

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, August 21, 2001
District Office, Board Room

MINUTES

CALLED TO ORDER BY: Clarence E. Brantley

TIME: 2:10 p.m.

Present

Bugay, David P
Cherewick, Daniel
Harrison, Ernest A.
Ingram, Anthony
Pitts, Gail
Schmidt, Debbie
Self, Jerry
Wersching, Jean

Absent

Harris, Gheretta
Kendall, Elizabeth
May, Gordon

NEW BUSINESS

Action Items

1.1 CASC Minutes

The minutes of the May 15, 2001, College Administrative Services Council, were accepted as submitted.

OLD BUSINESS

Action Items

3.1 College Closing Procedure

Mr. Brantley provided an overview of the procedure being developed to address the emergency opening and closing process of the College. This policy and procedure would cover situations such as tornado warnings, snow emergencies, etc., and would provide a plan for immediate notification to all staff and students in the event of imminent danger.

3.2 College Security Review Update

The report distributed by the College Security Subcommittee was reviewed and comments were received regarding the format of the report and whether the report met the charge established by the CASC.

Following discussion, it was requested that the College Security Task Force reconvene to further develop the current report, reformat areas of the report against the list of objectives, and provide additional information on the current level of security at the College.

ACTION: Motion was made to allow the College Security Task Force additional time to revise the current College Security report to address issues listed above. Final report is expected at the CASC meeting to be held in January 2002.

3.3 Guidelines for Personnel Receiving Telephones, Electronic Calendars, and Laptop Computers

No report.

3.4 Disaster Plan Development and College Evacuation Plan

No report.

3.5 Computer System Passwords

Dr. Harrison stated that Human Resources continues the current method of supplying information to ITS for employees who have departed from the College. This current method will continue to be utilized during implementation of the Datatel system. Once the Datatel system is fully operational, a procedure will be developed for adding and deleting staff information and passwords, including temporary staff access.

ACTION: Dr. Ernest A. Harrison and Jean Wersching to develop procedure for allowing system access to the College computer system for new employees and for the removal of access to departing employees.

3.6 College Business Travel Guidelines

Mr. Brantley presented comments and suggested revisions, received from Chancellor's Council, to the draft of the College Business Travel Guidelines.

Following review of comments, it was requested that the draft of the College Business Travel Guidelines be revised based on Chancellor's Council comments regarding Section V, Expenses Paid in Advance; Section V(C), Individual Claim for Reimbursement; Section V(G), Meals, including the addition of Chicago as a high-cost urban area; and Section V(J), Transportation to/from Airport, Train Station, Bus Depot at Destination.

ACTION: Gail Pitts to revise document and forward to Chancellor's Council for review. Upon review and approval by Chancellor's Council, final guidelines to be distributed to all staff.

2.1 Copyright Indemnification

Information was recently given at the Summer MCCMRA conference regarding copyright risk management issues. Information will be forwarded to Gheretta Harris for review by the subcommittee developing guidelines related to copyright issues.

ACTION: Gheretta Harris to establish a subcommittee to develop guidelines related to copyright issues and for approval by the College Administrative Services Council.

Mr. Brantley further requested that the College's risk management contact, Jackie Boughner, investigate the liability issues related to copyright laws and determine whether the College has insurance to cover this type of liability or whether it is necessary to have this type of insurance.

DISCUSSION/REPORT ITEMS

4.1 Budget Committee Update

Gail Pitts reported that the District Office budget is to be finalized at the end of the current week. Entire College budget allocations expected to be finalized by the end of the following week.

Memo from the College Budget Committee regarding, Statement of Use of Lab Fee Revenue, was presented for review by the CASC. Budget Committee statement provides for clarification and standardization for use of lab fee revenue.

Following discussion, it was requested that Gail Pitts and Clarence Brantley review current budget language to determine whether appropriate verbiage to be used is *lab fees* or *course fees*.

ACTION: MOTION was made to revise the second listed item to read: "maintenance and repair services

(not purchases) of laboratory and classroom equipment, including computer *equipment*.” Following determination of appropriate verbiage, document to be forwarded to the College Planning Council for review and approval.

4.2 **Employee Checklist and Employee Exit Interviews**

No report.

4.3 **Cellular Phone Fan Out Procedure**

Jerry Self distributed a draft procedure for review by CASC members.

Following discussion, it was suggested that a contingency plan be included in the event that the College’s electronic mail system is not functioning due to telephone line outages. Also, it was suggested that this procedure be reviewed with Dave Adams, Marketing, to ensure that telephone operators are aware of this procedure and their duties as first line contacts during a phone emergency.

Jean Wersching will also have document reviewed with ITS staff for their comments and suggestions.

ACTION: Mr. Brantley and Jerry Self to provide language modifications and finalize cellular phone fan-out procedure document. Final revised document is to be forwarded to Chancellor’s Council for review and approval.

4.3 **College Support System Update**

Jean Wersching reported that a plan is being set for implementation of the Human Resources and Payroll system, but timelines have not been established. Currently, the Student Systems Module is being tested to run thorough an entire student conversion. Test run of the Student Systems Module expected to be completed by October 1, 2001.

4.5 **Child Care Centers (Child Development Centers)**

Mr. Brantley reported that at a recent Chancellor’s Council meeting, it was requested that the CASC gather factual materials on outsourcing options as information only to assist in identifying effective and cost-efficient child care services to best meet the needs of the College student population. This information is to be provided through a request for proposal method.

Mr. Brantley noted that there was no discussion regarding the elimination of child care services, and it was agreed that the College should continue to provide affordable child care services for students.

ACTION: The subcommittee established to review Child Care Center services will disband until further information is made available through the RFP process. The CASC will then provide a clear charge to the subcommittee to assist in identifying service levels, general structure, and budget responsibilities of the College child care centers.

4.5 **Health and Safety Committee**

Debbie Schmidt provided information on activities of the Health and Safety Committee. Discussion is being held regarding uniform signage to be used throughout the College for tornado shelter information and other emergency information. Options for dissemination of emergency information is also being discussed on whether to include this as part of the OCC Infomart and/or possibly issuing a newsletter. The Committee is also reviewing compliance with MIOSHA regulations and comparing those issues with other academic institutions.

ACTION: The Health and Safety Committee to provide findings for review by the CASC in determining follow-up and final resolution to findings of any MIOSHA assessment

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Sylvia Velasquez