**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**
Tuesday, January 15, 2002
District Office, Board Room

**MINUTES**

Meeting called to order by:     Clarence E. Brantley                    Time:  2:15 p.m.

| Present | Absent |
|---|---|
| Boughner, Jackie | Schmidt, Debbie |
| Bugay, David P. | |
| Cherewick, Daniel | |
| Harris, Gheretta | |
| Harrison, Ernest A. | |
| Ingram, Anthony | |
| Kendall, Elizabeth | |
| May, Gordon | |
| Pitts, Gail | |
| Self, Jerry | |
| Wersching, Jean | |

NEW BUSINESS
Action Items

CASC Minutes
The minutes of the November 20, 2001 and December 18, 2001 meetings of the College Administrative Services Council were accepted as submitted.

Request was made to eliminate listing of absent council members from minutes.  This matter will be taken under advisement.

OLD BUSINESS
Action Items
3.2      College Security Review Update
The draft Security Review Task Force recommendations were reviewed by Chancellor's Council.  Initial comments were made after a preliminary review.

Chancellor's Council has requested final recommendations to the Securacomm report and the Security Review Task Force report for final review at the Chancellor's Council meeting to be held on February 26, 2002.  Final recommendations are to be presented to the Board of Trustees at their regularly scheduled meeting in March.

The following recommendations were made by the CASC in reviewing the Securacomm security recommendations and the Security Review Task Force recommendations:

Securacomm Recommendation #1
CASC agrees with recommendation but needs detailed information on transition from a police operation to a public safety operation.

Chancellor's Council requests information on the use of a combination of both public safety staff and community service staff.

Securacomm Recommendation #2
CASC agrees with recommendation but needs to define specific "highly visible locations." Agrees with the expanded definition to "focus on visibility, prevention, communication and pro-active interaction…"

Securacomm Recommendation #3
CASC agrees with recommendation to update the Public Safety Department operation manual to reflect current conditions.

Securacomm Recommendation #4
CASC agrees with this recommendation. It is anticipated that the position of Director of Public Safety will be filled in February or March.

Securacomm Recommendation #5
CASC agrees with this recommendation.

Securacomm Recommendation #6
CASC requested that this recommendation not be considered since it is out of the scope of this report. It was the recommendation of the CASC that public safety be available during all staff working hours.

Securacomm Recommendation #7
CASC requested that this recommendation be evaluated along with recommendation number 1. Further definition is required as to "non-critical" and roles of public safety officers.

Securacomm Recommendation #8
CASC requested that this recommendation be evaluated along with recommendation number 1.

Securacomm Recommendation #9
CASC requested that this recommendation be evaluated along with recommendation number 1.

Securacomm Recommendation #10
CASC agrees with this recommendation that the College consider an in-house communication system but need to evaluate the hardware/software equipment needs and staffing involved.

Securacomm Recommendation #11
CASC agrees with this recommendation.

Securacomm Recommendation #12
CASC agrees with this recommendation.

Securacomm Recommendation #13
CASC agrees with this recommendation. It was further agreed that a collegewide committee and a site committee at each campus location be established.

Securacomm Recommendation #14
CASC agrees with this recommendation.

Securacomm Recommendation #15
CASC agrees with this recommendation.

Securacomm Recommendation #16
CASC agrees with this recommendation.

Securacomm Recommendation #17

CASC agrees with this recommendation.

Securacomm Recommendation #18
CASC agrees with this recommendation.

Securacomm Recommendation #19
CASC agrees with this recommendation.  It was further agreed that each campus is to be responsible for their own alarms, but with a project manager as an overseer.

Securacomm Recommendation #20
CASC requested that this recommendation be evaluated along with recommendation number 19.

Securacomm Recommendation #21
CASC agrees with this recommendation.  Requested that "at-risk" areas be clearly defined as those dealing with high volumes of cash, individuals who work alone, and the bookstore operations.


Securacomm Recommendation #22

CASC recommends that any person who works alone should be equipped with a portable "person down" transmitting device.

Securacomm Recommendation #23
CASC agrees with this recommendation.  Requested that further information gathering be conducted to determine the best method of dispatch service.

Securacomm Recommendation #24
CASC recommends that this recommendation be reworded to recommend that the College move toward a more central computer based access system.

Securacomm Recommendation #25
CASC agrees with this recommendation.

Securacomm Recommendation #26
CASC agrees with this recommendation.

Securacomm Recommendation #27
CASC agrees with this recommendation.

Securacomm Recommendation #28
CASC agrees with this recommendation.

Securacomm Recommendation #29
CASC agrees with this recommendation.

In additional to the recommendations by Securacomm and the Security Review Task Force, the CASC will utilize the FAKS Team as a resource to determine the appropriate level of security at the College.

Following discussion, the recommendations were grouped together that addressed similar issues.  Volunteer subcommittees were assigned to assist in developing a plan of action of implementation with focus on costs involved and times lines for completion.

## **Group I – Public Safety/Security Role and Structure**
Securacomm Recommendations 1, 2, 3, 4, 5, 7, 8 and 9

Subgroup:  C. Brantley; E. Harrison, D. Bugay, J. Self, and B. Kendall

**Group II – Communications**
Securacomm Recommendations 10, 11, 12, 13, 20, and 23
Subgroup:  J. Wersching, G. May, J. Self, and PSO D. Dell

**Group III – Alarms**
Securacomm Recommendations 11, 14, 16, 17, 18, 19, 21 and 22
(Focus is on the degree of alarms necessary for college security.)
Subgroup:  G. Harris and D. Cherewick

**Group IV – Access Control**
Securacomm Recommendations 15, 24, 25, 27 28 and 29
Subgroup:  D. Cherewick and J. Boughner

**Group V – Lighting and Environmental Security**
Securacomm Recommendation 26
Subgroup:  D. Cherewick and D. Bugay

Subcommittees were requested to meet on an expedited basis to provide progress reports at a Special College Administrative Services meeting to be held on February 5, 2002 at 2:00 p.m.  Final implementation recommendations are to be completed for review at the regularly scheduled meeting of the CASC on February 19, 2002.


Respectfully submitted,


Sylvia Velasquez