



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, February 21, 2006
District Office, Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 PM

Present

Brantley, Clarence
Baughman, Jessica
Cham, Kathleen
Dunshee, Dave
Ingram, Anthony
Mathews, Carla
McCauley, Terry
Pitts, Gail
Rush, Cathy

Absent

Vollbach, Michael
Kendall, Beth (on leave)
Cherewick, Daniel
Harris, Gheretta

I. Presentations/Special Guests – None

II. Meeting Focus Item - None:

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The January 17, 2006 minutes were approved.
- 1.2 College Creation of Student E-mail Accounts – Dave Dunshee stated that a survey was done and approximately 85% of students have a computer at home, 15% don't. Also, 2/3 of students currently have e-mail addresses on file. He further stated that he went back through documentation of a previous review team. Some observations were: Faculty need paper so they would have information mailed to them and also get on-line; there is a need for a clear planning process for issues; there is a need for better communication/marketing to students. **ACTION:** Dave Dunshee will draft a clear charge for CASC to review. He will also develop a communication piece to be put on the college web site outlining how students can communicate with the College via e-mail.

Discussion/Report Items

- 2.1 Cost Savings Recommendations-Chancellor's Cabinet Update – Mr. Brantley stated that the updated list of recommendations that came forth have gone through CASC and Chancellor's Cabinet review and approval will be put on Info Mart for the college community to see. The Council also agreed to review the last two year's lists for any outstanding issues at the next Chancellor's Cabinet Operational meeting. It was also agreed by Council that they should look at their own functional areas to identify where savings could be made. **ACTION:** Jackie Boughner will send the last two year's final report of cost savings recommendations to Pam Kramer to be put on the Chancellor's Cabinet agenda. Jackie will also contact Judy Yerkes to make sure the last two years and the current year's cost savings recommendations are put on Info Mart.
- 2.2 Discount Scholarship for Military Personnel – Mr. Brantley stated that the question was raised at Chancellor's Cabinet whether the National Guard fell under one of the other armed forces. Carla Mathews stated she would check into that. It was agreed that the discount scholarship would be global

even to active military stationed abroad who wish to take classes at OCC. It was also agreed that the discounts would extend through the end of the semester for which they were registered. Gail Pitts verified that currently all revenue is recorded as out-of-district then a scholarship waiver is issued. **ACTION:** Carla Mathews will make any necessary “clarification changes” then e-mail a revised copy to CASC members and Jackie for file.

- 2.3 Electronic Communication for Students (Kiosk) – Nothing new to report. **ACTION:** Mr. Brantley will endeavor to meet with Dave Adams to discuss getting this subcommittee started on the review of this issue. He will report back to CASC.
- 2.4 Business Continuity Plan – Terry McCauley discussed with the Council the outstanding issues and assignments as outlined in the Summary and Spreadsheet. Mr. Brantley gave an overview of the history on the process and a recap of the experiences of Northwestern College after a fire. The Council agreed to move forward with outlined assignments and training of site representatives. **ACTION:** Terry McCauley and Jackie Boughner will: 1) separate assignments into two groups- Recurring and Action items, 2) Convene the BCP review committee to develop a training piece and develop a process to assist site representative in developing their component piece. Terry will provide periodic updates to CASC on progress.
- 2.5 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – Council had some conversations on how to handle Personal v College property (i.e. what employees should be allowed to bring in to workplace, process of how to give property to College, and the timeframe for removal of personal effects). Since this issue is so broad, it was agreed that a separate committee should look at and report back to CASC. **ACTION:** Cathy Rush will chair committee and seek volunteers. Tony Ingram agreed to serve on committee.
- 2.6 Electronic Timesheets – Gail Pitts stated that Sharon Converse, Dave Dunshee and Bee Chen and web advisor group are still working on this issue. **ACTION:** Gail Pitts will share details of plan with CASC at March meeting.
- 2.7 *Added Item- Record Retention/Document Imaging - Cathy Rush raised the question that she was not sure who was working on this issue. The issue resurfaced as part of the on-line registration process. Discussion followed. Based on the presentation which was done approximately a year ago, it was determined that the greater need was in Enrollment Services, Human Resources and Financial Services. It was agreed that for now the focus should be on document imaging. **ACTION:** A committee of: C. Mathews, T. Ingram, D. Dunshee, G. Harris, K. Cham, C. Rush(or designee)and G.Pitts(or designee) will explore options and develop a plan and report back to CASC.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update. **ACTION:** Cathy Rush will provide the “draft” document for CASC’s review.
- 3.2 Budget Update – C. Brantley informed the council that presentations are being made on all the campuses with DO and OR being done. Final appropriation figures have not been received from the State; however, he is still anticipating a reduction. **ACTION:** He will keep CASC updated.
- 3.3 Copyright Indemnification– Merge w/Acad. Services Team – No update. Mr. Brantley stated that this issue started seeking guidance regarding faculty request to copy, package and sell materials to students in the bookstores. **ACTION:** This issue will be revisited by CASC. Gheretta will be asked to spearhead this initiative.

Discussion/Report Items

- 4.1 College Support System Update – Dave Dunshee stated that a set of patches will be going in on Sunday March 5; Financial Aid can to accept on-line applications from the Federal Government; Testing is going pretty well; and registration will start on March 13.
- 4.2 Mandatory Lock-downs for all IT Equipment – Dave Dunshee stated that he believed the committee was moving forward. **ACTION:** Dave Dunshee will keep CASC updated and inform them of the final products chosen.
- 4.3 Health and Safety Update – Terry McCauley handed out a Health & Safety Status Report from Michael Schmidt and discussed it with the Council. He stated that Health & Safety now has its own web-site.

There is also a newly created Imminent EH&S Danger Program.

- 4.4 ID's for Adjuncts – Terry McCauley stated that there was nothing new to report and no new assignments on his part. **ACTION:** Gheretta will look at exploring options for combining this function with the copy cards. She will provide CASC with an update.
- 4.5 College-Wide Food Service Committee – Clarence Brantley stated that there was no update; however, they are starting to look at how food could be provided around the College (i.e. Café style, formal food service, outside vendors, etc.). These are issues that will be addressed by the sub-committee and that they now have a full committee and that a recurring meeting schedule will be developed. **ACTION:** Gheretta will provide CASC with periodic updates.

OTHER BUSINESS

- 5.1 Appropriate Computer Use Flyer – Terry McCauley distributed copies of the finished “flyer”. He stated that he is working out the final distribution process is being worked out and the cost center accounts to be charged.

FUTURE AGENDA ITEMS

- 6.1 Exploration of avenue for task forces to Councils.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Jackie Boughner