



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, June 17, 2008
DO Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 p.m.

Present

Brantley, Clarence (Chair)
Baughman, Jessica
Boughner, Jackie
Cherewick, Daniel
Crews, Lloyd
Dunshee, Dave
Harris, Gheretta
Ingram, Anthony
Pitts, Gail
Rush, Catherine
Ston, Mary

Absent

Cham, Kathleen
Mathews, Carla
McCauley, Terry

I. Presentations/Special Guests None

II. Meeting Focus Item(s):

Ongoing Items:

New Business

Action Items:

- 1.1 Approval of CASC Minutes
The May 20, 2008 minutes were approved as presented.

Discussion/Report Items:

- 2.1 College Security - C. Brantley
Mr. Brantley stated that at a previous meeting, teams were established and written deliverables were handed out, a general “kick-off” meeting has been held with all team chairs, and written team schedules have been established. Mr. Brantley stated that he and Terry have been attending team meetings whenever possible and have emphasized that the main charge to all teams is to 1) Assess the current practices/procedures 2) Establish a clear review plan and 3) Document findings. He is working with his administrative assistant to establish a standard format for the final report and he and Terry will develop a process to submit “quick fix” recommendations. Once the teams have finished their review they will each make a power point presentation to CASC. A final report from CASC will then be created and that report will be presented to Chancellor’s Cabinet. ACTION: Periodic reports on the teams’ progress will be given to CASC.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – (C. Rush)
Cathy stated that she had no update. She will work on documenting these procedures and report back to CASC.
- 3.2 Budget Update - (G. Pitts)
The Board approved the budget and tuition rates and the budget has been placed on Info Mart and have been distributed and made available to the campuses on-line.. CASC will be kept updated on any changes to the budget situation in Lansing.

Discussion/Report Items:

4.1 Student ID Cards – L. Crews

Lloyd had no update on ID cards. Lloyd did however distribute and discuss an overview of how the new student e-mail account from Google will work. Phase in will not be mandatory and should go “live” mid-July/ early August. He stated that a communication piece will go out to the students and initially they will keep both e-mail accounts if one already exists in the system. **This item will show as a separate item on future agendas.**

4.2 Document Imaging – (G. Pitts)

Gail stated that the project was going well and that they have a number of items verified and ready for shredding. She further stated that a “draft” RFP has been done for that service. She is awaiting feedback from the departments affected regard the number items to be shredded. Hopefully the RFP will be finalized and will go out later in the month. ACTION: Gail will keep CASC updated.

4.3 College Support System Update - (D. Dunshee)

VOIP Update: Dave stated that the phone installations are moving well. Some concerns were raised by CASC members about being able to do one voice mail to a number of people and ongoing FAX issues. Dave advised them to contact the call center staff and he would raise the issues as well at IT meeting. He further stated that the phones would be going into the classrooms hopefully before the start of the Fall term.

ACTION: Dave said he would check into that and let CASC know what he finds out.

4.4 On-line Application – (C. Mathews/D. Dunshee)

Dave Dunshee stated that priority registration continues to help spread volume over the first three days and they are now experiencing about 80% enrollment on-line. He further stated that the on-line application(active apply) will NOT be widely available for the Fall term. He also again stated that they are reviewing their latest version of the product and that it would be a stand alone system that sends things directly to Colleague.

ACTION: Dave and Carla will keep CASC updated.

4.5 CMMS (Comprehensive Mechanical Maintenance Software)Task Force- (D. Cherewick) -

Dan Cherewick stated they are proceeding slowly and that they hoped to produce some RFP’s by the end of July asking vendors for software capabilities. ACTION: He will keep CASC updated.

4.6 Public Safety/Health and Safety Update – (T. McCauley)

No update

4.7 College-Wide Food Service Update -(G. Harris) - No Update

4.8 Records Retention – (J. Boughner)

Jackie Boughner stated that a final draft had been sent to the State contact for review also. A copy of the document will be sent to all departments for a final review before being submitted to the State for approval.

Other Business

5.1 Items for CASC E-Mail Communication

Mr. Brantley will send out a communication to the college community regarding the upcoming Security Review.

5.2 Gheretta Harris stated that in the fall there will be a “eco-friendly series” in the Quintet and the annual “Lunch & Learn” will be held in August highlighting recycling items.

5.3 Internal Control Document- (G. Pitts)

Gail stated that a “check list” of certain areas had been developed to help departments document their processes. A notice and the survey will be sent to departments and they will be asked to return the completed survey by June 20th. Jessica Baughman would be available to field questions. The next steps would be to assess and verify processes. ACTION: She will keep CASC updated

Future Agenda Items

6.1 Internal Controls documentation presentation- G. Pitts/S. Converse- this item will moved to 5.2

6.2 Annual Report- CASC Topics addressed & Action Taken

The meeting was adjourned at 4:40 p.m.

Respectfully submitted, *Jackie Boughner*