



# OAKLAND COMMUNITY COLLEGE®

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**  
**District Office Board Room**  
**Tuesday, July 19, 2011**  
**3:00 PM – 5:00 PM**

## **MINUTES**

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**I.** Review, Amend, and Approve Agenda. Gail Pitts amended the agenda with a draft RFP for the proposed tuition payment plan.

**II.** Approve Minutes of June 21, 2011. Approved.

**III. MEETING FOCUS ITEMS:**

**A.** College-Wide Security Review PowerPoint Presentations. Mr. Brantley introduced the presentations, by reviewing the project's charge, purpose and scope. The review covered all areas of the college – human, physical, IT and non-IT – to ensure maximum security.

Terry McCauley introduced each presenter. He stated the report is a draft of CASC's report to Chancellor's Cabinet. The council will review the report at a future meeting.

**B.** Project Manager Role & Responsibilities. Mr. Brantley introduced Ralph Burrell and Jean Wersching, of SymCon. SymCon was engaged to give CASC a starting place and enable us to implement selected recommendations.

Mr. Burrell described SymCon's use of the "Project Portfolio Management" (PPM) approach, to help us transform the recommendations into implementable projects. Symcon will use the PPM tools to sift through the inventory, use criteria to select, evaluate, and pull out a cluster of projects for CASC to review.

Ms. Wersching commended OCC (CASC) on the redesign body of work. She assured CASC that Mr. Brantley's input is everywhere throughout the project. SymCon's directives from Mr. Brantley were:

- Assist CASC in planning and organizing;
- Have a consistent process/approach for planning projects;
- Get reports on all the recommendations
- Direct OCC for future project planning.

Following is a sampling of the process Ms. Wersching will employ:

- To create focus, narrow down what we'll be tackling.

- Recommendation = project
- Related recommendations will be combined.
- Project planning and evaluation: cost reduction, cost of implementation, alignment with institutional priorities will be used to rate projects

Rating is based on criteria important to OCC. Mr. Brantley is heavily involved in rating the projects. The result will help the institution provide the resources necessary to implement the project and provide the focus.

CASC will receive requests for information from Ms. Wersching, who will consolidate the information to evaluate the projects.

A CASC member becomes a project owner and will be asked to provide more consistent information to evaluate one project against another, such as additional information, standardization and clarification, clear statement of need, cost estimate that can be compared from project to project, benefits, planning considerations, technical considerations, etc. Project owners, at the plan development stage, will receive draft project plans for review.

SymCon will provide project plans for the top 10-20 projects. Manager/owner of the project will see and use these plans. The project plans will provide well structured, methodology-based consistency across projects. This leaves the manager/owner a guideline to make future plans. Managers/owners will be able to use, refine and structure plans and be useful to OCC in the future.

Need to consider: Scope (what's in, what's out), communications of the owner/manager (not just with the project team, but all stakeholders), identify risks and how to mitigate the risks, how will issues and changes be handled, not just the tasks.

Transition to OCC: Mr. Brantley requested the ability to have a repository of all plans, and to work on additional recommendations. OCC may define the initial repository and project plans. SymCon will turn over templates to owners/managers, further defining deliverables, using the project plans and creating others. SymCon will create the Microsoft-based repository for recommendations/projects – a database of the 250 recommendations – which may be updated and reported upon. CASC requested SymCon omit the “Does Not Recommend” category from the database

Symcon will deliver plans to OCC for future use. The goal is to create a consistent planning approach throughout the college.

During the last stage, we will launch one or two projects to test the effectiveness of the plans.

#### **IV. Old Business**

- A. Draft RFP for Tuition Payment Plan.** Gail will send the RFP electronically for CASC's review. Postponed to next meeting

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

**V.** New Business:

**VI.** Suggested items for next meeting.

Next Meeting: Tuesday, August 16, 2011

Recorded/submitted by: Joyce Carter