

**ADMINISTRATIVE AND IT SERVICES COMMITTEE
 ASSIGNMENTS FOR 2006 -2007
 (Updated October 20, 2006)**

ASSIGNMENT	STATUS			DATE AND PROGRESS
	To be Studied (Approximate date)	Currently Under Study (Date)	Assignment Completed (Date)	
1. Explore the feasibility of a charge back policy for Reprographic Services.				
2. Explore a policy on making direct deposit the standard approach to dispersing full-time employee payroll.				Preliminary work regarding the legalities of this topic has been completed; however, the committee has taken no action toward policy development.
3. Develop a policy on faculty and staff access to long distance lines				Several policies from other educational institutions have been collected.
4. Develop a policy governing the use of college vehicles.	Fall 2006	✓		Policy is in draft - Will be presented to the Board in November or December 2006
5. Develop a policy on speech, commercial solicitation and proselytizing on campus.	Spring 2007	✓		Student Affairs Council will be involved in discussions. Committee is collecting policies from other educational institutions.
6. Develop a policy pertaining to the maintenance of the campus gardens and landscaping.				A draft policy statement and definitions has been forwarded to the committee for review. On hold until the Director of Facilities Mgt and Planning has "settled in" to his position.