



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, February 18, 2003
District Office, Board Room

MINUTES

Present:

Brantley, Clarence
Mike Halaburda (for D.Cherewick)
Harris, Gheretta
Kendall, Elizabeth
Ingram, Anthony
May, Gordon
McCauley, Terry
Pitts, Gail
Schmidt, Debbie
Wersching, Jean
Dave Dunshee

Absent:

Cherewick, Daniel

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

The Council devoted entire meeting to reviewing recommendations. Since not all items were covered, additional meetings will be scheduled for review and making modifications. Chairman Brantley stated that a spreadsheet would be prepared showing “original question or recommendation from college community” and “CASC group responses”. These will be reviewed at the March 18th meeting for final revision and approval. Final recommendations will be reviewed by the Chancellor’s Council, College Planning Council and presented to the Board of Trustees in April for approval at the May meeting.

- B. Guidelines for Personnel Receiving Telephone, Electronic Calendars, and Laptop Computers
- Cellular Phones Procedure – Deferred

NEW BUSINESS

Action Items

- 1.1 Approval of Minutes
The minutes of the January 21, 2003 meeting were approved.

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 – This item was deferred.
- 3.7 Copyright Indemnification – This item was deferred.
- 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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