



OAKLAND  
COMMUNITY  
COLLEGE

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Tuesday, May 20, 2003  
District Office, Board Room

**MINUTES**

Present:  
Brantley, Clarence  
Dunshee, David  
Harris, Gheretta  
McCauley, Terry  
Pitts, Gail  
Rush, Catherine  
Wersching, Jean

Absent:  
Dan Cherewick  
Ingram, Anthony  
Kendall, Elizabeth  
May, Gordon

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.

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**I. Presentations/Special Guest**

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**II. FOCUS ITEM(S)**

**A. Cost Reduction and Revenue Generation Recommendations**

Mr. Brantley stated that the Chancellor's Council and the Board of Trustees have approved a number of the recommendations submitted. He stated it is now the role of the College Administrative Services Council to get involved in trying to implement the recommendations. To that end, the Council reviewed the recommendations and gave assignments to the appropriate Chancellor Council members( see attached "revised documents") Also, by making these assignments the Council will put in place a process to: 1) assure that action is taken, 2) communicate information/changes to the college community and 3) incorporate implementation of recommendations into the budget process. Clarence will meet with Beth Kendall to ask her and the Campus Business Managers to take the lead and gather cost reduction concerns on an on-going basis and bring those concerns back to CASC for review. All items will be monitored by CASC at future meetings until the Council is satisfied that recommendations have been implemented. Mr. Brantley further stated that he has a strong commitment to see that everyone has an opportunity to submit suggestions and know that all suggestions will be kept confidential. CASC will monitor implementation process at future meetings until the Council is satisfied that all the recommendations have been implemented.

**III. FOCUS ITEM(S)**

**B. Child Care Plan**

Mr. Brantley stated that the Chancellor's Council had met and made a decision that the childcare centers are to be used for the children of students only. They are **not** to be used by the community, or employees ( even if the employee is a student). CASC was charged with putting together a plan and

communicate the plan to the college community and outside visitors/groups using the sites. A draft was distributed by Gheretta Harris of the new Child Care Plan and reviewed by the Council. ACTION: The Council approved with minor changes: 1) Add a statement that students are required to notify the Child Care center if they are no longer a paid regular student. Under “Plan” – Item #2 should be changed : Post a notification of change(by June \_\_) in each Child Care Center. Also, information should be incorporated into current registration form. Under “Enforcement Issues”- Wording revised to read: Proof of registration is required when students are registering their child/children. Gheretta will work with the Child Care Coordinators to make appropriate changes. Also, as a review process; after the end of the first (1<sup>st</sup>) semester, a comparison will be made of student population against paid student registrations. Gheretta will report back to CASC. After revisions are made, Gheretta will send the “Draft Plan” to Jackie Boughner electronically and the item will be placed on the Chancellor’s Council.

## **NEW BUSINESS**

### Action Items

#### 1.1 Approval of Minutes

Due to lack of time, the minutes of March 18, 2003 were not approved. They will be brought forward to the June 17, 2003 meeting along with the May 20<sup>th</sup> minutes.

### 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. 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. Council needs to focus on Item #2- Requirements for obtaining a cell phone. It was agreed to move forward with the “criteria” and list of employees who fall under criteria. It was the recommendation of the Council that an “appropriate use” statement that all employees would be required to sign be incorporated into “draft” guidelines. Gheretta Harris stated that she spoke with Carla Matthews and that pagers would be sufficient for Academic/Administrative Coordinators and Directors of Student Services instead of cell phones. Dan Cherewick still has concerns with maintenance staff who work alone or in remote areas not having phones. If a shift to “group cleaning” is made, the issue could be revisited. If it is determined that other methods of communication could be used, some personnel will have their phones recalled. ACTION: Jean Wersching will make corrections to guidelines and e-mail them to Jackie Boughner. Mr. Brantley will take forward to Chancellor’s 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 Protocols is on the "Web". He distributed and Council reviewed. ACTION: Terry McCauley will be used as a 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. That the Council "lodged" at the March Meeting. It was approved. ACTION: Jean will e-mail to Jackie Boughner and Mr. Brantley will take forward to Chancellor's Council.
- 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