



OAKLAND
COMMUNITY
COLLEGE

COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, January 18, 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, Tony
Matthews, Carl
McCauley, Terry
Pitts, Gail
Rush, Cathy
Ston, Mary

Absent

Kendall, Beth (on leave)
Schmidt, Debbie

Guest

Adams, Dave

I. Presentations/Special Guests – Identity Standards

Dave Adams presented the updated college Identity Standards to the Council. He stated that it was prepared by Graphics, incorporated web-site changes, revised to be more general and more clearly define the college's logo. Also, it not includes the logo registration mark. Once the standards are approved, they will be put on Info Mart. Mr. Brantley thanked Dave Adams for the presentation.

ACTION: CASC approved standards with some very minor changes and Mr. Brantley will take as an "Informational Piece" to Chancellor's Cabinet. Mr. Brantley will notify Dave Adams when process is complete. The Council also discussed the Procedures for Forms & OCC Forms Process previously presented by Michelle Kersten-Hart at the 3-M meeting. These procedures were drafted in an effort to show the approval process for the flow of forms. Graphics has been appointed "gatekeeper" for the forms process to assure adherence to image guidelines. Also, Webmaster will not put anything on web without Graphic's prior approval. **ACTION:** Jackie Boughner will clarify with Michelle form number designations (ADS, BUS, etc.). The parenthesis will be removed after BUS and ES designator, and the "revision date" added. With changes made, Council approved moving on the Chancellor's Cabinet for their review.

II. Meeting Focus Items (see below)

1. Security Report

The Council continued their review of the security report. New campus shift charts showing midnight coverage to bridge current gap, as well as revised overall staffing chart was distributed. Other clean-up issues were also discussed. **ACTION:** Terry McCauley and Jackie Boughner will work on clean-up issues and an updated copy will be sent to CASC for review

and comments. CASC approved report and Mr. Brantley moving this item forward for Chancellor's Cabinet review. Mr. Brantley will update CASC on the results of Chancellor's Cabinet review.

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The November minutes were approved as presented. It will be noted that Beth Kendall is “on leave”.
- 1.2 Tractor Safety Program – **ACTION:** Approved and item will be sent on to Chancellor's Cabinet for comments/review.
- 1.3 Imminent Danger Procedure - Terry McCauley discussed with the Council the proposed procedure. It was drafted in response to issues either discovered by Michael Schmidt or brought to his attention. This procedure will keep all affected parties notified as remedial steps are gone through. Some suggestions were: Tie to appropriate Board Policy, specify Environmental Health & Safety in procedure title, add box to flowchart for Employee/Supervisor(duty to notify), and add HR as a contact. **ACTION:** Terry will effectuate changes and send to CASC for final review/approval via e-mail. Item will then be moved on to Chancellor's Cabinet for review.
- 1.4 Employee Exit Check List – Cathy Rush distributed and discussed this item with the Council. The checklist was drafted to ensure that all college- owned equipment was returned and security issues (keys, ID card, etc.) were addressed when an employee leaves the college. A few suggested changes were recommended (i.e. Addition of “employee acknowledgement”, revision date). The form designator (HR or BUS) will also be reviewed with graphics. **ACTION:** Cathy will make revisions and the form will be e-mailed to council members for final review/approval. Item will then be moved on to Chancellor's Cabinet for review.
- 1.5 Travel Procedures (Flight Bookings)- Mr. Brantley stated that this issue had been brought to his attention through an e-mail from Gail Pitts. In an effort to not have the College charged \$35 per booking by American Express, the current process is to have employees book their own trips and seek reimbursement after returning from their trips. This has resulted in employees having to expend personal funds for college trips prior to going on the trip. The Council discussed this issue and it was agreed that employees should not be penalized by have to expend their own funds well in advance of a trip.
- 1.6 **ACTION:** Gail Pitts will form a task group to review revising the College's travel policy to ensure employees are not expending personal funds for college trips. She is to update CASC at the next meeting.
- 1.7 Electronic Marquee (added to agenda) –Mr. Brantley asked that this item be added to the agenda. It has come to his attention that students would like better and faster communication of events, closings, dates, etc. happening on the various sites. He asked the council to reconsider the concept of an electronic marquee. From a student service side, the council felt it would be beneficial, however, it was felt that more information was needed (what are the issues, what the college feels they need to communicate and how to best communicate the information). **ACTION:** A cross-functional team will be formed to review the issues and report back to CASC. D. Dunshee, C. Matthews, T. Ingram will draft a charge and identify committee to start process. They will update CASC at a future meeting.

Discussion/Report Items

- 2.1 Mandatory lock-downs for all IT equipment.
Dave Dunshee stated that he spoke to Bob Montgomery and that the practice is that equipment is being locked down on the campuses. There is however no specific rules for laptops.

ACTION: Dave Dunshee will work with IT staff to look at options and draft procedures and then report back to CASC.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update.
- 3.2 Budget Update – C. Brantley informed the group that he, Jessica Irwin and the Business Managers are making budget presentations on the campuses. A schedule of dates and times has been communicated to the college community.
- 3.3 Business Continuity Plan – It will be the focus for the next meeting. CASC members are to read Executive Summary and full plan previously distributed and be ready to discuss.
- 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
ACTION: Revised form will be attached to each CASC agenda. - Item will be taken off agenda.
- 3.6 Food Service Operations- Orchard Ridge –
Gheretta Harris stated that the operation opened in "J" Bldg. the week of Jan. 10th and that she is getting a lot of positive feedback. **ACTION:** Item will be taken off the agenda.

- 3.7 2004-2005 Cost Reduction/Revenue Generation Recommendations –
Mr. Brantley stated that the list of "approved" recommendations was sent to CASC with showing the assigned Chancellor's Cabinet officer to oversee each recommendation. Mr. Brantley further stated that a communication will be drafted and sent to the college community informing them of the finalized list. The council also confirmed the frequency and what process will be followed regarding how 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.

Discussion/Report Items

- 4.1 College Support System Update – No report.
- 4.2 Health and Safety Update – Terry McCauley thanked the group for their continued support on EH& S procedures.
- 4.3 ID's for Adjuncts – No report on pilot at Royal Oak and Southfield
ACTION: T. McCauley will periodically update CASC on the pilot program.

Future Agenda Items

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Jackie Boughner