



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, August 19, 2003
District Office, Board Room
2:00 p.m.

MINUTES

CALLED TO ORDER BY: Clarence E. Brantley

TIME: 2:00 p.m.

Present

Brantley Clarence E.
Cherewick, Dan
Kendall, Elizabeth
Ingram, Anthony
Rush, Catherine

Absent

D. Dunshee
G. Harris
T. McCauley
G. Pitts
D. Schmidt

I. Presentations and Special Guests

None.

II. Meeting Focus

A. College Business Travel Expense Processes and Guidelines

This item was deferred until September.

B. Cost Reduction/Revenue Generation Recommendations

Council discussed the list sent back from Chancellor's Council for CASC to develop an implementation plan (See attached modified sheet for actions recommended)

III. New Business – Action Items

1.1 Approval of Minutes

The July 15, 2003 Minutes were approved

1.2 ID Procedures-District Office, Pontiac Center and Pontiac Place

The Council discussed the procedures. It was noted that steps have been taken to identify College staff (i.e. maintenance wear uniforms). Some minor modifications were recommended (i.e.: add to PC that all staff need to wear badges; confirm with D. Adams and Enrollment Services how visitors are handled). The Council approved moving the document on to Chancellor's Council once modifications were made. This item will be taken off future agendas.

1.3 Procedure Database Document

The Council discussed the proposed database for development of a consistent format and documentation of College procedures. A sub-committee of: (D. Dunshee, Judy Yerkes, D. Adams, R. Polley, C. Blake-Bagley and B.Kendall (resource) will be formed to assist Scott Killian in the process of examining ways to gather the needed documents from the various College departments.

1.4 Child Care Operation

Tr. Brantley stated that CASC had been charged with developing a "recommendation for action" for the College's child care operations related to: Service to our Students, our employees, and the outside community. Also, develop a recommended fee structure. The Council discussed this issue and a sub-committee was formed (G. Harris, M. Ston, T. Ingram, HR. representative and B. Kendall (resource)). Committee will develop deliverables (i.e., review what other colleges are doing, make-up of clientele, enrollment data, staffing ratios, rate structure, services to be provided, etc.). They will provide updates to CASC. Mr. Brantley agreed to share

any information he had on the subject with the sub-committee.

Old Business- Action Items

3.1 Exit Interview Process/Form

Cathy Rush stated that the committee did meet and some assignments had been identified, and work had been done by members. She will provide update at the next meeting.

3.7 Copyright Indemnification-Merge w/Acad. Serv. Team

Mr. Brantley will schedule a meeting with George Keith. Cathy Rush stated that she had a copy of the “academic draft” document and will share same with Mr. Brantley and CASC.

Old Business- Discussion/Report Items

4.2 Health and Safety Update

It was announced that a new Health & Safety Manager, Michael Schmidt, had been hired. A meeting will be set up in the near future to review health & safety audit and other items.

The meeting was adjourned at 4:05 p.m.

Respectfully submitted,

Jackie Boughner

Cost Reduction/ Revenue Generation Recommendations Items
Send back to CASC from Chancellor’s Council
to Develop Implementation Plan
7/22/03

CASC Action as of
August 19, 2003

- 5) The College will reduce committee meetings and utilize conference calls for a potential savings of \$11,000 in reduced mileage costs.

A. Hillberry/L.Pososki-
Put together a plan to
make staff aware of how this so people are more
aware of it and how to use on-line meeting capabilities
using Outlook.

PDTC- do training session(s).

IT- identify rooms that could be conference calling rooms w/ special codes.

- 7) Establish continual review of cost effectiveness of all services such as PDTC.

C. Brantley/C. Rush will

define all services and create a list of Managers to receive task. Managers will be given the task of identifying one (1) cost saving measure and to act upon it within the next six (6) months and report back the their appropriate Chancellor's Council member on actions taken.

- 11) Look at reducing event and meeting expenses for all service areas including the OCC Foundation.

Council suggested to include this item as a part of Chancellor's communication letter to staff encouraging conference calling, elimination of off-site retreats, etc.

- 18) Evaluate the need for special contracts, supplemental contracts on an on-going basis.

Council determined that this is currently being done and that there is a unique sub-set of issues. The original problem will be reviewed to determine if further action is needed.

- 21) Conduct routine reviews to reduce or restructure operations.

C. Brantley/C. Rush will

define timelines and create a list of Managers to receive task. Managers will be given the task of doing reviews and within the next six (6) months to report back their appropriate Chancellor's Council member on actions taken.