



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, January 15, 2008
DO Board Room
MINUTES

CALLED TO ORDER BY: Gail Pitts

TIME: 3:00 p.m.

Present

Baughman, Jessica
Boughner, Jackie
Crews, Lloyd
Dunshee, Dave
Harris, Gheretta
Mathews, Carla
McCauley, Terry
Pitts, Gail
Rush, Catherine

Absent

Cham, Kathleen
Cherewick, Daniel
Ingram, Tony
Ston, Mary

I. Presentations/Special Guests **None**

II. Meeting Focus Item **None**

III. Ongoing Items:

New Business

Action Items:

1.1 Approval of CASC Minutes

The October 16, 2007 minutes were approved with corrections.

1.2 Comprehensive Facilities & Maint. Mgt. Software – (D. Cherewick)

No update.

Discussion/Report Items:

2.1 Electronic Communication for Students – (L. Crews)

Lloyd Crews states that Chancellor's Cabinet had requested that various providers (Yahoo, Google, MSN) be surveyed. The recommendation to use Google was accepted and the issue is now at the contract review stage, therefore the preliminary work has been done. **ACTION:** The recommendation to use Google went to Cabinet, was approved and has been referred to CASSC for implementation.

2.2 Locking/Unlocking Campus – (T. McCauley/D. Cherewick)

Terry stated that Dan Cherewick had sent him a "draft procedure" which utilizes a combination of maintenance and public safety staff. Terry will be done reviewing the procedure by the end of the week and he will respond back to Dan. **ACTION:** Move item down to "Old Business-Discussion"

2.3 Document Imaging - (G. Pitts)

Gail stated that the project is progressing well. They have completed about 500 boxes and are in the verification stage. Readers will be brought to DO and put in Audit Room. Also, they are doing a time study and productivity timeline. Bee Chen will schedule meeting with original committee and update them on next steps. It was agreed to put out an RFP from shredding companies when they get to that stage.

2.4 Records Retention - (J. Boughner/T. McCauley)

Jackie stated that a preliminary list had been completed and a meeting will be scheduled with Terry, Michael Schmidt, Laurie Sommer and Gail to review list before sending to state for their review. They will keep CASC updated.

Old Business

Action Items

3.1 Candidate Travel & Lodging Reimbursement Information – (C. Rush)

No Update.

3.2 Budget Update - (G. Pitts)

Gail stated that there was nothing major to report. Gail further stated that the preliminary budget is being worked on and no increase in State Aid is anticipated, Property tax will probably go down 2%, Tuition & Fees will go up by inflation rate (2.7%), investment income should increase by a couple of million. Gail and Jessica are working on a 5-year budgeting model. A preliminary budget should go to the Board in March. She will keep CASC updated.

Discussion/Report Items

4.1 College Creation of Student E-Mail Accounts

This item will come off the agenda based on comments under **2.1**.

4.2 Student ID Cards – L. Crews

Lloyd Crews distributed the results from the IFS Panel Student Identification Card Survey. The Council discussed same. The Council agreed that a sub-committee should be set up consisting of a HR representative, DAS, Student Life representative, PASS representative, financial services representative, IT and enrollment services representative. Their charge should be to look at the “initial functionality” of a card, potential uses of card, whether it should be optional or mandatory, etc. ACTION: Lloyd Crews will call initial meeting.

4.3 College Support System Update – (D. Dunshee)

Dave stated that registration and schedule adjustment are over and it is a pretty quiet time. A new piece of hardware for Colleague will be installed and tested before the March registration. He will keep CASC updated.

4.4 On-line Application - (D. Dunshee)

Dave stated that they are reconvening the group that was put on hold due to R18 being implemented. They will be reviewing the 3rd version of “active apply” and also that some hardware has been purchased to support this project. He will keep CASC updated.

4.5 Public Safety/Health and Safety Update – (T. McCauley)

Terry stated that the college community received a new e-mail on new emergency response procedures regarding the handicapped, active shooter. He handed out information about future PDTC workshops. He also stated that a Memo of Understanding with the Health Division of Oakland County will be going to the Board in January so the County can use the facilities and assistance of OCC staff should the need arise.

Other Business

5.1 Items for CASC E-Mail Communication

None

Future Agenda Items

6.1 New Phone System - (R. Montgomery/M. Rowe)

6.2 Annual Report- CASC Topics addressed & Action Taken

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,
Jackie Boughner