

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, February 19, 2002

District Office, Board Room

MINUTES

Meeting called to order by: Clarence E. Brantley

Time: 2:10 p.m.

Present

Bugay, David P.
Cherewick, Daniel
Harris, Gheretta
Harrison, Ernest A.
Ingram, Anthony
Kendall, Elizabeth
Pitts, Gail
Schmidt, Debbie
Self, Jerry
Wersching, Jean

Absent

May, Gordon

NEW BUSINESS

Action Items

1.1 Approval of Minutes

The minutes of the February 5, 2002 College Administrative Services Council were approved as submitted.

1.2 Addition to Agenda

Two items were added to the agenda:

- Committee Report on travel expense processes and guidelines
- Recommendation of Purchasing Department regarding mail services.

OLD BUSINESS

Action Items

3.2 College Security Review Update

Mr. Brantley reviewed a proposed outline of the final report. Items to be included in the content of the report: executive summary, summary of charge, review approach taken by Council, CASC recommendations by subject category, and next steps to be taken

Each of the five subgroups established at the January 15, 2002 provided their final committee recommendations. After review, all approved recommendations will be incorporated into a final document to be presented to Chancellor's Council.

Security Subgroup #1 – Public Safety/Security Role and Structure

Preliminary recommendations included: establishment of a mission statement; establishing day and night shifts for sergeants; overage at all College locations including District Office, Pontiac Center and Pontiac Place; and to hire an individual to fill the position of Director of Public Safety.

Following discussion, the CASC approved all recommendations as provided by Security Subgroup #1 for inclusion in the final report to Chancellor's Council.

Security Subgroup #2 – Communications

Preliminary recommendations included: to further research the issue of installation of phones in every classroom; retain current County dispatching services, utilize internal phones and cellular phones as well as College operators for coordinated dispatching; centrally integrate all security alarm monitoring and communication needs, developing a method of improve communication between OCC faculty and staff and the identified Crime Prevention Specialist; establishment of a security committee on each campus; and improving the two-way radio communication system of the OCC Public Safety Department.

Following discussion, the CASC approved all recommendations as provided by Security Subgroup #2 for inclusion in the final report to Chancellor's Council. The recommendations related to alarms will be included as part of the recommendations of the Alarms Security Subgroup #3.

Security Subgroup #3 – Alarms

Preliminary recommendations included: replacement of all alarm systems and equipment and provide for preventive maintenance; centrally integrate all security alarm monitoring; contract with an expert on alarm systems to review College needs, design a system and provide training.

Following discussion, the CASC approved all recommendations as provided by Security Subgroup #3 for inclusion in the final report to Chancellor's Council.

Security Subgroup #4 – Access Control

Preliminary recommendations included: expand the computer-based access control system presently at Auburn Hills to serve all campuses; implement access control provisions at all Child Care facilities; establishment of a collegewide key management program; and re-key all campus exterior doors at implementation of a new key management program.

Following discussion, the CASC approved all recommendations as provided by Security Subgroup #4 for inclusion in the final report to Chancellor's Council.

Security Subgroup #5 – Lighting and Environmental Security

Preliminary recommendations included: investigation of the site lighting levels of the fixtures at the five campuses and supplement existing equipment and fixtures as needed.

Following discussion, the CASC approved the recommendation as provided by Security Subgroup #5 for inclusion in the final report to Chancellor's Council

The report to the Chancellor's Council is to be finalized and re-sent to CASC members for their final review. Any comments or revisions to the report are to be forwarded to Mr. Brantley prior to Monday, February 25, 2002. The final report will be presented at the Chancellor's Council meeting to be held Tuesday, February 26, 2002.

3.7 Travel Expense Processes and Guidelines

The CASC subcommittee regarding the use of College funds to purchase luncheons involving employees and subordinates presented a draft proposal.

CASC members are to review the proposal for discussion at the March meeting.

3.8 Print and Mail Services Proposal

Gheretta Harris submitted a proposal and gave an overview on the combining of print and mail services within the Purchasing Department. Benefits to the proposal included the decrease of mail costs; improved tracking of mail permits and use of non-profit status; improved address quality; and consolidation of mail processing services in one central location.

Following discussion, the CASC approved the Print and Mail Services Proposal concept for forwarding to Chancellor's Council for approval.

Meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Sylvia Velasquez