



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, March 18, 2003
District Office, Board Room

MINUTES

Present:

Brantley, Clarence
Cherewick, Daniel
Harris, Gheretta
Kendall, Elizabeth
May, Gordon
McCauley, Terry
Pitts, Gail
Rush, Catherine
Wersching, Jean

Absent:

Schmidt, Debbie
Ingram, Anthony

The meeting was called to order by: Clarence E. Brantley

Time: 2:00

The format of the agenda has been 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 the majority of the meeting to reviewing the final report of the Cost Reduction and Revenue Generation Recommendations that will be taken to Chancellor's Council for their approval. A narrative will also be done outlining the process that was used to develop these recommendations. The final recommendations will also be shared with the College Planning Council and presented to the Board of Trustees.

NEW BUSINESS

Action Items

1.1 Approval of Minutes

The minutes of the February 18, 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 due to lack of time to discuss in depth. Beth stated that committee has been working on modifications. ACTION: Beth will submit updated “draft” electronically to Jackie Boughner and this item will stay on the agenda.
- 3.2 Guidelines for Personnel Receiving Telephone, Electronic Calendars, and Laptop Computers (Cell Phones Procedure) – A “draft” of the procedure was distributed and discussed. Also a complete listing of all personnel holding cell phones was distributed and discussed and the Council came to an agreement that only personnel that have a real need will be issued a cell phone or be allowed to keep a phone. If it is determined that other methods of communication could be used, some personnel will have their phones recalled. ACTION: Dan Cherewick is to review with staff the use of pagers instead of cell phones and report back to Council. Gheretta Harris will review with appropriate supervisors the need for a cell phone for Academic/Administrative Coordinators and Directors of Student Services and report back to the Council.
- 3.3 College Closing Procedure – Terry McCauley presented updated draft of procedure. The Council discussed and some changes/modifications were recommended. ACTION: Terry will rewrite and submit electronically to Jackie Boughner. The item will also be taken forward to Chancellor’s Council for approval.
- 3.4 College Security Review Update – This item was deferred.
- 3.5 Business Continuity Plan – Terry McCauley stated that the committee it’s work and requesting input from other College staff as appropriate. He will continue to update the Council on the committee’s progress.
- 3.6 College Emergency Response Plan- Terry McCauley stated that the Emergency Response Plan is on the “Web”. He distributed and discussed the Public Safety response needed under the various levels of the “National Alert System” and stated that the College will follow suit with what the rest of the County is doing. ACTION: Terry McCauley will develop a separate talking piece and “action plan” for the College community and students. This should be sent to Jackie Boughner electronically. Also, he will explore the current use of sign-in sheets and issuance of guest passes and report back to the Council.
- 3.7 User Account Procedure – Jean Wersching presented the “draft” of the final report. She asked the Council to read it and requested that it be “lodged” it at the next meeting for approval at a subsequent meeting.
- 3.8 Copyright Indemnification – This item was deferred. ACTION: Mr. Brantley will provide Gheretta Harris with name of faculty representative.
- 3.9 Budget Informational Presentation Piece – deferred.

Discussion/Report Items

- 4.1 College Support System Update – deferred.
- 4.2 Health and Safety Committee – deferred.
- 4.3 Mail Services Update – 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 _____

Jackie Boughner