



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, March 20, 2007
Rochester Hills-Conference Rm. #1
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 PM

Present

Brantley, Clarence
Baughman, Jessica
Cherewick, Daniel
Crews, Lloyd (for Carla)
Harris, Gheretta
McCauley, Terry
Pitts, Gail
Rush, Catherine
Ston, Mary

Absent

Cham, Kathleen
Dunshee, Dave
Mathews, Carla

I. Presentations/Special Guests – None

II. Meeting Focus Item – None

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The January 16, 2007 minutes were approved as presented.
- 1.2 College Creation of Student E-mail Accounts – Gheretta Harris distributed a handout from a recent conference relating to communication among an institution and students using Google’s Apps Education edition’s free communication, collaboration and publishing tools. Any combination of available tools and services can be customized with a school’s logo; color scheme and content (i.e. tie into Blackboard, e-mail, calendars). The Council discussed this new approach. It was agreed that a smaller committee comprising of: G. Harris, L. Crews, and a IT representative will do further review on this subject and bring back to CASC.
ACTION: Clarence Brantley will ask Andy Hillberry to assign an IT representative to the committee and to come to CASC in Dave Dunshee’s absence. Gheretta Harris will write a charge for the committee and set the initial meeting.
- 1.3 Student ID Cards- Gheretta Harris stated that she and Lloyd Crews and Carla Mathews met to discuss a proposal received by the bank. **ACTION:** Gheretta and Carla will work together, do more research and develop a “Pros” and “Cons” list for discussion/review by CASC.

- 1.4 Social Security Number Report – It was determined that the better title for this item should be “Database Security” and this agenda item will be renamed accordingly. Recommendations to CASC were distributed and discussed. **ACTION:** The Database Security Committee (made up of: Maurice McCall, Gail Pitts, Terry McCauley, Andy Hillberry, Jeff Ragle, Wilma Porter) will draft a charge, develop an implementation plan and bring back their recommendations to CASC for review.
- Discussion/Report Items**
- 2.1 Electronic Communication for Students (Kiosk) – CASC discussed. It was agreed that this issue should be forwarded to Lloyd Crews since he is the Interim Executive Director of Student Services. **ACTION:** Mr. Brantley will ask Andy Hillberry to assign an IT representative to work on this issue. The charge will be reviewed/revised, and Lloyd Crews or Carla Mathews will call a meeting to reactivate the subcommittee (C. Mathews, Senate member (Mary Ston?), IT representative, Financial Aid representative and Student Life representative) to continue review of this issue and bring back their recommendations to CASC.
- 2.2 Business Continuity Plan – Terry McCauley stated that the committee is still ongoing but the emphasis the last few months has been on the development of the addendum addressing Pandemic Issues. He stated that all departments have provided their input and the “draft addendum” should be forthcoming. Terry will provide CASC with the updated addendum in the near future.
- 2.3 Pandemic Issues – How To Address - SEE ITEM ABOVE
- 2.4 Animal Ordinance Implementation Plan- Terry McCauley distributed a copy of the Ordinance and stated that it was approved by the Board of Trustees at the February 19th meeting. CASC approved to move forward to Chancellor’s Cabinet as informational item. **ACTION:** Terry will take next steps to: send out e-mail to all employees, work with PDTC, and work with “web” administrator to put on college website/Info Mart.
- 2.5 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – No Update **ACTION:** Cathy Rush will review and finalize changes to the procedure and bring back to CASC for their review.
- 2.6 Document Imaging - Hereto Harris stated that the purchase orders have gone out for the two vendors-1) for film and fisch and 1) for paper, however IT representation is still missing. **ACTION:** Clarence Brantley and Andy Hillberry will review budget needs and assign IT representation for this project. This first phase will be for the conversion of back-log documents. CASC will be kept updated on this project.

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 the budget will go to the Board at their April meeting. He said that the Governor is expected to issue a 2nd Executive Order on March 22nd, only for the 2006-07 budget. **ACTION:** He will keep CASC updated as the budget process progresses and information becomes available from the State.
- 3.3 Copyright Indemnification– No activity. 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. She will keep CASC updated.

Discussion/Report Items

- 4.1 College Support System Update – No update.
- 4.2 On-Line Application - It was mentioned that the Board approved purchasing the software.
- 4.3 Health and Safety Update – Terry McCauley stated that a recent incident at RH relating to exposure to an “Odor issue” which resulted in evacuation of the building raised some issues and a need for review of evacuation/notification procedures. **ACTION:** Terry will review with Mr. Brantley and other appropriate staff current procedures and modify accordingly if necessary.
- 4.4 College-Wide Food Service Committee – Gheretta stated that she doesn’t have a firm timeline for this project but has issued an RFP to hire a consultant to help facilitate the review process. The Presidents have been asked to identify 3 people from their campus to work on this subcommittee. **ACTION:** Gheretta will provide CASC with periodic updates.

OTHER BUSINESS

- 5.1 Items for CASC e-mail communication - None

FUTURE AGENDA ITEMS

- 6.1 Exploration of avenue for task forces to Councils.

The meeting was adjourned at 5: 00 p.m.

Respectfully submitted,

Jackie Boughner