



OAKLAND  
COMMUNITY  
COLLEGE

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Tuesday, October 22, 2002  
District Office, Board Room

**MINUTES**

Meeting called to order by: Clarence E. Brantley

Time: 2:00 p.m.

**Present**

Cherewick, Daniel  
Harris, Gheretta  
Ingram, Anthony  
Kendall, Elizabeth  
McCauley, Terry  
Schmidt, Debbie  
Self, Jerry  
Wersching, Jean

**Absent**

May, Gordon  
Pitts, Gail

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**NEW BUSINESS**

Action Items

1.1 Approval of Minutes

The minutes of the September 24, 2002 Administrative Services Council were approved.

Discussion/Report Items

2.1 Diversity

- Video Beth Kendall will bring in for November meeting.

1.2 “Action Steps for Employers”(excerpted from PERSPECTIVE) was distributed to Council. This item was deferred.

**OLD BUSINESS**

Action Items

3.1 College Closing Procedure

Terry McCauley stated that the Closing Procedure had been completed. The College changed to SBC-Ameritech to provide the conference-calling piece. He further stated that the “testing” piece of the procedure still needed to be done.

3.2 College Security Review Update

Terry McCauley stated that there has been one meeting of the sub-committee. The survey results and other related correspondence would be sent to the vendors who did the site visits by the end of the month. Once the committee receives the vendor’s reports, the sub-committee will reconvene and prepare a summary report with

recommendations to be brought back to the CASC for consideration.

### 3.3 Guidelines for Personnel Receiving Telephone, Electronic Calendars, and Laptop Computers

- Cellular Phones Procedure

Gheretta Harris presented to 1<sup>st</sup> draft of the procedure for the issuance of cellular phones and the council discussed it. Some Comments from the group were: That there are currently in excess of 280 phones distributed; The Datatel system must be used to order phones to show appropriate approvals; It would be useful to have a listing of the type of plan each user is on and the of minutes they use to build awareness at all levels; Employees are required to sign a statement confirming his/her commitment to use the cell phone primarily for College business; and that Purchasing periodically reviews overall costs and service plans to strive to have employees on most optimal plan. ACTION: (1) It was agreed that Council members would review the list of who currently has a phone, determine whether or not they should have a phone, and then make a recommendation as a Council. (2) G. Harris will check on where bills are sent to and who approves them for payment and report back to Council and (3) CASC will then discuss “next steps” to be taken.

### 3.4 College Emergency Response Plan

Terry McCauley distributed the ERP books to Council and stated that the document will be put on the “web” with links to each site. The “web” will not list home phone numbers. He further stated the he is working with PDTC on the mandatory training piece scheduled to implemented after the first of the year (2003).

### 3.5 Business Continuity Plan

Terry McCauley stated that the BCP “project” group has met 6 or 7 times to identify task and functions. They are developing a talking piece that will be distributed at the kick-off meeting to be held in November. He will keep the Council updated.

### 3.6 User Account Procedure

Jan Wersching stated that the committee is continuing to work. Some issues that are being addressed are: Identifying employee groups; the interfacing piece as it related to PDTC new employee training; Impact of web advisor on Colleague and; Formulating all the pertinent “pieces” into an appropriate procedure. She will keep the Council updated.

### 3.7 Copyright Indemnification

Mr. Brantley will provide Gheretta Harris with the name of the faculty member assigned to work on this committee and she will make contact. Recent legislative information was distributed relating to copyright issues. ACTION: Gheretta will summarize the information and share with the CASC members at the November meeting.

### 3.8 Travel Expense Processes and Guidelines

Beth Kendall distributed the updated (8/25/02) document of Travel/Expense Processes and Guidelines developed by the subcommittee. Council reviewed and discussed the original charge given to the subcommittee. Due to lack of time, the Council agreed to read the updated document and be ready to discuss each item in more detail at the November meeting. This item will be placed “first” on the agenda for November.

### 3.9 Budget Informational Presentation Piece

Beth Kendall stated that she and the Campus Business Managers had met and discussed the development of this informational budget piece. She stated that they were developing a summary report to detail the processes (i.e. revenue development, guidelines, pie chart showing sources of revenue and methodology) used to develop the budget once they were handed over to the campuses, and hopefully arrive at one consistent process college-wide. She further stated that a possible time to make the presentations would be approximately the beginning of January at the time the budgets are being developed. She will keep the Council updated as to their progress and advise Vice Chancellor Brantley of any future meetings so he may attend.

3.9.1 State Budget Update

Mr. Brantley gave a brief update of the State budget. At the state level, deficits are expected for at least the next 5 years. Also there could be an immediate Executive Order that could result in a potential 5% to 10% reduction of funding for the College. He further stated that property tax revenues fell short of projections by approximately \$3,000,000. Mr. Brantley stated that the Board has scheduled a Planning Session to discuss the Budget and possible reductions in funding for November 11<sup>th</sup>. He asked CASC members to submit and suggestions for cost saving measures to him by Friday, October 25<sup>th</sup> for possible inclusion in his report to the Board. He will keep the council updated.

**Discussion/Report Items**

4.1 College Support System Update

Jean Wersching stated that they have gone live with Release #16. The next release for Colleague (#17) is tentatively scheduled for late March 2003. She will keep the Council update.

4.4 Health and Safety Committee

Terry McCauley stated that the consultants have completed their review, given a closing presentation identifying some “hot points”. He further stated that his staff, along with the consultants, will be working with the campuses to build an “action plan” to address these problems. and to ensure compliance to all State and Federal program requirements. He will provide update to CASC.

**OTHER BUSINESS**

5.1 Mr. Brantley discussed with the Council recent updates from Chancellor’s Council. He also discussed the membership of College administrators and managers on the various Chambers of Commerce throughout the communities, along with what support the College could possibly provide to employees who want to take a more active part in their communities and provide representation for the College. CASC members were asked to provide any suggestions they may have and to find out if any of their staff currently serve on any Chamber of Commerce.

**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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