



COLLEGE ADMINISTRATIVE SERVICES COUNCIL  
Tuesday, May 20, 2008  
DO Board Room  
MINUTES

**CALLED TO ORDER BY: Clarence Brantley**

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

**Present**

Brantley, Clarence (Chair)  
Boughner, Jackie  
Dunshee, Dave  
Harris, Gheretta  
Mathews, Carla  
McCauley, Terry  
Morrin, Ann (for K. Cham)  
Pitts, Gail  
Rush, Catherine  
Ston, Mary

**Absent**

Baughman, Jessica  
Cham, Kathleen  
Cherewick, Daniel  
Crews, Lloyd  
Ingram, Anthony

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**I. Presentations/Special Guests                      None**

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

**A. College Security** – Mr. Brantley distributed the membership list for the teams 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. He stated that he had taken the document back to the Chancellor's Cabinet for their consensus. He and Terry McCauley will be available to all teams but will take the most active role with the Human Security team. They will also make their standing meetings schedule to the teams. The Council again went through each category and made some additional suggestions on team members. Notify Mr. Brantley of any additional suggested members by the end of the week of May 29<sup>th</sup>. Both internal and external resources may be utilized. **ACTION:** Mr. Brantley and Terry McCauley will meet to find a time to call all teams together for a general kick-off meeting. He will also do a brief note to the college community to inform them of the upcoming college-wide security review.

**Ongoing Items:**

**New Business**

**Action Items:**

**1.1 Approval of CASC Minutes**

The April 15, 2008 minutes were approved with minor changes.

**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 the Board did approve the budget and tuition rates. Gail and Jessica will start to move to input budget into the computer system and make them available to be distributed to the campuses on-line.

### **Discussion/Report Items:**

#### 4.1 Student ID Cards – L. Crews

It was stated that Gheretta is working with Lloyd on the “specs” for the RFP for this project.

**ACTION:** CASC will be kept updated on the project.

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

Gail stated that the project was going well and that they meet every couple of week to try to get a timeline for the completion of the various phases. She further stated that they do have a number of items verified and ready for shredding and she will be working with purchasing to do a RFP for that service later in the month. **ACTION:** Gail and Carla will keep CASC updated.

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

VOIP Update: Dave stated that the phones are and the number of glitches is relatively low and corrections are being. Carla raised some questions regarding incoming calls(i.e. getting the person back into the call ring, Southfield not on call center plan, how someone can get put on call ring?) Also when will the phones be installed in the classrooms? **ACTION:** Dave said he would check into that and let CASC know what he finds out.

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

Dave Dunshee stated that they had the webinar(how to use the product) and are reviewing their latest version and that it would be a stand alone system that sends things directly to Colleague. Carla Mathews stated that the directors are still meeting to work on cleaning up the code files. **ACTION:** Dave and Carla will keep CASC updated.

#### 4.5 CMMS Task Force- (D. Cherewick) - No Update

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

Terry stated that they are doing a behavioral assessment review. They will present to Dean’s Cabinet and then make any necessary changes and then take to Chancellor’s Cabinet. **ACTION:** Terry will keep CASC updated. College-Wide Food Service Update – (G. Harris)

No Update

#### 4.7 College-Wide Food Service Update (G. Harris) - No Update

#### 4.8 Records Retention – (J. Boughner)

Jackie Boughner stated that final changes are being made and that a section for the campus business managers will be added. 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

Mr. Brantley will send out a communication to the college community regarding the upcoming Security Review.

#### 5.2 Gheretta Harris stated that “informational sessions ” will be held the first week in June to highlight the college’s efforts to become more environmentally friendly(i.e. biodegradable products, recycled toner cartridges, consolidating orders, cutting down on packaging, etc.) In the fall, a series will be in the Quintet and the annual “Lunch & Learn” will be held in August highlighting recycling items.

### **Future Agenda Items**

#### 6.1 Internal Controls documentation presentation- G. Pitts/S. Converse

#### 6.2 Annual Report- CASC Topics addressed & Action Taken

The meeting was adjourned at 4:35 p.m.

Respectfully submitted, *Jackie Boughner*