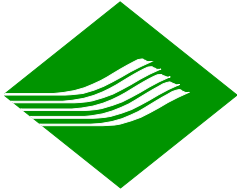**COLLEGE ADMINISTRATIVE SERVICECS COUNCIL**
District Office Board Room
Tuesday, June 21, 2011
3:00 PM – 5:00 PM

OAKLAND COMMUNITY COLLEGE ®

Minutes

I. Review, Amend, and Approve Agenda

II. Approve Minutes of May 17, 2011

III. **MEETING FOCUS ITEMS:**

    A. Introduction of new CASC member: Mr. Brantley introduced Shawn Dry, who replaces Mary Ston, who will attend until September.

    B. Review and discuss remaining written processes to implement CASC Redesign Team Recommendations

Marketing/Foundation	Sharon Miller
Financial Services	Gail Pitts
Information Technology	Dave Dunshee - **Absent**
Maintenance/Facilities	Dan Cherewick - **Absent**
Partnerships/Community Relations/Advancement	TBD
Resource Development	TBD

    1. Sharon Miller presented the Marketing Implementation Plan. Highlights of the discussion are:
   - Use of newsprint for catalogs saved $29,000
   - The college should consider eliminating paper schedules. Mr. Brantley as Sharon Miller to research what issues might arise if paper schedules are eliminated.
   - The search for an Executor Director of Marketing is ongoing.
   - A launch team for the Content Management System will be identified by June 30, 2011, and full implementation will be completed by December 30, 2011.

    2. Gail Pitts presented the Financial Services Implementation Plan. The following are highlights of the discussion:
   - Regarding E-checks for vendors, some vendors have been added, with more to come. Mr. Brantley asked Gail to quantify the number of vendors, e.g., one thousand out of ten thousand.
   - Regarding elimination of data entry, the college may need to change the pay periods. Discussions with IT have begun.

- Gail was asked to quantify the number of direct deposits and E-checks.
- Internal Communications committee needs to establish a date to review DO furniture and equipment requests.

C. Discuss Project Manager Responsibilities. Mr. Brantley discussed the basic aspects of the role of the project manager who will facilitate implementation 10-20 major recommendations.

IV. **New Business**. Discuss College-Wide Security Review Presentations. Mr. Brantley announced that the security review committees will present their findings at the July 19, 2011 meeting.

V. **Proper Requisition Processing**. Mr. Brantley discussed the purchasing protocol. The purchasing department assigns purchase order numbers to guarantee payment to vendors and to have the proper internal controls. In the future, it may become necessary for vendors to deny orders without a purchase order.

VI. **Suggested items for next meeting**:
College-Wide Security Review Presentations

Next Meeting: Tuesday, July 19, 2011

Adjournment

Submitted by: Joyce Carter