

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**  
**Monday, April 16, 2012**  
**3:00 – 5:00**  
**Foundation House**  
**AGENDA**

<b>Attendance:</b>	Clarence Brantley, Joyce Carter, Linda Churchill, Gheretta Harris, Carla Mathews, Terry McCauley, Sharon Miller, Gail Pitts, Deborah Swanson, Janet Roberts, Dave Dunshee
<b>Absent:</b>	Marilynn Kokoszka, Dan Cherewick

**I. AGENDA.** Approved.

**II. APPROVE 3-19-2012 MINUTES.** The Minutes were approved, with one change: Stacey Dyer does not attend CASC meetings.

**III. MEETING FOCUS ITEMS**  
 Vice Chancellor's Updates

**IV. OLD BUSINESS – ACTION ITEMS:**

- Updates on Process Review Projects

Project ID & Name	Project Owner	Comments	Steering Committee
1005-Increase Alumni Assn Members	Sharon Miller	They are planning a retreat in June, to discuss the entire project. The question is who will be responsible for running this program?	Sharon and Janet are the steering committee now.
1006-Electronic Communications	Sharon Miller	Sharon is meeting with Dr. Meyer and Dr. Holcomb to get the approval to move forward, because this is an expensive project.	
Marketing	Sharon Miller	Will update the General Project information form to include all Marketing projects	
1015-Student Inquiry Calls	Carla Mathews	Carla will complete the General Project Information form for the next meeting.	Carla plans to include some members of cross functional team as the steering committee.  Mr. Brantley suggested Carla develop the scope to determine if the project is viable; then, select the steering committee.
1016-EAF Processing	HR	Mr. Brantley will determine who should take the lead on this project.	
1017-CMMS	Dan Cherewick	Mr. Brantley stated the steering committee should be persons in authority.	<b>Implementation Team:</b> Ken Reynolds, Deron Burgess, Jay Seewald, Deborah Swanson, Bee Chen, Kelly Taylor, Faculty (TBD)
Document Management	Carla Mathews	<u>See</u> , Document Management below.	
1020-Requesting IT Projects-Services	Dave Dunshee	No report.	
1021-Vehicle Management-Use	Terry McCauley		NA
1022-Web Time Entry	Gail Pitts	Sharon had to run a new test account and the testing should be completed soon. She discovered every student must have an individual card.	Sharon Converse, Bee Chen, Mary Chambers This is an implementation group, rather than a steering committee.
1024-Informer Training for Datatel Reports	HR	Mr. Brantley will determine who should take the lead on this project.	
1025-Student ID	Gheretta Harris	<u>See</u> , "One Card" below.  <b>Implementation Team</b> Chuck Flagg, Jessica Jensen, David Mathews, Terry McCauley, MaryAnn McGee, Katherine McMullen, Sarah Rowley ( <b>Implementation Team</b> )	
1026-College-wide Grounds/	Dan Cherewick	Janet Roberts questioned the policy on memorial	

Project ID & Name	Project Owner	Comments	Steering Committee
Landscape Project		<p>plantings. You might want to have one, so memorial plants are not removed inadvertently.</p> <p>Mr. Brantley discussed the project to beautify the college. Even though we have had professional landscapers come in to do the work, maintaining the project still OCC's responsibility How to market this to the college – employees can volunteer</p> <p>Mr. Brantley suggested establishing an Advisory Board to help the college - Michigan State, and other professional to help us with this.</p>	
1027-Electronic 1098Ts & W2	Gail Pitts Joyce Carter	No report.	

## V. One Card

The card and its functionality:

- On the back of the card, there are three pieces of media they'll use:
  - Top magnetic strips– pre-paid debit MC – for student refunds
  - Second stripe – green – will allow the student to add money to the card for copier, pay library fines
  - Bar code (on the front of the card) – for library services – to use at the library and have access to all library functions Students must to take the card to library to activate.
- Schedule.
- The schedules will be distributed during student appreciation weeks and grad fairs.
  - We will begin distributing One Cards May 1, to coincide with the switchover of the library equipment.
  - Students easily convert funds from old their old library card to the new one. Once the value is transferred, the card is no longer usable. The converter stations remain at the college at least a year.
  - Beginning the first week of class, the “One Card” staff will stagger schedules and times to maximize student access.
  - The goal is to issue the cards to students who expect refunds by May 24, prior to the first scheduled refund which is May 25, 2012.
- The two carts will be out at least 3-4 weeks at the beginning of the semester.
- Gheretta stressed the importance of students obtaining the “One Card.”
- Mr. Brantley questioned whether Student Life personnel been involved with the planning.
- Linda Churchill, on behalf of classified personnel: This was discussed at the administrative group meeting. They have voiced their concern about classified staff taking pictures. The classified unions have a concern about who will take the photos. Taking the pictures will put an added burden on our staff.
- Gheretta stated she has not discussed this with any classified staff. Regarding cart operation, they have no idea how they'll be doing this. Bookstore staff volunteered to do it. And, it makes sense because students frequent there anyway. We don't know what role/category others will play in the implementation plan. Sometime in the future, they will have time to sit back and decide what type of person we need to take this. It will be awhile before we know exactly what they need, specifically a job description.
- There is a fact sheet on the back of the schedule. They will add more questions and distribute a brochure to explain how to use the card, how to activate it, and how to access all the functions of the card.
- Linda Churchill questioned whether students have to fill out any paperwork to get the card. Gheretta explained, the student will approach the station; the staff will pull up the information; and the picture is taken right away.
- Mr. Brantley emphasized this is not a credit card. There is no liability to the college, because it is a prepaid debit card.

## VI. Document Management

- Carla Mathews reported they will be filing all financial aid information. They want to go paperless and it is well tied to Datatel.
- This is the second milestone. Datatel is scheduled to be here during the week to demonstrate to staff how to put the info into the system. By late May, we should be able to use it for financial aid. Phase II is to use it for financial services.
- Gheretta questioned which is the next department to use document imaging? Gail has the list. Gail/Carla will

bring the list to the next CASC meeting for prioritization.

- Mr. Brantley questioned what is needed to expedite this processes – more scanners, more licenses, etc.?
- Carla stated the report will identify costs, including scanners. OCC needs at least 100 new licenses.
- Dave added: the process has been charted, there will be some testing, and they can use the same type of scanner now on the copiers, with some tweaking. This is ready to go
- The ideal is to have all to have the documents come into a central area and be distributed college wide.
- Carla has directed Wilma to move staff around to assist other campuses. She wants to cut the boundaries and the lines. She has to make sure that all the people have adequate training and equitable workloads.

## **VII. CASC Decision/Document Database**

CASC Decision/Document Database (McCauley/Dunshee/Carter). We want to be sure there is no duplication. We will not keep the document here, once it's approved. Further revisions will be done by the owner. The council suggested two additions: "Long Term Owner" who will have a tickler file (owned by the Administrative Asst.) and "Next Action Date". Documents that are institutionally owned will be kept – CASC will remind others to update their documents.

**VIII.**Adjunct IDs (HR) - Mr. Brantley will speak with HR regarding this.

## **IX. NEW BUSINESS**

1. Recreation Facilities/Fees – Some of our gyms and facilities are have their own ID cards.
  - What process did groups go through to establish membership fees? They've all charged fees to the community for some time.
  - Students are allowed to use the gym at no cost.
  - We decided to suspend the adjunct IDs. The Raider One card can cover the ID.
  - There should be a college-wide process.
  - We need an understanding of what MCCA allows.
  - To what organization does Recreation report?
  - There is no reporting process. Deborah Swanson will find out what each campus is doing.
2. Events Management Project – coming soon (Sharon Miller)

## **X. DISCUSSION/REPORT ITEM**

- a. College Support System Update (David Dunshee). No report.
- b. Public Safety/Health and Safety Update (Terry McCauley). No report
- c. Records Retention (Gail Pitts). No report.

## **XI. OTHER BUSINESS**

## **XII. FUTURE AGENDA ITEMS**

**Next Meeting Date:** May 21, 2012

### **Adjournment**

Respectfully submitted by:

Joyce Carter  
May 21, 2012