



OAKLAND COMMUNITY COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

MINUTES Of Tuesday, October 18, 2011

Attendance: Clarence Brantley, Gail Pitts, Anne Morrin, Deborah Swanson, Shawn Dry, Sharon Miller, Gheretta Harris, Terry McCauley, Dave Dunshee, Cathy Rush, Tony Ingram

Absent: Carla Mathews, Dan Cherewick

Guests: Mike Halaburda

I. **REVIEW, AMEND, AND APPROVE AGENDA.** Amended Agenda by adding “IV. A” under New Business.

II. **APPROVE 9/20/11 MINUTES.** Approved.

III. **MEETING FOCUS ITEMS:**

A. Process Review Project – Project Management (Mr. Brantley)

i. **Establish Timeline & Expected Communication with Council**

- Project Owners/Managers are expected to complete 8 steps of project management and present at monthly CASC meetings. Mr. Brantley did not set deadlines, but expects Owners to take the lead and accept responsibility for content. The CASC will give feedback, including additions, revisions, etc.
- The March budget deadline is not crucial. If projects include cost reductions, we will make adjustments.

ii. **Clarify which projects will be worked on.**

- We will begin with the 12 projects selected from the initial pool. If CASC decides to do additional projects, we will follow the project management process and at monthly meetings. The CASC will continue to review the plans.
- Owners should always be prepared to answer questions.

iii. **Resources related to Microsoft Project & Project Management**

Mr. Brantley assured the CASC of help with project management will be available. During a meeting with SymCon, he inquired how SymCon might assist us going forward. SymCon offered four scenarios:

- Complete project management assistance on EAF, IT Request, and Vehicle Management Policy projects.
- On the College-Wide Document Management Imaging project, SymCon may conduct assessment, provide turnaround plans and other assistance, as needed.

- SymCon could assist on the analysis project. When we get to implementation, have we analyzed every aspect of that, how much it will take to implement analysis.
- Project Management Office – would work with all project managers, and will be the most beneficial through the analysis stage, but not through execution or implementation. The analysis phase is the most critical. They could do that, plus the three low-hanging. Mr. Brantley believes this way we get more bang for the buck. SymCon suggests 4-6 weeks for the analysis.

Several members agreed the project management office concept is the best way to go. Mr. Brantley will meet with SymCon, report at next meeting.

Mr. Brantley has talked with Dave Dunshee who will set up a SharePoint file for the SymCon Repository. All members of CASC may have “read only” accessibility; project owners and managers, full accessibility. The Update file (providing regular updates on all projects) will be managed by Joyce Carter.

B. College-Wide Security Report (Terry McCauley)

At a previous meeting, the security committee members presented summaries. CASC members should review the entire document and submit changes.

IV. NEW BUSINESS:

- A. Shawn Dry, on behalf of CASSC, proposed CASC and CASSC exchanging meeting dates. He will take the same request to CASSC. The council had no objections. Joyce Carter will check calendars and report at the November meeting.**

V. OLD BUSINESS – ACTION ITEMS:

- A. Checklist for New Proposed Programs or Agreements with Third Parties** (Cathy Rush, Sharon Miller, Gheretta Harris). Cathy Rush distributed the OCC Partnership Evaluation Tool which was approved by cabinet in 2009. Sharon Miller and Gheretta Harris will review the document. Sharon Miller will take the lead on this item and report to CASC at the January 2012 meeting.
- B. Adjunct IDs** (Cathy Rush). Adjuncts do not receive photo IDs. Cathy Rush will research the procedures at each campus. She questioned where adjunct information is housed. Deb Swanson will discuss with business managers and respond to Cathy Rush.
- C. Red Flag Document:** (Gail Pitts, Carla Mathews). Mr. Brantley will check with cabinet and report at the next meeting.
- D. Student ID Cards - Subcommittee Update** (G. Harris/C. Mathews. Gheretta would like to utilize the project management plan, if there is collaboration between CASC & CASSC. Mr. Brantley will check with Dr. Holcomb for CASSC volunteers.
- E. Document Imaging** (Carla Mathews). Payroll is keeping theirs up to date. Most others are waiting for the new system.

- F. Smoking Policy** (Terry McCauley). Mr. Brantley presented the draft Smoking Policy to Cabinet, who had many questions. Mr. Brantley will work with Terry to take policy through: (1) decision support model; and (2) project management analysis steps. Discussion highlights are:
- Define the problem as it relates to OCC
 - Include students, specifically Student Life, in decision making process
 - Impact on enrollment
 - Develop a problem statement
 - Present revised report at the November 15, 2011 CASC meeting.

VI. Discussion/Report Items

- A. College Support System Update (David Dunshee).** Patches will done in December; E-commerce after registration. DMT has its own project list, some that overlap other projects. Cathy Rush suggested collaborating with DMT.
- B. Public Safety/Health and Safety Update** (Terry McCauley).
- C. Records Retention (Gail Pitts)** Gail reported no progress. Cathy Rush gave the existing retention plan to the chancellor, who requested CASC address the records retention plan

VII. Miscellaneous

There was a discussion regarding location of CASC decision document. Mr. Brantley supports the concept of developing a database. Mr. Brantley designated Terry McCauley, Dave Dunshee and Joyce Carter to categorize and store documents and procedures. Joyce will: (1) check Jackie's files for the existing process; (2) look at the site developed by Shawn for CAMP committee; and (3) report at November meeting.

VIII. FUTURE AGENDA ITEMS

Next Meeting: Tuesday, November 15, 2011

Adjournment

Submitted by: Joyce Carter
November 11, 2011