



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, November 16, 2004
District Office, Guest House
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 2:00 PM

Present

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

Absent

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

I. Presentations/Special Guests – None

II. Meeting Focus Items (see below)

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The October minutes were approved as presented. It will be noted that Beth Kendall is on medical leave.
- 1.2 Powered Grounds keeping Equipment Program- **approved**
- 1.3 Safety Equipment Management Program- **approved**
- 1.4 Laser Safety Program – **approved**
- 1.5 Spill Prevention Control & Countermeasure Plans(AH, HL & OR)– **approved**
- 1.6 Tractor Safety Program – **Lodged and will be presented for approval at the next meeting**

Discussion/Report Items

- 2.1 Mandatory lock-downs for all IT equipment.
The Council discussed this issue. Terry McCauley stated that Public Safety is working with the affected sites and have made recommendations to better secure equipment and/or areas. He will notify Bob Montgomery of their recommendations. As a Council, CASC would like the record to reflect that as a college-wide recommendation, lock-downs will be purchased for all IT

laptops and appropriate media equipment. Also, that appropriate internal procedures be issued to ensure that they are installed with the equipment. The Council asked Dave Dunshee to take this item forward for discussion with IT staff and report back to CASC.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No information
- 3.2 Budget Update – C. Brantley informed the group that he is virtually starting to prepare the 05-06 Budget. He hopes to have the preliminary figures for General Fund revenue and expenses by December. He will be working with the Campus Business Managers to develop a budget document for future “road shows” at all sites.
- 3.3 Business Continuity Plan – T. McCauley suggested the document be reviewed in detail at a future meeting.
 - **Action: Place on a future agenda as a “Focus Item” for detailed review. It will also be reviewed in relationship to space needs at District Office and associated costs of implementing the plan.**
- 3.4 Copyright Indemnification – Merge w/Academic Services Team – C. Brantley stated that this was discussed briefly at Chancellor’s Cabinet and he will provide update to CASC at the next meeting.
- 3.5 Standard Format for Charges for CASC Action Items – G. Harris distributed a draft document for the group’s consideration. It was suggested that an example be attached and that using the “food service” charge would be a practical example. Some wording changes were discussed. The “Objective” will now read: “What is the purpose of this project? What are we trying to accomplish?”. No change in “Scope of Work”. “Deliverables” will read: “What should be submitted in support of the conclusions and/or recommendation? (Historical detail, analysis, implementation timelines, etc...” No change in “Timeline”.
 - **Action: Revised form will be attached to each CASC agenda.**
- 3.6 Food Service Operations Review – Chancellor’s Cabinet Update - After some discussion about the college-wide review, G. Harris will revise charge into newly approved format and resubmit to Mr. Brantley to take back to Chancellor’s Cabinet for clarification. G. Harris will also bring to CASC for update. The O.R. pilot project was discussed and G. Harris informed the council that a contractor will have service in there by Jan. 4th. This item will be removed from agenda.
 - **Action: Place on next agenda for update.**
- 3.7 2004-2005 Cost Reduction/Revenue Generation Recommendations – C. Brantley distributed the “approved” and “not approved” lists to the council. He will work with C. Rush to assign a Chancellor’s Cabinet officer to oversee each recommendation. He will take revised list back to Chancellor’s Cabinet for review. CASC members will be sent a copy of revised list. Mr. Brantley further stated that a communication will be drafted and sent to the college community informing them of the finalized list. This group also discussed options regarding frequency and nature of recommendations to be accepted.
 - **Action: The group agreed that the recommendation from CASC to the Chancellor’s Cabinet will be to receive suggestions continuously. The process on how to submit suggestions will be rolled into the campus budget presentations.**
- 3.8 Security Report – Terry McCauley distributed scheduling charts of officers and explained the rationale for how these hours are scheduled and how they relate to student counts. The council discussed these issues.

- **Action: The Security Report will be kept on the agenda as a focus item for the next meeting.**

Discussion/Report Items

- 4.1 College Support System Update – Dave Dunshee reported that registration started on Nov. 8th. He stated 20% activity on the 1st day and 80% the remaining days. It still is a somewhat painful and slow process. An IT ad hoc committee is reviewing the critiquing the process for improvements.
- 4.2 Health and Safety Update – Terry McCauley reported that the T.B. Notification Procedure has been completed. Health & Safety procedures will continue to be sent for review until we are fully compliant in all programs.
- 4.3 ID's for Adjuncts – Terry McCauley stated that they are doing a pilot at Royal Oak and Southfield and he distributed samples of the I.D. cards (they are vertical instead of horizontal).
 - **Action: T. McCauley will update the group on the pilot program in a few months.**

Future Agenda Items

1. College Identity Standards – C. Brantley stated that Graphics has updated the procedures for developing forms, etc., and that the revised procedure book is currently being reviewed by Dave Adams and will hopefully come to CASC in the near future.

The meeting was adjourned at 4:35 pm.

Respectfully submitted,
Jackie Boughner