

**ADMINISTRATIVE AND INFORMATION TECHNOLOGY SERVICES COMMITTEE**  
**2004-2005 Assignments**

**POLICY ASSIGNMENT:**

1. Development of policy for make-up exam fees
2. Development of policies and procedures for handling box office receipts and other miscellaneous receipts
3. Charge back for Reprographic Services
4. Set priority standards for office computer equipment and software
5. Explore a policy on making direct deposit the standard approach to dispersing full-time employee payroll
6. Set guidelines for Internet/e-mail security and privacy on College owned computer equipment (share recommendations with Technology Planning Council)
7. Develop policy on faculty and staff access to long distance lines

**MEMBERSHIP:**

1. Anna Barker, Dean of Administration and Finance \*
2. Craig Fentress, Director of Information Technology (2007)
3. Carolyn Hoover, Administrative Office Associate II (2006)
4. Joe Marschner, Instructor of Music and Drama \* (2007)
5. Sherry Plank, Administrative Office Associate – TCS (2007)
6. Karen Weil-Yates, Instructor of Computer Information Systems (2006)