



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, June 20, 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
McCauley, Terry
Rush, Cathy

Absent

Mathews, Carla
Ston, Mary
Vollbach, Michael

I. Presentations/Special Guests – None

II. Meeting Focus Item - None:

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The March 21, 2006 minutes were approved.
- 1.2 College Creation of Student E-mail Accounts – No Activity **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.
- 1.3 On-Line Application- Dave Dunshee stated that at the last Data Management Team meeting it was determined that the next steps on this issue would be:
 - 1) The Web Advisor team gets up to speed on the plan at their next meeting
 - 2) Andy Hillberry and Clarence Brantley will take to the next Internal Communications Committee meeting
 - 3) Carla, Dave and other appropriate staff will work on a target timeline for implementation. **ACTION:** CASC will be kept updated on this issue
- 1.4 Pandemic Issues – How To Address - Terry McCauley stated that they will use a 2-path approach to address this issue through incorporating it into the BCP procedures and addressing it by developing procedures like they do for other EH&S issues. He stated that Michael Schmidt has attended several conferences on this issue, identified State and Federal agencies and has begun to list major issues that will need to be addressed. **ACTION:** This item will remain a priority issue and Terry will provide periodic updates to CASC.

- 1.5 Bookstores- Name/Logo – Gheretta Harris distributed a flyer developed by Graphics showing the new name and logo for the bookstores. She further stated that this process was started at a staff development day and to better market the stores and identify other services they offer. She hopes to be able to roll out this marketing tool in the Fall. She would like any feedback from CASC. **ACTION:** Mr. Brantley will take this item to Chancellor’s Cabinet as an “informational item” for their review. He will update CASC.
- 1.6 Student ID cards – The Council had a lengthy discussion on whether or not they wished to pursue this issue. Gheretta Harris had a sample program by a bank that will come out and solicit students to open(free) checking accounts and then they would be given a picture ID card. On the “plus” side, the College will receive a revenue stream based on the number of checking accounts opened. She further stated that there was some past history of offering free checking accounts to students. This would be one way to address ID issue but there was some question of it’s feasibility with the number of transient students. Feedback from Enrollment Services is that students want ID cards and OCC is one of a very few number of community colleges that don’t offer them. **ACTION:** This issue was tabled for further discussion.

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. Suggestions will be sought again this year. **ACTION:** Jessica Baughman will work with the Business Managers to send out the suggestion forms and bring the responses back to CASC for review in August.
- 2.2 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.
- 2.3 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. The pandemic issue will be incorporated into the plan. Terry will provide periodic updates to CASC on the progress.
- 2.4 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – Cathy Rush distributed a “draft” document for CASC’s discussion. It was agreed that the format would be revised to: Employee’s Responsibilities and Supervisor’s Responsibilities **ACTION:** Cathy Rush will make the document into a formal procedure and reformat and bring back to CASC for their review.
- 2.5 Electronic Viewing of Sick/Vacation Banks – This issue has been moved to the Web Advisor sub-committee and they are taking the lead on the project. **ACTION:** The item will be taken off the agenda .
- 2.6 Document Imaging - Dave Dunshee distributed a “draft” charge for researching document imaging and he stated that he has set up a future meeting. He further stated that DMT is interested in some issue and that the new project analyst will be asked to look into this issue and seek input from Enrollment Services. Some issues to think about are: that both interface with Colleague, provide a workflow management system and could this process be used to streamline our business practices. **ACTION:** Dave Dunshee will provide CASC with monthly updates.

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 stated that there was nothing new to report and they are waiting for final budget from Lansing. **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 nothing really new to report and everything running relatively well.
- 4.2 Health and Safety Update – Terry McCauley discussed with CASC the following documents;
 - Industrial Hygiene and Indoor Environmental Quality Program – **ACTION:** approved to be moved to Chancellor’s Cabinet
 - Environmental Health and Safety Inspection Program – Some concerns rose regarding who will do inspections, the way inspections are done, HR implications, etc. **ACTION:** Terry will go back and review with Michael Schmidt. Also Cathy Rush will ask Gary Casey and Margaret to review document from HR prospective and have they send Terry any comments. Terry will bring revised document back to CASC for review.
- 4.3 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.
- 4.4 College-Wide Food Service Committee – Gheretta Harris stated that the committee is visiting all installations going over data, demographics and what other businesses are in the general vicinity. They are working on solidifying the deliverables. **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.

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