



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, March 21, 2006
District Office, Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 PM

Present

Brantley, Clarence
Baughman, Jessica
Cham, Kathleen
Cherewick, Daniel
Dunshee, Dave
Harris, Gheretta
Ingram, Anthony
Mathews, Carla
McCauley, Terry
Rush, Cathy
Volbach, Michael

Absent

Pitts, Gail
Kendall, Beth (on leave)

I. Presentations/Special Guests – None

II. Meeting Focus Item - None:

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The February 21, 2006 minutes were approved.
- 1.2 College Creation of Student E-mail Accounts – Dave Dunshee stated that he had done some checking on this issue and some of the problems were: Uncertainty if students would use the account because they have their own accounts. Some student e-mail may not get to faculty because it is stopped by SPAM function. **ACTION:** Dave Dunshee will do some more research and bring back to CASC. He will draft a clear charge for CASC to review. He will also develop a communication piece to be put on the college web site outlining how students can communicate with the College via e-mail.

Discussion/Report Items

- 2.1 Cost Savings Recommendations-Chancellor's Cabinet Update – Mr. Brantley stated that the Chancellor's Cabinet was unable to review two year's lists for any outstanding issues. Is to be put on the next Chancellor's Cabinet Operational meeting agenda. It was also agreed by Council that they should continue to look at their own functional areas to identify where savings could be made.
- 2.2 Discount Scholarship for Military Personnel – Mr. Brantley stated that he verified with Dr. McCall that when a National Guard person goes into active service they fall under the Army. He further stated that Gail Pitts assured him that the accounting of the scholarship waiver was being properly recorded. It was agreed by the Council hat the discount scholarship would be global even to active military stationed abroad who wish to take classes at OCC. It was also agreed that the discounts would extend through the end of the semester for which they were registered.
- 2.3 Electronic Communication for Students (Kiosk) – Nothing new to report. **ACTION:** Mr. Brantley will endeavor to meet with Dave Adams to discuss getting this subcommittee started on the review of this

issue. He will report back to CASC.

- 2.4 Business Continuity Plan – Terry McCauley stated that the BCP review committee is making progress on the development of a training piece which will also be reviewed by PDTC and on the a “shell document” to assist the site representatives in developing their component piece. Terry will provide periodic updates to CASC on the progress.
- 2.5 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – No activity
ACTION: Cathy Rush will chair committee and seek volunteers. Tony Ingram agreed to serve on committee. Cathy will attempt get a meeting set up in the near future.
- 2.6 Electronic Timesheets – Jackie Boughner read a statement by Gail Pitts that the process is really access to view the employee’s profile(i.e. sick and vacation banks, compensation/benefits data), not the processing of timesheets on-line. She stated that Gail recently went through the process with the Financial Services staff and received positive feedback. Mr. Brantley stated that it was discussed at Cabinet and that there was some discussion on the involvement of the Web Advisor sub-committee taking the lead on the project. He stated that Andy Hillberry will address at the next DMT meeting.
ACTION: Periodic updates will be made to CASC on this project.
- 2.7 Record Retention/Document Imaging – The issue resurfaced as part of the on-line registration process. Discussion followed. Based on the presentation which was done approximately a year ago, it was determined that the greater need was in Enrollment Services, Human Resources and Financial Services. It was agreed that for now the focus should be on document imaging. It was determined that Record Retention should be taken off the table at this point. **ACTION:** A committee of: C. Mathews, T. Ingram, D. Dunshee, G. Harris, K. Cham, C. Rush(or designee)and G.Pitts(or designee) will explore options and develop a plan and report back to CASC. Dave Dunshee will draft a charge for the committee. It was agreed to set 3 months (July) as a target timeline for the committee to compile enough information to develop a clear direction or global plan, research technology available and identify viable options.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update. **ACTION:** Cathy Rush will provide the “draft” document for CASC’s review.
- 3.2 Budget Update – C. Brantley informed the council that presentations were made on all the campuses and a target date for presentation of the budget is April. Final budget will be sent out late in May or early June. **ACTION:** He will keep CASC updated.

- 3.3 Copyright Indemnification– Merge w/Acad. Services Team – This issue was raised seeking guidance regarding the faculty’s request to copy, package and sell materials to students in the bookstores.
ACTION: This issue will be pursued from a course packet focus. Gheretta will be asked to spearhead this initiative by going back and reviewing past documentation in an attempt to develop a procedure to provide some clear direction for the duplicating, bookstore staff as to what requests can be accepted and what authorization is needed.

Discussion/Report Items

- 4.1 College Support System Update – Dave Dunshee stated that a set of patches were done, updates to web advisor to most current version. Registration went relatively well. some glitches but they were resolved. The big peak was before 9:00 – 9:30 a.m...
- 4.2 Mandatory Lock-downs for all IT Equipment – Dave Dunshee stated that he believed the committee was moving forward and confirmed that all new equipment was ordered with lock-downs. **ACTION:** This item will be considered resolved and taken off the agenda. Dave will keep CASC updated and inform them of the final products chosen.
- 4.3 Health and Safety Update – Terry McCauley handed out a Health & Safety Status Report from Michael Schmidt and discussed it with the Council. He stated that Health & Safety now has its own web-site. There is also a newly created Imminent EH&S Danger Program.

- 4.4 ID's for Adjuncts – Nothing new to report. This item will be taken off the agenda temporarily. **ACTION:** Gheretta will look at exploring options for combining this function with the copy cards. She will provide CASC with an update.
- 4.5 College-Wide Food Service Committee – Gheretta Harris stated that the committee met in February and will meet on a monthly basis at each campus site to review current operations, review financials and build a history for that site. The first site will be Auburn Hills and over the next 5 months will hit each site. **ACTION:** Gheretta will provide CASC with periodic updates.

OTHER BUSINESS

- 5.1 Items for CASC e-mail communication- Nothing to send out to college community.
- 5.2 Public Safety/Avian Flu Update– Terry McCauley stated that no computer equipment or IT equipment was reported stolen for October, November, December or January. Some proactive steps that were taken were: increase patrols, silent alarms at O.R., audible alarms at R.O. and Southfield, cameras. He has tried to publicize these increased efforts through e-mails to the college community. He further stated that he asked Mike Schmidt to attend an avian flue conference. They learned that Oakland County has a generic inoculation program. Further updates will be made on this issue.

FUTURE AGENDA ITEMS

- 6.1 Exploration of avenue for task forces to Councils.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Jackie Boughner