



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, September 16, 2008
DO Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 p.m.

Present

Brantley, Clarence (Chair)
Baughman, Jessica
Boughner, Jackie
Cherewick, Daniel
Harris, Gheretta
Ingram, Anthony
McCauley, Terry
Morrin, Anne (For Kathleen Cham)
Pitts, Gail
Rush, Catherine

Absent

Cham, Kathleen
Dunshee, Dave
Mathews, Carla
Ston, Mary

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|------------|------------------------------|------|
| I. | Presentations/Special Guests | None |
| II. | Meeting Focus Item(s) | None |

Ongoing Items:

New Business

Action Items:

1.1 Approval of CASC Minutes

The June 17, 2008 minutes were approved as presented.

1.2 CASC's Role in the Registration Process

Mr. Brantley stated that this item was discussed at Chancellor's Cabinet and that CASSC is starting to address this issue. He would also like CASC to think about our areas and address what impact they have on the registration process. Some suggestions were: Ombudsman on each site, look at things in a "site" fashion. ACTION: Since L. Crews attends CASSC he will be the conduit from CASC to take suggestions forward. Clarence will set up periodic meetings with Lloyd and Cathy Maze to address issues and keep CASC updated.

1.3 Checklist for New Proposed Programs or Agreements with Third Parties

This item was addressed at Cabinet and it is apparent that there is not a clear process for how contracts come through for approval. CASC outlined areas of concern to develop a checklist. ACTION: Jackie Boughner will format discussion areas into a checklist and C. Rush and C. Brantley will meet with the President to discuss. They will keep CASC updated.

1.4 Department Name Changes – C. Rush

Cathy Rush stated that they have had discussions in HR and handed out a "talking piece" about the concerns that were raised (i.e. no process for comprehensive review, no process to ensure all related areas are changed, inconsistent system codes, etc.) CASC discussed the document and it was agreed that a committee be identified to work on the issue. ACTION: Cathy Rush will ask Dave Dunshee or other IT representative to serve, also ask Carla or other enrollment service representative, and Jessica Baughman volunteered. C. Rush will call first meeting.

Discussion/Report Items:

2.1 College Security - C. Brantley

Mr. Brantley stated that he and Terry McCauley have been attending the meetings of the four Security Task Teams. At this point the teams are mostly doing fact finding of what we have and documenting current processes. Hopefully a data base and web-site will be created for future reference. The main charge to all teams is to 1) Assess the current practices/procedures 2) Establish a clear review plan and 3) Document findings. He is working with his administrative assistant to establish a standard format for the final report. Some outcomes will be to build a system to catch loss of equipment and asset tracking, show reporting responsibilities, equipment transfers and establish uniform college-wide procedures. He further stated that the non-IT team has a survey out for the staff, so please respond. ACTION: Periodic reports on the teams' progress will be given to CASC.

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 most important aspect of the future budgeting process will to assess the impact that future property tax revenue will have. They are in the information gathering stage and as the economic climate changes it makes it even harder to project future allocations. Considerations are being looked at for a 3yr. to 5yr. budget. CASC will be kept updated on any changes to the budget situation in Lansing.

Discussion/Report Items:

4.1 Student ID Cards – L. Crews

No update.

4.2 Student E-Mail Accounts

Lloyd state that the student E-mail accounts are operational and this item should come off agenda.

4.3 Document Imaging – (G. Pitts)

Gail stated that the project was going well and that they are on target. It was decided at last DMT to begin next steps and that a RFP is in process to begin Phase II. Hopefully considerable dollars now paid to off-site storage will be saved. ACTION: Gail will ask committee to do a communication piece for College community and she will keep CASC updated.

4.4 College Support System Update - (D. Dunshee)

VOIP Update: Dave stated that the phone installations are moving well. Some concerns were raised by CASC members about being able to do one voice mail to a number of people and ongoing FAX issues. Dave advised them to contact the call center staff and he would raise the issues as well at IT meeting. He further stated that the phones would be going into the classrooms hopefully before the start of the fall term.

ACTION: Dave said he would check into that and let CASC know what he finds out.

4.5 On-line Application – (C. Mathews/D. Dunshee)

No update

4.6 CMMS (Comprehensive Mechanical Maintenance Software) Task Force- (D. Cherewick) -

Dan Cherewick stated they saw product demonstrations for two event scheduler programs. Demonstrations for a CMMS work order program were also seen but it appears the two programs are not compatible. A RFP for CMMS should go out from purchasing by the end of the month. They are looking other scheduler programs. ACTION: He and Mike Halaburda will do a CMMS presentation to CASC in the near future.

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

Terry McCauley handed out the new Student Safety & Emergency guide which is also on-line. He stated he will be completing the public safety annual report and that will be on-line also.

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

4.8 Records Retention – (J. Boughner)

Jackie Boughner stated that a final draft had been sent to the State contact for review also. 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

5.2 Internal Control Document- (G. Pitts)

Gail stated that the auditors selected only a random number of staff to receive a questionnaire. She and Mr. Brantley will discuss sharing the various documents with CASC. Also, a notice and a survey were sent to departments and they will be asked to return the completed survey by June 20th. The next steps would be to assess and verify processes. ACTION: She will keep CASC updated

Future Agenda Items

6.1 Annual Report- CASC Topics addressed & Action Taken

The meeting was adjourned at 4:50 p.m.

Respectfully submitted, *Jackie Boughner*