

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Thursday, December 18, 2001

Meadow Brook Hall, Oakland University

**MINUTES**

**CALLED TO ORDER BY:** Clarence E. Brantley

**TIME:** 2:00 p.m.

**Present**

Cherewick, Daniel  
Harrison, Ernest A.  
Ingram, Anthony  
Kendall, Elizabeth  
Pitts, Gail  
Schmidt, Debbie  
Self, Jerry  
Velasquez, Sylvia

**Other Attendees**

Boughner, Jackie  
Howard, Kathy  
Mathews, Carla  
McCall, Maurice  
Piper, Vivian  
Wade, Nancy

**Absent**

Bugay, David P.  
Harris, Gheretta  
May, Gordon  
Wersching, Jean

**DISCUSSION/REPORT ITEMS**

**2.1 College Administrative Services Council (relationships with other groups)**

Distribution was made of the College Coordinating Councils Structure 2000-2002 brochure, which lists the College's academic and administrative services councils.

Mr. Brantley gave brief summary on issues discussed at a recent Chancellor's Council retreat. Chancellor's Council has requested that each coordinating council define their role in overseeing the academic and administrative operations of the College. Also, that a structured reporting process be developed for all coordinating councils to follow in providing recommendation for Chancellor's Council approval. It was determined that policies and procedures that have collegewide impact should be developed and distributed as part of the coordinating council process.

The College Administrative Services Council was selected to initiate a pilot plan of action for review and/or approval of future action items. The plan of action would provide:

- the charge or action (as determined by CASC members).
- plan of action for completion of charge.
- timeline for completion of charge.

The plan of action and recommendations will then be returned to Chancellor's Council for approval. If approved, monthly reports will be sent to Chancellor's Council as information throughout the timeline determination.

**2.2 Report by the Security Review Task Force**

Chancellor's Council has requested that the CASC determine the charge or expected outcome(s) of the Security Review Task Force in reviewing the 10 recommendations of the Securacomm report. Also that a plan of action be developed with accompanying timelines for completion of the plan. This information

will then be forwarded to Chancellor's Council for their review and approval.

**OTHER BUSINESS**

5.1 Computer Account Policy

Document was distributed on behalf of Jean Wersching for review. Discussion and/or action to be provided at January 15, 2002 CASC meeting.

5.2 Health and Safety Committee Members

Debbie Schmidt distributed current listing of committee members.

The meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Sylvia Velasquez