



# OAKLAND COMMUNITY COLLEGE®

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**  
**District Office Board Room**  
**Tuesday, August 17, 2010**  
**3:00 PM**

## **Minutes**

Present	Clarence Brantley, Joyce Carter, Dan Cherewick, Dave Dunshee, Tony Ingram, Auntes Morrin, Gail Pitts, Cathy Rush, Deborah Swanson
Absent	Gheretta Harris, Carla Mathews, Mary Ston

I. Presentations/Special Guest - None

II. Meeting Focus Item(s):

Emergency Notification System: Opt-In v. Opt-Out for students and employees.  
Following are highlights of the discussion:

- The college purchased an ENS system from Everbridge. The college must have the ability to immediately notify the college community of major emergencies, e.g., college closings, active shooter incidents, chemical/environmental hazards, inclement weather, and other dangerous situations.
- Terry will send a marketing/implementation plan and a project management schedule outlining specific items and target dates. CASC will discuss the plans at the October meeting or no later than mid-November.
- The Council approved this item. Implementation may take place in late fall.

III. **Ongoing Items:**

### **NEW BUSINESS**

#### **Action Items:**

- 1.1 Approval of CASC Minutes. Minutes were unavailable because of the redesign team meetings.
- 1.2 Checklist for New Proposed Programs or Agreements with Third Parties. It may be possible to adapt the Facility Manager's Checklist for new procedures for agreements.
- 1.3 Department Name Changes. Cathy Rush reported Leanne Nadlicki and Mary Chambers have been working on this matter. Some departments have changed names. It is uncertain whether organizations have changed.
- 1.4 Adjunct IDs – Cathy Rush will study this matter further. ID cards should be consistent, rather than being issued by several different areas.
- 1.5 Digital Repository Update- Mary Ann Sheble is organizing this effort, archiving class syllabi and faculty notes.

#### **Discussion/Report Items:**

- 2.1 College Security Committee Updates. Terry McCauley reported that he, Joyce Carter and Tameka McClellan will review the drafts submitted by the teams.
- 2.2 Behavioral Assessment Program Update. Terry McCauley reported the program is up and running. The Deans have access to the program and update information as needed.

## **OLD BUSINESS**

### **Action Items:**

Cathy Rush reported that candidates have been reimbursed for travel expenses. Budget Update. Mr. Brantley is in the preliminary stage of compiling information for the 2011-12 budget.

### **Discussion/Report Items**

4.1 Student ID Cards- Subcommittee Update. G. Harris/C. Mathews. Cathy Rush wrote the recommendations, along with Mary Ann Sheble and Carla Mathews, and will make a recommendation to Cabinet.

4.2 Document Imaging (D. Dunshee). Cathy Rush reported that a bid will be issued to hire a company to complete the project. Enrollment Services and Human Resources have voluminous documents. There will be another report following the CASC redesign process. HR will pay part of cost for document imaging, because this project should not fall behind.

4.3 College Support System Update - D. Dunshee. No report

4.4 On-line Application - C. Mathews. No report

4.5 CMMS Task Force Update – D. Cherewick. No report

4.6 Public Safety/Health and Safety Update - T. McCauley. No additional report.

4.7 College-Wide Food Service Update. Gheretta Harris reported the review process is complete. The kiosk is in place at Highland Lakes. The Royal Oak project is long-term, because new ductwork must be done. Southfield food service will open newly configured wing in existing area.

4.8 Higher Education Opportunity Act of 2008- Textbooks – Gheretta Harris. Students will be notified upon registration about the HEOA of 2008.

4.9 Records Retention. Gail Pitts reported that the State had not approved OCC's records retention plan. Laurie Sommer is revising the policy.

## **OTHER BUSINESS**

5.1 Items for CASC E-mail Communication: Emergency Notification System documents.

## **FUTURE AGENDA ITEMS**

6.1 CASC Topics Addressed-Accomplishments

Submitted by: Joyce Carter