



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, September 24, 2002

District Office, Board Room

MINUTES

Meeting called to order by: Clarence E. Brantley

Time: 2:00 p.m.

Present

Harris, Gheretta
Ingram, Anthony
Kendall, Elizabeth
May, Gordon
McCauley, Terry
Pitts, Gail
Schmidt, Debbie
Self, Jerry
Wersching, Jean

Absent

Cherewick, Daniel

NEW BUSINESS

Action Items

- 1.1 Approval of Minutes
The minutes of the June 18, 2002 Administrative Services Council were approved.
- 1.2 2002-2007 College Goals/Evidence of Accomplishing the Goal
Mr. Brantley distributed copies of the College's Goals and Objectives for 2002-2007, which now included action steps to be taken to show "**evidence**" of how the goal is to be accomplished. Chairman Brantley stated that he would keep them informed as he receives updates from College Planning Council.
- 1.3 Clarify and Rewrite the Charges of all CASC "Action Items" in a Standard Format.
To clarify charges to the various "action items", as the issues are discussed, the charges will be restated. Formats will be looked at and samples brought to a future meeting.
- 1.4 Prepare a Budget Informational Presentation Piece
Mr. Brantley stated that he added this item with the intent to formulate a formal process for future presentations showing the process the College goes through to build the budget. Initially, the group will use this year's budget showing its various components and their development.
ACTION: The College Budget Committee will be given this project. Beth Kendall will set up preliminary meeting to include Mr. Brantley to discuss development of project.

CHARGE: The Budget Committee will: (1) Develop a well-written overview to stand on own explaining the process used to develop the budget from beginning to end, (2) Prepare a graphic (power-point) presentation to take to the College community with "live examples", (3) Develop timeframe for development of process and for presentations to the College community and (4) Mr. Brantley, Beth Kendall and Campus Business Managers will participate in all presentations.

Discussion/Report Items

2.1 Diversity

“Action Steps for Employers”(excerpted from PERSPECTIVE) was distributed to Council. Mr. Brantley asked to members to examine these steps to determine if we can as a council do something related to these items to help move the College to address diversity. Some comments were: (1) Current training at College more for development than addressing career planning and management, (2) From a “Management standpoint” there is no evaluation process or performance-management strategies to train managers, (3) No adaptable work environment (job-sharing) and (4) Every employee needs to make a commitment to value diversity in the workplace.

ACTION: Council members are to provide a list of “experts” or “seminars” they are aware of and feel would be insightful to Council or for referral to PDTC. This item will be kept on the agenda. Also, Beth Kendall will bring in a short video for the next meeting.

OLD BUSINESSAction Items

3.1 College Closing Procedure

The Closing Procedure (excerpted from the College Emergency Response Plan) was distributed to Council for information. Also distributed were responsibilities of “Closing Coordinator”. Barry Matthews will act a “Closing Coordinator” for this year. ACTION: Terry McCauley will ask Barry and President to “test” procedures. Also, Jean Wersching will review IT “main numbers” from the standpoint of continuation of service in an emergency.

3.2 College Security Review Update

Terry McCauley stated that the Security Data Collection Committee has received “findings” report from Institutional Resources from surveys conducted of students, faculty and staff. Reports from vendors who did site reviews will be forthcoming. The committee is working on development of report and will present it to the Council upon its completion.

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

CASC agreed to accept written guidelines removing the grid. Gheretta will revise document and redistribute. ACTION: Jean Wersching will bring “first draft” of scope and procedures on issuance of Cell Phones, PDA’s and Computer Replacements. Gheretta Harris stated that Purchasing would work with the IT staff to develop the initiating/authorization/and tracking of the Cell Phone piece.

3.4 College Emergency Response Plan

Terry McCauley stated that the final document to be distributed to the College community would be brought to the next CASC and distributed to the Council for their information.

3.5 Business Resumption Plan

Terry McCauley stated that the group is scheduled to meet on the 25th to begin work on the plan. He will provide progress updates to the Council.

3.6 User Account Procedure

Jean Wersching presented a Preliminary Report Summary to Council showing who was involved in process and purposes of project. She stated that the whole process is not well defined. Discussion followed with the Council. ACTION: Jean Wersching and “team” will attempt to further define these issues and develop “implementation steps” to be followed and bring update back to October CASC meeting.

3.7 Copyright Indemnification

No report given at this time. Awaiting information from Gerry Faye.

3.8 Travel Expense Processes and Guidelines

Beth Kendall distributed the Travel/Expense Processes and Guidelines developed by the subcommittee and discussed them briefly with the Council. ACTION: Council is to read handout and be ready to discuss them

(item by item) in detail at the October meeting.

3.9 Mail Services Proposal

Gheretta Harris stated that there was no new activity and that she will provide an update at the November meeting.

3.10 Asset Disposal/Transfer Form

Gheretta Harris distributed “sample” of Asset Disposal/Transfer form and “instructions” to be printed on the back of the form. She stated that this form will also function as a “work order” to get the assets disposed of or transferred. CASC approved the form and the item will be removed from the agenda.

Discussion/Report Items

4.1 Budget Committee Update

No report given.

4.2 Employee Checklist and Employee Exit Interviews

No report given. This item will be temporarily removed from the agenda. Mr. Brantley will check on representation from Human Resources on the CASC.

4.3 College Support System Update

Mr. Brantley stated that we are into the 3rd fiscal year with the Datatel system and that a Data Management Team has been formed to oversee how the College community uses the system, to trouble-shoot any problems and to keep the system current.

4.4 Health and Safety Committee

Terry McCauley stated that a consultant has been hired to come in and do a full program review. District Office, Pontiac Place and Pontiac Center will be included in the review. The expectation is to build an “action plan” to address problems and to ensure compliance to all State and Federal program requirements. ACTION: Terry McCauley will provide update to CASC.

4.7 Group Tour Tracking Form

Jerry Self stated that the campuses are not using the form; therefore the item will be removed from the agenda.

OTHER BUSINESS

5.1 Mr. Brantley stated that he would issue to the College community as to the make-up of the College Administrative Services Council.

FUTURE AGENDA ITEMS

6.1 Beth Kendall will share a video on Diversity with the Council.

Meeting was adjourned.

Respectfully submitted,

Jackie Boughner _____

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