



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, June 17, 2003
District Office, Board Room

MINUTES

Present:
Brantley, Clarence
Cherewick, Daniel
Dunshee, David
Harris, Gheretta
Ingram, Anthony
May, Gordon
McCauley, Terry
Pitts, Gail
Rush, Catherine
Wersching, Jean

Absent:
Kendall, Elizabeth

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. College Business Travel Expense Processes & Guidelines

This item was deferred.

B. User Account Procedure

Jean Wersching distributed the Final Draft of the User Account Procedures and walked through the document with the Council. She stressed that a lot of work had been done over the last year. The total process was looked at and the User Account Terms grew out of Colleague. The summary of the process was: (1) Human Resources will be the gatekeeper for all personnel and create a person record in Colleague. This is a change from the past and would tighten up the process. (2) Another change would be that an electronic communication would trigger the request to set up an account. (3) There is a need to create a standard Colleague by job functions. That will be the task of the Security Review Team. (4) Examine each way a user can come through the system. Also, looked at the deactivation process (i.e. who would inform IT to deactivate, how to audit once a year so all accounts are currently active, and review to see if security access matches current job. (5) Jean Wersching has been interfacing with Linda Pososki (PDTC) on new employee orientation/training needs. ACTION: CASC agreed to move forward with "Interim Implementation Procedures". Mr. Brantley will take forward to Chancellor's Council. IT and Human Resources will champion project and provide updates to CASC. This item will be moved under "Old Business".

C. Identification Procedure at District Office Sites

Terry McCauley distributed and discussed the Draft Identification Procedure with the Council. The procedure was a product of CASC's discussion of the Emergency Response Plan. The procedure will be communicated across the College in a variety of ways (i.e. PS website, electronic distribution, etc.) The Council felt that the procedure should be put out as a total piece and include all DO sites (PC, PP and DO). ACTION: Terry McCauley will communicate with PC, PP and Enrollment Services administrators and incorporate their needs into the procedure. He will bring this item back to CASC at the July meeting.

NEW BUSINESS

Action Items

1.1 Approval of Minutes

The minutes of the March 18th and May 20th were approved as presented.

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 Security Review Update

Terry McCauley stated that the Security Committee had been re-grouped and gave the Council a brief update on recent meetings. He further stated that they were analyzing previous surveys done, the report of the consultant brought in to review the security level at the College. A final “peer college” survey is underway and the group is compiling a final report for CASC review. ACTION: to provide all CASC members with a background, copy of the CASC recommendations that went to Chancellor's Council will be distributed. This item will be kept on the agenda.

3.2 College Emergency Response Plan

Terry McCauley stated that as part of the Emergency Response Plan, emergency evacuation drills were occurred on all sites and went well with only random non-compliance. He will meet with the Building Marshals, Sergeants and PDTC to do a recap from all sites. Updates to the Emergency Response Plan are and will continue to be done on a regular basis.

3.3 Business Resumption Plan

Director McCauley stated that he “core group” is continuing to meet. Table- top scenarios are being developed which will be discussed with the entire group. It has been determined that redundancy for the DO computer is critical and a request for funding to purchase needed IT equipment and network expansion will be able to occur in the near future. ACTION: Terry will continue to update the Council and this item will remain on the agenda.

3.4 Copyright Indemnification

Clarence Brantley stated that Mary Ston will be the faculty representative on the above committee. She has also asked to be a member on the CASC. He will discuss this request with her in more depth. He further stated that it is his understanding that there is another group under Academic and Student Services also working on this issue. ACTION: Mr. Brantley will make contact with George Keith to explore whether it would be feasible to “blend” these two groups. He will update the Council as to the results of his conversation.

3.5 Budget Informational Presentation Piece

* Equipment Piece

Gail Pitts stated that an inventory system has been established on Datatel for equipment with value of \$5,000 or more and on an automatic replacement schedule. Financial Services staff was sent out to work with Facility Managers and Business Managers to validate inventory. The campuses will be provided with an allocation of

funds for things under \$5,000 (for purchase of new or additional equipment; as well as replacements). The campus Presidents will be asked through the budget and planning process to gather a “needs list” for the \$5,000 items. It will be allowed that the campuses may use lab fee dollars to buy items up to \$1,000. Unique categories (i.e. CAD, IT, donated equipment) were pulled out of this budget piece. There will be no effect on rolling stock (grounds equipment/vehicles) at this point. Hopefully the budgets will be ready for review by the College community by August, and operating no later than September.

Discussion/Report Items

4.1 College Support System Update

Dave Dunshee stated that: (1) the COMPASS system that counselors use to do ASSET testing gets installed Friday (6/20/03);(2) Grading via the web starts Thurs. (6/19/03), but is not required until Fall;(3) The closing of prior years will hopefully be done by Thurs. (6/19/03); and (4) 2 pilots will be conducted at OR during student week of registration to test functionality from anywhere (i.e. home, library, payment in person, check or T*T).

4.2 Health and Safety Update

Terry McCauley stated that the Board of Trustees did not approve the filling of the Manager of Health & Safety position. He further stated that they are still trying to accomplish the task of addressing the issues that were outlined in the recent Health & Safety audit. He will continue to update the Council on a periodic basis as to the progress.

4.3 Mail Services Update

Gheretta Harris the new “mail service procedure” will hopefully go into effect on June 30th. This change will result in the transfer of the DO mail person to MTEC and that a complete cycle of visiting all campus sites daily will be made. DO mail will be handled in the same manner as all other sites. This new change will hopefully minimize the delay in receiving mail. Communication to the College community of this change will be done through Quintet and on Info Mart. She will provide periodic updates.

OTHER BUSINESS

A. Cost Reduction and Revenue Generation Recommendations

Mr. Brantley stated that the above recommendation had been revised per CASC input at the May meeting and will go to Chancellor’s Council at the next meeting. Catherine Rush spoke to one of those recommendations (to reduce the number of copies of the Board Digest). She stated that this item has gone out in electronic form for the past couple of issues, however it is still produced in hard copy form (about 200 copies) since they go to the Board of Trustees, retirees and a few others. Mr. Brantley again stated that the recommendations would be incorporated 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.

B. A Child Care Plan

Mr. Brantley stated that the Board rescinded the Chancellor’s Council recommendation to only allow use of the Child Care Centers by students. The College community, employees and students will be allowed to use the Child Care Centers as staff to child ratio permits. ACTION: Gheretta Harris will coordinate communication of this change to Child Care Coordinators.

C. Future Meeting Schedule

A copy of the next year’s meeting schedule was distributed.

FUTURE AGENDA ITEMS

6.1 Beth Kendall will share a video on Diversity (From Dramatic Solutions).

6.2 Standard Formats for CASC Charges

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

Meeting was adjourned.

Respectfully submitted,

Jackie Boughner _____

Jackie Boughner