ADMINISTRATIVE AND IT SERVICES COMMITTEE
Assignments 2005-2006

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