



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, January 21, 2003
District Office, Board Room

MINUTES

Present

Cherewick, Daniel
Harris, Gheretta
Pitts, Gail
Kendall, Elizabeth
May, Gordon
McCauley, Terry
Wersching, Jean
Dave Dunshee

Absent

Kendall, Elizabeth
Schmidt, Debbie
Anthony Ingram

The meeting was called to order by: Clarence E. Brantley Time: 2:00
Chairman Brantley stated that the format of the agenda was changed to deal with focus items that needed to be address. Also if there is a speaker or special guest, they would be put first on the agenda.

I. Presentations/Special Guest

I

II. FOCUS ITEM(S)

A. Cost Reduction and Revenue Generation Recommendations

Chairman Brantley distributed a list he had compiled from suggestions received from the college community of Cost Reduction and Revenue Generation Recommendations as of December 6, 2002. He stated that he had taken the recommendations and tried to “group” them under appropriate headings. The original intent was to use this list as a tool to look at the budget in anticipation of future reductions in State revenue for the next fiscal year. Final recommendations will be reviewed by the Chancellor’s Council, College Planning Council and presented to the Board of Trustees in March for approval at the April meeting.

Chairman Brantley discussed the list with the Council and the members were assigned a “group(s)” to review. They were asked to form a committee and review the items under their respective “group(s)” and present their findings at the February 18th CASC meeting. ACTION: Jean Wersching and Gheretta Harris will work together to develop a standardized worksheet for all findings. If anyone wants to know who wrote original question, they should contact Mr. Brantley. The worksheet and the numbered and categorized list will be sent electronically to Council members.

B. Guidelines for Personnel Receiving Telephone, Electronic Calendars, and Laptop Computers

- Cellular Phones Procedure

Jean Wersching distributed a copy of a Criteria Procedure for the issuance of cellular phones along with a revised list of current users and discussed the items with the Council. CASC members agreed that there was a need to reduce the number of phones and radios currently in use. To that end, some further information gathering needed to be done. ACTION: Jean and/or Gheretta will contact Carla Matthews to review the needs of enrollment services staff. Dan will further investigate options for operations and maintenance staff. Council hopes to reach a conclusion on “next steps” to be taken at the February 18th meeting.

NEW BUSINESS

Action Items

1.1 Approval of Minutes

The minutes of the October 22, 2002 meeting were approved with correction to be made to item 3.7 (Copyright Indemnification) to read as follows: *Gheretta Harris will be provided with the name of the faculty representative assigned to work with the committee and then she will make contact.*

Discussion/Report Items

2.1 Diversity

- Video – This item was deferred.

2.2 “Action Steps for Employers”(excerpted from PERSPECTIVE) - This item was deferred.

OLD BUSINESS

Action Items

3.1 College Business Travel Expense Processes & Guidelines – This item was deferred.

3.2 College Closing Procedure – This item was deferred.

3.3 College Security Review Update – This item was deferred.

3.4 College Emergency Response Plan- This item was deferred.

3.5 Business Continuity Plan – This item was deferred.

3.6 User Account Procedure

Jean Wersching distributed project status update and discussed it with the Council. It was noted that Adjunct Faculty-Non Teaching and Part-time employees will reflect deactivation after 6 months on the Deactivation of User Accounts chart and Jean Wersching will take back to task group as a concern. She will keep the Council updated.

3.7 Copyright Indemnification

Gheretta Harris stated that she still needs the name of faculty member assigned to copyright committee. Gordon May stated that he had a listing of all committee members and would get a copy to Gheretta. Gheretta stated she would then make contact .

3.8 Budget Informational Presentation Piece – This item was deferred.

Discussion/Report Items

4.1 College Support System Update – This item was deferred.

4.2 Health and Safety Committee – This item was deferred.

OTHER BUSINESS

FUTURE AGENDA ITEMS

- 6.1 Beth Kendall will share a video on Diversity (From Dramatic Solutions).
- 6.2 College Business Travel Expense Processes & Guidelines.
- 6.3 Mail Services Update
- 6.4 Standard Formats for CASC Charges

Meeting was adjourned.

Respectfully submitted,

Jackie Boughner _____

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