



OAKLAND COMMUNITY COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL District Office Board Room

Minutes of Tuesday, September 20, 2011

Attendance: Dave Dunshee, Gheretta Harris, Dan Cherewick, Shawn Dry, Deborah Swanson, Cathy Rush, Terry McCauley, Carla Mathews, Anne Morrin, Anthony Ingram, Clarence Brantley, Gail Pitts

Guests: Ralph Burrell, Jean Wersching

- I. **REVIEW, AMEND, AND APPROVE AGENDA.**
- II. **APPROVE MINUTES.**
- III. **PROCESS REVIEW PROJECT: Presented by SymCon, Inc.**

Mr. Burrell and Ms. Wersching capsulized the process review project in which CASC has been engaged since mid-July 2011. Highlights include:

There were two major forms of input:

- The earlier process review by CASC and its recommendations to the Cabinet
- SymCon's request for update from administrators to provide input, current status, and rate recommendations, based on five different factors.

SymCon developed an electronic repository, arranged in a way to provide several sorting possibilities.

SymCon provided a Decision Support Model as a method for CASC to make decisions. Those projects eliminated from the initial pool will be looked at in the next pool.

Specific areas of review and assessment:

- Project Planning & Evaluation
- Project Plan Development
- Concept & Initiation
- Testing and Training
- Implementation
- Transition to OCC

SymCon will review MS Project management the second week in October. It will be a four-hour meeting.

CASC members should decide who you will bring to the table as project managers.

Mr. Burrell suggested an experienced project manager who understands how to navigate through the software

The plan will contain every possible step.

Mr. Brantley emphasized the advantages of project management:

- CASC has gone through a thorough process review to demonstrate the process.
- We included a cross-section of all stakeholders.
- Project planning and management avoids mistakes and omissions.
- We will be able to use project management on a day-to-day basis.
- Mr. Brantley stated we must begin to think through the logical steps.

Shawn Dry stated he has been really impressed about what we're doing and he's told senate leadership and others what we're doing, and suggested they follow our steps.

Mr. Brantley stated, at the last Cabinet meeting, presidents were looking at what we're doing, and they want to copy it and have it work everywhere.

IV. MEETING FOCUS ITEMS:

Smoking Policy (Terry McCauley)

CASC reviewed parts of the policy

- Cathy Rush suggested signage, scheduled talks about smoke-free campuses, and looking into a smoking cessation program from one of our health providers.
- Mr. Brantley requested:
 - Terry to go back to look at the decision making model, to see what type of information we need to make a decision.
 - What type of information should we take forward? He will work with Terry.
 - We will disseminate the information to all.
 - CASC will need the strike-out version of the two documents.
- Eventually, the Board must receive the mark-up from the original version.
- Shawn Dry suggested including students on the committee and questioned whether students polled.
- Mr. Brantley suggested involving Student Life in this discussion.

V. NEW BUSINESS:

VI. OLD BUSINESS – ACTION ITEMS:

1. **Checklist for New Proposed Programs or Agreements with Third Parties** (Cathy Rush, Sharon Miller, Gheretta Harris). Rush – they developed a checklist at cabinet for partnership agreement.
2. **Adjunct IDs** (Cathy Rush)
3. **Vehicle Use Procedure** (Terry McCauley) – **REMOVED**.
4. **Red Flag Document:** (Gail Pitts, Carla Mathews). **Mr. Brantley will check to see if it's been moved cabinet or if there is final decision.**
5. **Student ID Cards - Subcommittee Update** (G. Harris/C. Mathews). CASC discussed the purpose of ID cards. Gheretta recommended complete the print management system. The ID card might be uses a library card first, running the balance. There is a maintenance portion.
 - Terry suggested developing a project management plan for student ID cards.
 - Mr. Brantley will talk to Richard Holcomb and form a combined team. CASC representatives are Terry McCauley; Carla Mathews will assign one of the directors, and Gheretta Harris.
 - Mr. Brantley will check this out, and come back with recommendation to CASC, Cabinet. It should be vetted in the combined group.
 - Gheretta would like to have some idea about costs.

Next Step: Mr. Brantley will meet Dr. Holcomb, and a meeting will be called.

6. **Document Imaging** (Carla Mathews). They have a proposal. Dave Dunshee and Carla Mathews are putting together the board packet. Nancy Szabo is setting up a meeting for them to meet with Dr. Holcomb. **The RFP will go the Board in October.**
7. **On-line Application** (Carla Mathews) – **REMOVE**.

Discussion/Report Items

1. **College Support System Update** (David Dunshee)
 - Switching to the newest version of e-commerce in early October – will take the credit card number off campus. When a student pays with a credit card, it will be

taken off campus, and the credit card number is not stored in our system. The bookstores bought Tender Retail to assure the student's credit card info goes to an offsite database. *When the card is swiped, it sets up a page from PayPal, which sets up an authorization code.*

- *Setting up giant packages of patches.*
2. **Public Safety/Health and Safety Update** (Terry McCauley). Distributed the copy of the 2011 Annual Department of Public Safety Report. It is on the website – call Terry with questions. We have to have it available, according to the Cleary Act, and print it on request.

Emergency Notification – have 12,020 people enrolled – will purge the system from those who registered last year, and are not registered for the Fall.

3. **College-Wide Food Service Update** (Gheretta Harris). **REMOVE.**
4. **Records Retention** (Gail Pitts). They have prepared it, and they are working with State of Michigan. **Gail will report at next meeting.**

VI. OTHER BUSINESS

VII. FUTURE AGENDA ITEMS

- A. College-Wide Security Review Report. CASC needs to review. Tameka will send the report to me.
- B. Campus Grants – Gail

Next Meeting: Tuesday, October 18, 2011

Adjournment

Respectfully submitted,

Joyce Carter
10/18/2011 9:15 AM