



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, October 19, 2004
District Office, Board Room

MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 2:00 PM

Present

Brantley, Clarence
Cherewick, Dan
Dunshee, Dave
Harris, Gheretta
Mathews, Carla
McCauley, Terry
Schmidt, Debbie
Ston, Mary

Absent

Kendall, Beth
Pitts, Gail

I. Presentations/Special Guests – None

II. Meeting Focus Items (see below)

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The September minutes were not available due to the absence of Jackie Boughner. The minutes will be submitted for approval at the November meeting.
- 1.2 Hazardous Material Transportation Document – Motion by Dave Dunshee to approve the Hazardous Material Transportation Document. All agreed.
- 1.3 Powered Groundskeeping Equipment Program– presented to be lodged
- 1.4 Safety Equipment Management Program – presented to be lodged
- 1.5 Laser Safety Program– presented to be lodged
- 1.6 Spill Prevention Control & Countermeasure Plans – Auburn Hills, Highland Lakes, & Orchard Ridge– presented to be lodged

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Discussion/Report Items – None

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No information
- 3.2 Budget Update – C. Brantley informed the group that the process for this year's budget preparation has begun. There is no change in state appropriations for community colleges, although a reduction was anticipated and plans made in that direction.
- 3.3 Business Continuity Plan– T. McCauley suggested the document be reviewed in detail at a

future meeting.

- **Action: Place on future agenda for detailed review.**

3.4 Copyright Indemnification – Merge w/Academic Services Team –

C. Brantley stated that this was discussed at Chancellor's Cabinet and it was decided that he and George Keith will meet to discuss.

3.5 Standard Format for Charges for CASC Action Items – G. Harris distributed a draft document for the group's consideration. It was suggested that an example be attached and that periodic reporting take place on the charge. G. Harris agreed to make those additions and bring the form back to the next meeting.

- **Action: Place on November agenda.**

3.6 Food Service Operations Review – Chancellor's Cabinet Update - After some discussion about whether the review was to be done on Orchard Ridge only or college wide, Cathy Rush agreed to work with Gheretta Harris on a draft charge. G. Harris will also check with Walsh College on their arrangement with Continental.

- **Action: Place on November agenda for update.**

3.7 2004-2005 Cost Reduction/Revenue Generation Recommendations –

C. Brantley stated that the Chancellor's Cabinet reviewed all recommendations from this group. He will forward to CASC those that were agreed to by the Cabinet for review at next month's CASC meeting.

The Chancellor's Cabinet discussed how frequently recommendations should be accepted and whether they should ask for revenue producing ideas instead of cost savings ideas. Hopefully, the Cabinet will make a decision next month.

This group also discussed options regarding frequency and nature of recommendations to be accepted. The following were mentioned as options:

1. Discontinue the process
2. Repeat every 2 or 3 years
3. Receive suggestions continuously
4. Take revenue generation ideas instead of cost savings ideas
5. Combine #2 and #3

- **Action: The group agreed that the recommendation from CASC to the Chancellor's Cabinet will be to receive suggestions continuously.**

3.8 Security Report – Terry McCauley stated that he is still working on the report.

Discussion/Report Items

4.1 College Support System Update – Dave Dunshee reported that a Datatel "patch update" was installed this past weekend and it went well.

4.2 Health and Safety Update – Terry McCauley reported that a rough draft of a T.B. Notification Procedure has been completed.

4.3 ID's for Adjuncts – Terry McCauley stated that they are doing a pilot at Royal Oak and Southfield and he distributed samples of the I.D. cards (they are vertical instead of horizontal).

- **Action: T. McCauley will update the group on the pilot program in a few months.**

Future Agenda Items

1. College Identity Standards – C. Brantley stated that Graphics has updated the procedures for developing forms, etc., and that the revised procedure book should be ready for the November CASC meeting.

The meeting was adjourned at 3:55 pm.

Respectfully submitted,

Heather Gibbons