



OAKLAND COMMUNITY COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Minutes of

Tuesday, January 17, 2012 Meeting

Attendance: Clarence Brantley, Terry McCauley, Linda Churchill, Cathy Rush, Dave Dunshee, Gail Pitts, Gheretta Harris, Carla Mathews, Dan Cherewick

Absent: Deborah Swanson, Shawn Dry, Sharon Miller, Tony Ingram, Joyce Carter

1. REVIEW, AMEND, AND APPROVE AGENDA.

No amendments to the agenda.

2. APPROVE 11-15-11 MINUTES.

The minutes were approved as shown in the attached revised minutes.

3. MEETING FOCUS ITEMS:

1. CASC Impact on Student Success

- Clarence Brantley re-emphasized CASC's role and student success. Highlights of the discussion are:
 - Gail Pitts questioned if student success should be measured from the Administrative standpoint.
 - Mr. Brantley stated it is the administrator's responsibility to ensure their staff understands how their individual roles impact student success.
 - Mr. Brantley stated that the Council will work toward improving student support.
 - Student access to faculty becomes hindered.

4. NEW BUSINESS:

A. **CASC Meeting Schedule.** Clarence Brantley reported the available CASC meeting dates and times:

- The 4th Monday – 2:00 P.M.
- The 4th Tuesday – 2:00 P.M.
- The 3rd Wednesday – 11:00 A.M.

Mr. Brantley will follow-up with Dr. Holcomb regarding possible dates.

5. OLD BUSINESS – ACTION ITEMS:

1. **Updates on Process Review Projects.** Mr. Brantley reminded the Council that Project Management Review updates are expected beginning with the February meeting. He also indicated that Sharon Miller went through the

“eight steps” with her project team members and she encourages other sponsors to do the same. Gail Pitts inquired whether posting updates should occur before project management training takes place. Mr. Brantley indicated that planning should not be delayed. Cathy Rush inquired if updates would be posted to the website. The Council agreed to report progress at monthly CASC meetings and post updates to the share drive. Mr. Brantley indicated that he will be meeting with SymCon to discuss project management. Mr. Brantley also re-emphasized the use of “redesign” vs. “process review”. He reiterated that Council conducted a “process review”.

2. **Checklist for New Proposed Programs or Agreements with Third Parties** (Sharon Miller). No report.
3. **Adjunct IDs** (Cathy Rush). No report. **Tabled**
4. **Student ID Cards - Subcommittee Update** (G. Harris) Gheretta Harris will prepare a laundry list of items to discuss. Mr. Brantley thanked Ms. Harris stating that she did an excellent job of organizing, brainstorming, with a good approach and a good cross section of people.
5. **Document Imaging** (Carla Mathews) Carla Mathews reported that equipment is ordered. Tasha Turner is the IT lead. Trainings will happen via the web or at workshops.
6. **Smoking Policy** (Terry McCauley) Clarence Brantley indicated that Chancellor’s Cabinet saw the policy. Board will see the policy at the January 17, 2012 Board meeting. The Board is expected to approve it, and then it would go to Marketing for implementation. The marketing plan will seek student involvement to support implementation. Considerable discussion revolved around enforcement; however, no major obstacles are expected.

Discussion/Report Items

1. **College Support System Update** (David Dunshee). Dave Dunshee indicated that registration is finished. The next big registration will start in approximately two months. Disbursement refunds will be coming in the next two weeks. Clarence Brantley asked Carla Mathews for Winter semester enrollment numbers. Ms. Mathews advised that some schools are down considerably in enrollment, some 14%. OCC was approximately 3%. Ms. Mathews also indicated that satisfactory academic progress laws went into effect and this may be keeping some students out. The Financial Aid team had to decide how to address students with grade points below 2.0, which the government will not fund.
2. **Public Safety/Health and Safety Update** (Terry McCauley). Terry McCauley will send an email to 161 Campus Security Authorities, including deans, coaches, presidents, night administrators, safety personnel, student advisors, and student coordinators. Mr. McCauley stressed the importance of proper reporting procedures regarding incidents covered under the Cleary Act. Cathy Rush stressed that if a crime, or suspected crime, is witnessed to report it to Public Safety. Clarence Brantley added that he feels the College has done a good job of following the Cleary Act. A proactive approach has been taken by informing the College community of events that happen.

3. **Records Retention** (Gail Pitts). No report.

6. **OTHER BUSINESS**

- Gheretta Harris questioned the status of Project Management training. Cathy Rush stated that Pam Dorris was going to talk to Clarence Brantley. Clarence Brantley indicated that he believes the project management piece is more important than learning to use Project 2010. However, he will look into pursuing training. Additionally, Mr. Brantley inquired about the process of using SharePoint. Dave Dunshee indicated that a RITS needs to be submitted. IT has to set up the SharePoint site for the requester. Clarence Brantley asked that Dunshee, Rush, and Dorris develop the necessary training.

7. **FUTURE AGENDA ITEMS.** Terry McCauley requested that Decision Document Database be placed on the February agenda.

Next Meeting: Tuesday, February 21, 2012

Respectfully submitted: Margaret M. Warack
January 24, 2012