



# OAKLAND COMMUNITY COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

3<sup>rd</sup> Monday, February 20, 2012

3:00 – 5:00

Foundation House

## MINUTES

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**Attendance:** Clarence Brantley, Terry McCauley, Linda Churchill, Cathy Rush, Gail Pitts, Sharon Miller, Tony Ingram, Deborah Swanson, Dan Cherewick,

**Absent:** Dave Dunshee, Carla Mathews, Gheretta Harris, Deborah Swanson

**Excused:** Marilyn Kokoszka

- I. REVIEW, AMEND, AND APPROVE AGENDA. The Agenda was approved by deleting the following discussions items under IV. Old Business – Action Items:
  - a. Checklist for new Proposed Programs or Agreements with Third Parties (Sharon Miller)
  - b. Red Flag Document (Pitts & Mathews)
  - c. Smoking Policy (McCauley) (First reading approved by Board)
  - d. Student ID Document Imaging (Proj.1003-College-wide Document Management/Carla Mathews)
  
- II. APPROVE 1-17-12 MINUTES. Approved.
  
- III. MEETING FOCUS ITEMS:
  - a. Vice Chancellor's Updates
    - i. The February Board Meeting is rescheduled to March 20, 2012.
  - b. Acknowledgment of Dean Ingram's Service. Mr. Brantley acknowledged Dean Ingram's commitment and service to CASC.
  - c. Discuss Replacement of Dean Ingram. Appointments to CASC are made by the Chancellor's Cabinet. Mr. Brantley will discuss the replacement at the next Cabinet meeting.
  - d. CASC Decision/Document Database (Dunshee/McCauley/Carter). No Report
  - e. MS Project 2010 Training Update (Cathy Rush). Mr. Brantley spoke with Pam Dorris, who is researching in-house MS Project and Project Management training.
  
- IV. OLD BUSINESS – ACTION ITEMS:
  - a. Updates on Process Review Projects

(**Note: Detailed updates and submitted documents are on the Share Drive under "SymCon Repository" Files:**)

    - (1) **General Project Information-Carter**
    - (2) **Project Updates-Proj Owners-Mgrs**
  
  - i. Web Time Entry-Proj1022. Gail Pitts discussed the update prepared by Sharon Converse. A major concern is supervisors' failure to timely approve the entries. Mr. Brantley asked Gail to consider a way to alert/remind supervisors to approve "on time" to eliminate payroll problems. Cathy Rush will ask Adecco about their process. This project does not need cabinet approval; it was a part of the

process review. There is no implementation date.

- ii. Vehicle Management –Proj 1021. Terry McCauley gave an update.
- iii. CMMS (Cherewick)-Proj1017. Dan reported a problem with the asset management software. Gail mentioned there is an asset management tool in Datatel; Dan will look at Datatel's capability.
- iv. Content Management System-Proj1006 (Miller). The CMS proposal is ready to go. Web feature update is friendlier, has a standard look and feel, and has portal capability.

Student ID Cards (Harris). Gail reported on behalf of the team. Linda Churchill questioned: a Web Cam being linked into the security system and who will take the ID photographs.

- v. EAF Processing-Proj1016 (Rush). Cathy Rush presented her report. Linda Churchill asked that the project manager include an Administrative Specialist as part the team to address calculations involved in processing EAFs.
  - vi. College-wide Document Management-Proj1003 (Mathews). No report.
- b. Adjunct IDs (Cathy Rush). The next step is to meet with the Business Managers to draft the Decision Support Model, gather resources, adjunct website, etc. Add to April agenda.
  - c. College Support System Update (David Dunshee). No report
  - d. Public Safety/Health and Safety Update (Terry McCauley). No report.
  - e. Records Retention (Gail Pitts). No report.

## V. OTHER BUSINESS

Cathy Rush: Pontiac Center and Child Care Centers are at Cabinet for a decision. Joyce Carter will update and bring the master general information form to the March 19 meeting.

Sharon Miller: Encourage CASC members to engage with their team and encourage them to use MS Project.

Mr. Brantley stated there has been no substantive activity on the projects. He would like for all CASC members sound general project management for the future of OCC. The Decision Support Model substantiates the project. He encouraged Project Owners to use Project Managers.

Janet Roberts will be invited to future meetings as an ad hoc member to handle marketing and communication.

## VI. FUTURE AGENDA ITEMS

April 16, 2012

- 1. Adjunct Idea Decision Support Model (Cathy Rush)

**VII.** NEXT MEETING DATE: MARCH 19, 2012

**VIII.** ADJOURNMENT

Submitted by: Joyce Carter  
3-16-2012