



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, July 15, 2003
District Office, Board Room

MINUTES

Present:

Brantley, Clarence
Dunshee, David
Harris, Gheretta
Ingram, Anthony
Kendall, Elizabeth
May, Gordon
McCauley, Terry
Rush, Catherine
Ston, Mary

Absent:

Cherewick, Daniel
Pitts, Gail
Schmidt, Debbie

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

Time: 2:00

Mr. Brantley welcomed Mary Ston to the Council. Gordon May expressed that this would be his last meeting and that he has enjoyed being part of the Administrative Services Council. Chairman Brantley thanked him for his participation and Catherine Rush expressed that she appreciated his input from a campus prospective.

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

Meeting Focus Item(s):

College Business Travel Expense Processes & Guidelines (exhibit attached)

Beth Kendall led the Council through a review of the travel guidelines, and suggested modifications, additions/deletions were made. Beth stated that she will be reformatting the document and will bring the whole restructured and rewritten document back to the Council in August. Clarence Brantley will check with George Keith on the practice of providing lunches for Fire Academy classes. Catherine Rush will review all contracts (regarding non-reimbursable mileage and meal provisions) and report back to the Council. It will also be noted that car rental companies within the College's cooperative should be used.

III. Ongoing Items:

NEW BUSINESS

Action Items

1.1 Minutes of CASC Meeting (6-17-03) were approved.

Discussion/Report Items

2.1 Diversity

- Video- not available- **Item will be taken off agenda.**
- Action Steps for Employers

OLD BUSINESS

Action Items

3.1 Exit Interview Process/ Form (C. Rush)

The group will meet Wednesday, July 16th and Catherine Rush will report back at the August CASC meeting. Jackie Boughner will provide her with document previously prepared by Dr. Harrison.

3.2 College Security Review Update (T. McCauley)

Terry McCauley stated that the group is meeting weekly and the data collection is almost complete and the group is in the process of writing the final report.

3.3 College Emergency Response Plan (T. McCauley)

Mr. McCauley stated that the procedures are almost complete. He is awaiting the completion of the review of the Pontiac Center piece. He will send Dave Dunshee a copy of Pontiac Place piece. He will provide the Council with an update.

3.4 Business Resumption Plan (T. McCauley)

Terry McCauley state that the group meets weekly to complete the plan and develop the testing piece. Table top scenario testing will hopefully be done in mid-September with entire oversight group.

3.5 Copyright Indemnification (C. Brantley)

Mr. Brantley will follow-up with George Keith to explore the possibility of merging the Academic Services group and the Administrative Services Council ad-hoc group to work collectively on this issue. He will update the Council at a future date.

3.6 Budget Informational Presentation Piece (B. Kendall)

The item will be changed to “Budget Update” on future agendas. Beth Kendall will work with the Campus Business Managers to formulate a clear standardized budget process. This process will include a method that students, faculty and staff can submit cost saving or revenue generating recommendations. It will also identify how the previously submitted recommendations were addressed and/or implemented. She will provide the Council with a “draft” document and provide periodic updates.

Discussion/Report Items

4.1 College Support System Update (D. Dunshee)

Dave Dunshee stated that registration started on Monday, July 14th. T*T is going slow and they will be working to try to capture the number of "hits" that got busy signals and that he is working with Datatel to improve response time. He stated that "web" registration was turned on and the plan is to leave up through the end of registration and provide the opportunity to pay on the web. Goal is to have payment capabilities up and on-line by the end of term. He will continue to update Council.

4.2 Health and Safety Update

(T. McCauley)

Terry McCauley stated that the outside review company came through and their report has been shared with the College Administration and the Board. He further stated that although the Health & Safety Manager position was not approved, he and his staff and other College staff are still working through the audit items to meet the planned December 3, 2003 completion date.

4.3 Mail Services Proposal Update

(G. Harris)

Gheretta Harris stated that the new mail services process is in its 2nd week and working pretty well. A survey will be done to address any suggested changes. This item is complete and will be taken off the CASC agenda.

FUTURE AGENDA ITEMS

6.1 Standard Formats for CASC Charges

6.2 Exit Interview Process/Form- **Catherine Rush will take lead on this issue.**

Meeting was adjourned.

Respectfully submitted,

Jackie Boughner _____

Jackie Boughner