be operating in (IT-G) to process and will coordinate any response needed to deal with unexpected events. The registration will be the first on under Release 18. His e-mail further stated that the new SunE2900 server and the new Dell/EMCCX3 SAN (storage area network) will be installed on the weekend of March 1-2. The desired outcome of this upgrade is to have a significantly faster system. A summary on the new VOIP telephones was also distributed for CASC's information. The final switch over to the new system will be in early May during semester break.

##### **4.4 On-line Application – (C. Mathews)**

Carla stated that they have had meeting and it is now with Datatel. They are hoping for an implementation timeframe of Spring/Summer. **ACTION:** She will keep CASC updated.

##### **4.5 Public Safety/Health and Safety Update – (T. McCauley)**

Terry distributed a memo relating to the public safety/environmental health and safety dealing with topics which included: Emergency Response Improvements, Communication and Programs; Active Shooter Situations and PDTC-sponsored workshops. He further stated that a Student Safety Emergency Response Guide is being worked on. **ACTION:** He will keep CASC updated and bring a copy of the Student Guide back for their review.

##### **4.6 College-Wide Food Service Update – (G. Harris)**

No Update

##### **4.7 Records Retention – (J. Boughner)**

A meeting of the sub-committee will be scheduled to review the final draft of the document and "next steps".

**Other Business**

**5.1 Items for CASC E-Mail Communication**

Inquiry will be made of A. Hillberry to determine if an “informational piece” will be sent out to the College community concerning the new VOIP Telephones and “roll-out” dates.

**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*