

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, September 18, 2001

District Office, Board Room

MINUTES

CALLED TO ORDER BY: Clarence E. Brantley

TIME: 2:10 p.m.

Present

Bugay, David P
Harris, Gheretta
Harrison, Ernest A.
Ingram, Anthony
Kendall, Elizabeth
Pitts, Gail
Schmidt, Debbie
Self, Jerry
Wersching, Jean

Absent

Cherewick, Daniel
May, Gordon

NEW BUSINESS

Action Items

1.1 CASC Minutes

The minutes of the August 21, 2001, College Administrative Services Council, were accepted as corrected (numbering corrected on pages 3 and 4).

In the future, the minutes of the CASC will be sent to all members for their review and corrections and/or modifications. After informal approval, the minutes will be posted on the InfoMart for College staff access.

Discussion/Report Items

2.1 Key Access Card Issuance Procedure

Mr. Brantley gave background on Facilities, Access and Keys Committee and distributed a proposed procedure and revised BUS 25 for key and access card control. Committee members include: Dan Cherewick, Jackie Boughner, Marie Vavrek, and Barry Matthews.

The following initial comments were provided by CASC members:

- That the procedure address all employees of the College -- current full- and part-time staff and non-OCC staff, such as contract personnel, temporaries, grant-funded staff, etc.
- That if the immediate supervisor denies a request, what measures are in place to prevent an individual from circumventing the process and seeking approval elsewhere.
- Recommend that the most knowledgeable person to make the decision to issue a key be the final approver; not necessary for campus presidents to approve each key issuance.

ACTION: Motion was made to request the FAK Committee to provide a list of areas based on security needs; provide a separate list for high security areas that would be off limits to staff and students unless a part of

their official job duties. Also, request that the Committee attempt to compile a list of all keys and list those individuals who currently hold a copy of each key.

CASC members were requested to review the document in detail and provide comments back to Jackie Boughner by Tuesday, October 2, 2001.

2.1 Document Approval Process

Mr. Brantley distributed copies of the Document Approval Process flowchart as developed by the Facilities, Access and Key Committee for preliminary review by the CASC.

It was requested that all comments be forwarded to Jackie Boughner by Tuesday, October 2, 2001.

OLD BUSINESS

Action Items

3.1 College Closing Procedure

No action taken at this time, but it was requested that this procedure document be finalized in the near future in light of recent catastrophic events.

3.2 College Security Review Update

Dr. Bugay reported that the College Security Subcommittee will reconvene on October 4, 2001. It is anticipated that the report to the CASC will be available by the deadline of January 2002.

3.3 Guidelines for Personnel Receiving Telephones, Electronic Calendars, and Laptop Computers

Mr. Brantley requested that Jean Wersching be included on this subcommittee due to her responsibilities as Interim Chief Information Systems Officer.

3.4 Disaster Plan Development and College Evacuation Plan

No report was available at this time. Mr. Brantley requested that the committee develop a project plan time frame for completion of this plan.

ACTION: Project plan for completion of Disaster Plan Development and College Evacuation Plan to be provided to CASC members at the October meeting.

3.5 Computer System Passwords

This item is currently being developed with added emphasis on providing procedures dealing with appropriate use of College computer systems.

3.6 College Business Travel Guidelines

Mr. Brantley presented the revised College Business Travel Guidelines approved by Chancellor's Council on September 11, 2001. CASC members were requested to provide method of distribution to College staff.

Following discussion, the following additions to the document were requested:

- That an approval date and effective date of November 1, 2001 be included in the document.
- That hard copy documents be provided to all staff one time only.
- That all future versions of the document will be posted and future updates and/or revisions will be maintained on the OCC InfoMart.

ACTION: CASC members requested that the College Business Travel Guidelines be reproduced and distributed as a hard copy document to all College staff and that an electronic version be maintained on the OCC InfoMart. Any future revisions or re-issuance of the Guidelines are to be posted on the OCC InfoMart.

Mr. Brantley added that he would request that Chancellor's Council consider developing a process to allow for a

migration of all College documents from hard copy form to electronic form, and to seek clarification on the legal aspects of providing policy and procedure documents to staff in CD ROM format.

3.7 Copyright Indemnification

Gheretta Harris reported that a subcommittee is currently being formed, and a charge is being drafted to state the objectives and outcome expectations of the subcommittee. The subcommittee membership should also include representation from academic and student services.

ACTION: MOTION was made to submit a request to the College Academic Senate to appoint two individuals to serve on the Copyright Indemnification Subcommittee.

-
-

DISCUSSION/REPORT ITEMS

4.1 Budget Committee Update

Beth Kendall stated that the Budget Committee is meeting in two weeks to start planning for the 2002-2003 budget. Meetings will be scheduled with each District Office department within the next month.

4.2 Employee Checklist and Employee Exit Interviews

No report.

4.3 Cellular Phone Fan Out Procedure

Currently awaiting for power failure phones to be installed at Orchard Ridge for completion of this procedure.

4.4 College Support System Update

Datatel Update: Outside support staff is assisting each team to provide a plan for completion. Student Information System is currently being converted. Payroll is moving forward with an anticipated implementation date of January 1. Financial System is completing documentation and reporting requirements. GASB 35 requirements are also being reviewed.

4.5 Child Care Centers (Child Development Centers)

Until a charge to the subcommittee is received from Chancellor's Council, this item will be removed from the agenda.

4.6 Health and Safety Committee

Since the Committee has not met, there was no report.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Sylvia Velasquez