

ADMINISTRATIVE AND IT SERVICES COMMITTEE
ASSIGNMENTS FOR 2007 - 2008
(Updated September 24, 2007)

ASSIGNMENT	STATUS			DATE AND PROGRESS
	To be Studied (Approximate date)	Currently Under Study (Date)	Assignment Completed (Date)	
1. Explore a policy on making direct deposit the standard approach to dispersing full-time employee payroll.	Fall 2007			Preliminary work regarding the legalities of this topic has been completed. Have recently learned that changes in Datatel related to the upgrade to Release 18 may necessitate moving this item up on the committee's priority list.
2. Develop a policy governing the use of college vehicles.	Fall 2007	XX		Policy is in draft and includes a general policy statement, driver qualifications, restrictions, accidents, vehicle requests and driver responsibilities. A Driver Application has also been developed. Currently under review by "primary users".

3. Develop a policy on speech, commercial solicitation and proselytizing on campus.	Fall 2007	09/24/07: Expand to include employees, as well as students and external persons/groups		Draft policy has been developed. Topic has been introduced to Faculty Assembly for feedback. Student Affairs Council will be asked for feedback regarding student policies about this proposed policy.
4. Develop a policy and guidelines for fund raising by campus groups.	Fall 2007			
5. Develop a campus parking policy to include overnight parking, towing, etc.				