



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, October 21, 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
Dunshee, David
Harris, Gheretta
Kendall, Elizabeth
McCauley, Terry
Rush, Catherine
Ston, Mary

Absent

Schmidt, Debbie
Ingram, Anthony
Pitts, Gail

I. Presentations and Special Guests

None.

II. Meeting Focus**A. Diversity-Action Plan for Employers**

The Council did some brainstorming on how to get diversity deeper into the fiber of OCC. Some suggestions were: a) Charge the leadership of the College to describe efforts and identify activities each unit does to address diversity (i.e.; hold discussions in staff meetings, marketing efforts, highlight business interaction with minority vendors/fairs, etc.); b) on an individual level- each CASC member commit at administrative level to participate and be visible in college-wide diversity activities. The Council agreed to and charged all members to:

1. Report and give feedback semi-annually on activities done related to diversity; and
2. Make a recommendation upwards to Chancellor's Council to consider taking a similar kind of action.

B. Cost Reduction/Revenue Generation Recommendations-2004-05 Budget Year

Although CASC will turn this annual process over to the Budget Committee, Mr. Brantley will give the Chancellor's Council and update at an upcoming meeting. Through the Budget Committee (B.Kendall at DO and the Business Manger on each campus). They will act as a conduit for the collection of the information.

ACTION: The budget Committee will develop process guidelines for obtaining the recommendations and protecting the anonymity of the responder. Also, develop a timeline to incorporate for the upcoming budget year.

III. New Business – Action Items**1.1 Approval of CASC Minutes**

Minutes from the September 25th meeting were approved.

New Business - Discussion/Report Items**2.1 College Goals**

Mr. Brantley familiarized the Council with the process the Chancellor is following to establish the College Goals. Final goals are to be developed by December and will be presented to various college-wide events. After the College community has completed the process and the goals and objectives are determined, Chairman

Brantley would like the Council to examine what role the CASC will take to address these objectives.

Old Business- Action Items

3.1 Exit Interview Process/form

The Employee Exit Check List Form and Instructions were distributed and discussed. **ACTION:** The Council endorsed the use of the form and after minor changes is made (i.e., add “gas cards” under Purchasing and “American Express cards” under Financial Services), it will be moved forward to Chancellor’s Council.

3.2 College Business Travel Expense Process and Guidelines

Beth Kendall presented a draft of the College Business Travel Expense processes and guidelines. It was suggested that a pilot program be established with a large group of individuals to determine the effectiveness of the new guidelines and forms, prior to implementation to the entire College. Following discussion, it was determined that Beth would develop a “summary-sheet” of the changes made for CASC to review. The pilot group will be CASC members. **ACTION:** After final revisions are incorporated into the document, the revised Travel Expense Processes and Guidelines will be forwarded to Chancellor’s Council.

3.3 College Emergency Closing Procedure

T. McCauley distributed “Draft” Emergency Closing Procedures for all emergency closedowns (i.e., weather related, natural disasters, and building emergency conditions.) The Council discussed the same and it was recommended that “DO closing” needs to be addressed and incorporated. CASC requested that a second document be developed for the College community which would exclude home phone numbers, TV information and have a different title (GENERAL CLOSING INFORMATION). **ACTION:** After final revisions are incorporated, documents will be moved forward to Chancellor’s Council. T. McCauley to share revised documents with CASC.

3.4 Code of Responsibility for Security and Confidentiality of Data Files

Dave Dunshee stated that the committee is working with Carla Matthews and Enrollment Services to add representation to the group and that they will be meeting shortly. He further stated that the “charge” had shifted slightly to develop a document for employee usage regarding security. Update to follow at the November meeting.

3.5 Budget Update

Beth Kendall stated that they are meeting on a bi-weekly basis. They will be examining what worked well from last year’s presentation and what didn’t work well. Their tasks are to: 1) develop a calendar with deadline dates and 2) develop a survey instrument. It was noted that many staff that needed the information on the budget process didn’t come. Mary Ston stated that the Department Chairs meeting would be a good forum to present this information.

3.6 College Emergency Response Plan

Terry McCauley stated that the Plan is on Info Mart, Building Marshals have been established on all sites and fire drills have occurred during the past year to name a few accomplishments. **ACTION:** The item will come off future agendas.

3.7 College Security Review Update

Terry McCauley stated he has been working with Mr. Brantley and the Safety & Security Review Committee to finalize the document. Since CASC has a vested interest and put a lot of time into the matter. **ACTION:** The “draft” document will be shared electronically with the Council and it will be put on a future agenda as a “focus item”.

3.8 Business Resumption Plan

Terry McCauley stated that the Plan addresses what happens after a disaster. A tabletop exercise was held and feedback was good. Some findings were:

- IT plays a vital role and redundancy of services was critical
- Each department needs to develop an internal plan.
- HR deals with grief and grief counseling(C. Rush to recruit staff to serve as grief counselors)
- Vital documents and the locations of where they are kept needs to be identified and documented.
- Back-up locations for data need to be identified.

- Detailed list of items stored at Iron Mountain (Gheretta Harris will share list with Terry).

ACTION: Terry McCauley will sent “draft document” once completed to CASC electronically and it will be put on a future agenda as a “focus item”.

3.9 Child Care Operations

Gheretta Harris stated there will be a meeting on Monday, November 3rd and that the “charge” and members had been established. She will provide an update at the November CASC meeting.

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

Mr. Brantley will provide an update at the November meeting.

Old Business-Discussion/Report Items

4.1 College Support System Update

Dave Dunshee stated that the computer system had been updated at the same time they upgraded the application software patches. Notification was sent to all users and the testing went well. Registration is due to start on November 3rd. E-Commerce is installed and they will start on preliminary test transactions in mid-November. It will be turned on and then turned off and reviewed. Before Winter registration begins, it will be tested and approved. He further stated that the Winter schedule is now on the Web.

4.2 Procedures Database Document

Mr. Brantley stated that Scott made a presentation in September and that a group has been identified to work with Scott to move forward with the procedures database.

4.3 Health and Safety Update

Terry McCauley stated that many actions have been taken to get the recommended work done. Photos are been take to document corrective actions taken and procedures are being developed. He will update Council as they are completed.

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Other Business

5.1 Equipment Advisory Committee__

The committee is developing guidelines for budget categories and to track expenditures. An update will be given at the November meeting.

Future Agenda Items

6.2 Issue of Badges or ID's for Adjuncts

The issue came from both adjuncts and staff for the need to identify adjunct faculty when they are on College sites. From a security prospective, it would be effective and tie into current ID process for other staff. Problems occur with the frequency that adjuncts teach (skipping of semesters, etc.), and the tracking of these individuals. Also, policy enforcement would be a problem. It was suggested that CASC review the data supplied from the survey of other colleges from the Safety & Security Report. This item will be placed on the agenda for a future meeting.

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The meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Jackie Boughner