



**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Tuesday, June 18, 2002  
District Office, Board Room

**MINUTES**

Meeting called to order by: Clarence E. Brantley

Time: 2:00 p.m.

Present  
Bugay, David  
Cherewick, Daniel  
Harris, Gheretta  
Ingram, Anthony  
Kendall, Elizabeth  
May, Gordon  
McCauley, Terry  
Pitts, Gail  
Self, Jerry  
Wersching, Jean

Absent  
Harrison, Ernst  
Schmidt, Debbie

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**NEW BUSINESS**

Action Items

- 1.1 Approval of Minutes  
The minutes of the March 19, 2002(Corrected) and May 21, 2002 College Administrative Services Council were approved.

Discussion/Report Items

- 2.1 2002-2007 College Goals  
The above goals were discussed. Mr. Brantley asked the council members to review these goals and to consider what role the CASC could play in the accomplishment of these goals. Suggestions should be put in writing and forwarded via e-mail to Jackie Boughner for discussion at a future meeting. Mr. Brantley further stated that the College Planning Council has been charged with preparing an implementation plan of how the goals are to be accomplished and moving them down from CPC into the various departments within the College. Mr. Brantley will update the Council as progress reports occur.
- 2.2 Diversity  
Mr. Brantley asked for additional feedback from the CASC on the film viewed at the May 21<sup>st</sup> meeting. Comments were that it was a very powerful movie that diversity is an issue that needs to be addressed on a daily basis that the mentoring program at OCC needs to be reevaluated to better train mentors and include all employee groups. Mr. Brantley stated that the Diversity Committee grew out of interested individuals from the various campuses and those committees mostly organized various events throughout the year, but institutionally the practice of diversity has not had a serious impact. He distributed a copy of a monthly newsletter (Managing Diversity) and addressed some of the items in the newsletter outlining the many incorrect assumptions concerning diversity. The next step will be for the CASC to review and discuss the section on "Action Steps for Employers." CASC can then develop their own action plan for integrating diversity into their departments. This topic will remain on the agenda each month and CASC members are encouraged to bring forth any other recommendations they feel would be worthwhile.

**OLD BUSINESS****Action Items**

- 3.1 College Closing Procedure  
Report currently in “draft” from. Mr. Brantley and Terry McCauley will discuss and Terry McCauley will prepare final written procedure for CASC review.
- 3.1.1 Mail Services Proposal  
Gheretta Harris gave an update on the mail services proposal and again stated that the hope is to have transition documents (guideline, policies and procedures) completed by November 2002. She distributed two charts showing 2002-03 Estimated Datatel Print Volume and discussed them with the council. They just dealt with output piece and that there is the need for it to be recognized as efficiency issue. Just the areas coming out of Colleague are covered in Summary. The Council gave its support on the “concept” and it will be moved forward to Chancellor’s Council once the written overview is completed.
- 3.1.2 Asset Disposal/Transfer Form  
Gheretta Harris distributed “revised” Asset Disposal/Transfer form and discussed it with the CASC. It will also function as a “work order” to get the assets disposed of or transferred. Procedures or “work instructions” will be printed on the back of form. CASC approved the form in “concept” contingent that the “final form” and appropriate procedures will be completed before going to Chancellor’s Council in July. She will also bring “final form” back to the CASC.
- 3.2 College Security Review Update  
The CASC recommendations were taken to Chancellor’s Council. The implementation plan was given to Terry McCauley for his review and to develop a departmental action plan. Terry McCauley will update CASC once that action plan has been finalized. Also, as a side issue, an Action Report and Resolution will be taken forward for the Board of Trustees to formally form its own Public Safety Department and swear in its own public safety officers. Formal action will be taken at the July 15, 2002 Board Meeting.
- 3.3 Guidelines for Personnel Receiving Telephone, Electronic Calendars, and Laptop Computers  
CASC agreed to accept “Draft” as written guidelines removing the grid. Gheretta will revise document and redistribute. Jean Wersching will take back the charge to the IT department to form a sub-group to develop the necessary processes, procedures, and forms. This piece will be tied to the computer replacement policy. Gheretta Harris stated that Purchasing would work with the IT staff to develop the initiating/authorization/and tracking of the Cell Phone piece. Final form of all documents will be brought back to the CASC for review before going to Chancellor’s Council.
- 3.4 College Emergency Response Plan  
Terry McCauley stated that the oversight committee has met and a few more assignments were given to staff. A couple more meetings will be needed before the final document is ready for distribution to College community.
- 3.5 Business Resumption Plan  
No report given at this time.
- 3.6 User Account Procedure  
Jean Wersching presented a “draft” flowchart showing Network and User Account Generation for new full-time employees in Colleague. This is her team’s first attempt at showing how a new employee gets into the system, gets trained and is given ID’s. The Council discussed the document. Many issues remain: who should create personal record into Colleague; employee official “start date”; who defines training needed; signature of appropriate module leader “owning security class”; HR critical piece to enter (create) personal record, etc. Jean stated that her team would attempt to further address these issues and give an update at the next meeting.

- 3.7 Copyright Indemnification  
No report given at this time. Jerry Faye will be contacted to obtain a copy of “draft” document.
- 3.8 Travel Expense Processes and Guidelines  
No report given at this time. Beth will bring back to CASC at next meeting.
- 3.9 Key Access Card Issuance Procedure  
Jackie Boughner distributed proposed procedure and form in May. CASC members voted on-line and approval was given to form and procedure. However, the implementation plan for the transferring of this function to Public Safety still needs to be finalized. The Council will be kept updated.
- 3.10 Document Approval Process  
Jackie Boughner distributed proposed procedure and form in May. CASC members voted on-line and approval was given to form and procedure. Jackie Boughner will work with Vice Chancellor Brantley on taking form and procedure forward to Chancellor’s Council.

### **Discussion/Report Items**

- 4.1 Budget Committee Update  
Mr. Brantley stated that the process has begun to load the budgets, adjusting them downward, since the Board of Trustees did not approve a tuition increase. This results in a loss of \$687,000 for this year alone and a total of \$7,600,000 over the next 10-year period. He also stated that there is a potential for a State shortfall, which could result in further decreases in revenue. The option for the Administration to go back to the Board at mid-year (Dec.or Jan.) is being explored.
- 4.2 Employee Checklist and Employee Exit Interviews  
No report given.
- 4.3 College Support System Update  
Mr. Brantley stated that meetings are on going to appoint a management team to deal with changes in the Datatel system and manage on an on-going basis. The hope is to have a group in place by August 1, 2002. He further stated that the Board of Trustees did approve an additional allocation.
- 4.4 Health and Safety Committee  
The Request For Proposals for consulting services have been sent out and responses are due back. Proposals will be reviewed and a consultant will be hired. Terry McCauley will provide status report to CASC.
- 4.7 Group Tour Tracking Form  
Jerry Self stated that this was a 6-month “pilot” procedure and form to assist facilities managers, recruiters, counseling and public safety or any department that frequently gives tours. He will keep the CASC updated.

### **OTHER BUSINESS**

None

### **FUTURE AGENDA ITEMS**

None

Meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Jackie Boughner

Jackie Boughner