



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, April 19, 2005
District Office, Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 2:00 PM

Present

Brantley, Clarence
Cherewick, Dan
Dunshee, Dave
Harris, Gheretta
Ingram, Anthony
Mathews, Carla
McCauley, Terry
Pitts, Gail
Rush, Cathy

Absent

Kendall, Beth (on leave)
Schmidt, Debbie
Ston, Mary

I. Presentations/Special Guests – None

II. Meeting Focus Items (see below)

1. Business Continuity Plan

The Council continued the review of the Executive Summary. Council agreed the title should be changed to “Report of the Administrative Services Council on the Business Continuity Plan”. Also some other edits were suggested. The “next steps” were discussed: 1) Complete edit, e-mail to Council for final review and move on to Chancellor’s Cabinet for their review, 2) Project Manager(Terry McCauley) would hold kick-off meeting with functional area supervisors to discuss their role and duties in conjunction to the Business Continuity Plan. 3) Put the Plan out on the Info Mart or on the shared “P” drive. **ACTION:** Jackie will work with M.J. Regan to complete edit of Plan. Jackie will e-mail edited plan to entire Council for final review, then forward to Chancellor’s Cabinet to be put on the agenda for the next “operational meeting”.

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The February minutes were approved as presented.
- 1.2 Travel Procedures (Flight Bookings) – The follow-up information requested of Gail at the February meeting regarding travel bookings, who still uses the card, the “pros” and “cons” of cash advances and the payment of \$35 if airline ticket purchased on corporate card ,which had been sent out to all Council members in March, was discussed. She also stated that an RFP for a new travel firm is in progress. Gheretta Harris raised the question of how travel authorization and expenses are documented for those who say they are traveling on behalf of the College, but pay for their own expenses. Council discussed same and agreed that all

employees should go through the travel authorization process whether or not the expenses are paid for by the College. **ACTION:** Gail Pitts will have travel procedures and forms modified to reflect this change; and notify College community of change.

- 1.3 Interior Communication Monitors – Carla Mathews distributed a “draft charge” from the Kiosk or PC Services Review sub-committee and discussed it with the Council. It was agreed by all that the committee should look at targeted messages to specific sites or locations within the campuses. The Council agreed that the next step was to form a college-wide committee: G. Harris will assign a bookstore staff member to serve and the bookstore’s budget will provide funds to buy necessary software. Other functional areas to serve on committee should be: Enrollment Services (Carla will represent), IT, Student Life Coordinator, (Tony Ingram will represent), Marketing (Dave Adams will represent), Counseling (Mary Ston will represent), Public Safety (to be assigned), and a Facilities Manager (Gordon May will be asked to assign a Manager). **ACTION:** Carla will ask Dave Adams to “chair” committee. She will edit charge and resend to Jackie Boughner. They will keep CASC updated.

Discussion/Report Items

- 2.1 Mandatory lock-downs for all IT equipment - Dave Dunshee stated that he had spoken to Bob Montgomery and they are review the procedures for laptops and for non-computer related equipment. He will update CASC.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update.
- 3.2 Budget Update – C. Brantley informed the group that the public hearing on the budget was presented at the April 19th Board Meeting. It will be approximately \$143,000,000 with an approximate 2.5 million dollar property tax increase. State appropriations will be cut by 3.9%; tuition rate will increase by 2.7% with a projected 1% growth in credit hours. He will also be going to Lansing to make a presentation with regards to funding formula. He will keep CASC updated.
- 3.3 Copyright Indemnification– Merge w/Acad. Services Team – No update.
- 3.4. Food Service Charge (College-wide Review) – CASC was informed that the charge was discussed and approved at Chancellor’s Cabinet with no major concerns. After group comes back with information, Chancellor’s Cabinet and CASC will be updated and can provide input. Gheretta stated that the team will be going to Washtenaw Community College to observe their operation and will take pictures. A student and faculty representative still need to be selected. With regard to Orchard Ridge’s current operation, Gheretta stated there are a few challenges, but feedback from students and staff is very positive. **ACTION:** This item will be moved to “discussion/report items” under Old Business.

Discussion/Report Items

- 4.1 College Support System Update – Dave Dunshee stated that patches were put in Colleague and they went well. They were driven by Financial Aid needs. A contract has been signed with SBC to upgrade the phone system. Also an RFP went to the Board for Internet upgrade which will hopefully be in place before the Fall semester. The Council discussed the possible void that might be left with the removal of the pay phones. Possibly more hallway phones may be needed. **ACTION:** Dave was asked to work with Terry McCauley to identify the placement of the hallway phones recently installed and give that information to Andy Hillberry.
- 4.2 Health and Safety Update – Terry McCauley distributed the power-point from URS on the EH&S audit that was completed. Public meetings will be held on all of the campuses for information/discussion purposes. It was suggested that maybe Michael Schmidt could come to CASC at a future meeting to give a thorough Health & Safety update.

- 4.3 ID's for Adjuncts – Terry stated that about October Royal Oak/Sifd. Will be the test sites for issuing ID to adjuncts. It is a picture ID but cannot be used to get into lots or for library uses. A question was raised as to what categories of adjuncts were identified. **ACTION:** Terry will e-mail Romaneir Polley to request that information and update CASC.

OTHER BUSINESS

- 5.1 Electronic Timesheets - The Council discussed the future use of electronic timesheets. A conference call is planned with the sales representative. Sharon Converse will prepare a set of advance questions for the sales representative. **ACTION:** Gail will update CASC as to the outcome of the conference call.
- 5.2 New Copiers – Gheretta stated that as the new copiers are being rolled out, they will not have coin boxes. Card readers will be put on instead and prepaid cards will have to be purchased by users and reloaded as necessary.
- 5.3 Cost Savings Issues – Gheretta stated that she was preparing a report for a cost savings item as it relates to printing in labs (i.e. volume, equipment concerns). Dave Dunshee stated that Mary Anne Sheble is currently working on a RFP for the libraries. A question was raised as to the how many other cost saving recommendations had been received through the budget process. **ACTION:** Mr. Brantley will ask Jessica Baughman to prepare a spreadsheet of the cost saving recommendations submitted to date and forward them him. They will be on the agenda for the next CASC meeting.
- 5.4 Business Office Coverage – Gail Pitts stated that a draft is being prepared to be sent to Classified Staff for over-time to provide back-up help in the business offices. She wanted to public acknowledge Carla Mathews for supporting idea and agreeing to allow Enrollment Services staff to provide assistance.

FUTURE AGENDA ITEMS

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,
Jackie Boughner