



# OAKLAND COMMUNITY COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL  
Foundation House

## MINUTES – MARCH 19, 2012 MEETING

<b>Attendance</b>		
Clarence Brantley	Gheretta Harris	Gail Pitts
Joyce Carter	Marilynn Kokoszka	Deborah Swanson
Dan Cherewick	Carla Mathews	Janet Roberts
Linda Churchill	Terry McCauley	Cathy Rush
	Sharon Miller	
<b>Absent</b> Dave Dunshee		

- I. REVIEW, AMEND, AND APPROVE AGENDA. Approved.
- II. APPROVE 2-20-2012 MINUTES. The Minutes were approved with changes to attendance. Revised 2-20-12 Minutes distributed electronically.
- III. **MEETING FOCUS ITEMS:**
  1. Vice Chancellor's Updates
  2. Review of Project Plan Phases & Approval Process. Mr. Brantley reviewed the Concept & Initiation Phase of Project Planning including Project Definition, Scope, Feasibility, Plan and Schedule, Charter, Project Approval. He stressed the importance approval at the completion of each phase or milestone.
    - i. Sharon Miller reported that while going through the process, the Electronic Communications Team realized it had not identified an approval group to review and consider the vision, timeframe, resources and hold the implementation group accountable.
    - ii. Mr. Brantley reiterated the need for project management. Each project owner shall identify a steering committee (approval group). The steering committee will work with the owner and give approval for the project to move forward.
    - iii. Marilyn Kokoszka stressed the importance of selecting some members from academia.
  3. CASC Decision/Document Database (Dunshee, McCauley, Carter). Terry presented the draft document and Charge for approval. Following discussion, the timeline was adjusted and the charge approved.

## IV. OLD BUSINESS – ACTION ITEMS:

1. Updates on Process Review Projects. The CASC members are encouraged to read the reports online.

Project ID & Name	Project Owner		Comment	Steering Committee
1001 Email for Student Mailings	Gheretta Harris		Combined with Project 1006	
1002 Web Delivery of Documents	Carla Mathews		Combined with Project 1006	

Project ID & Name	Project Owner		Comment	Steering Committee
1003-CW Document Management	Carla Mathews		On Share Drive	
1004-Enhance Online Services-Students	Carla Mathews		Combined with Project 1006	
1005-Increase Alumni Assn Members	Sharon Miller		No Report	
1006-Electronic Communications	Sharon Miller		Project name changed	
1015-Student Inquiry Calls	Carla Mathews		On Share Drive	
1016-EAF Processing	HR		No Report	
1017-CMMS	Dan Cherewick		No Report	Ken Reynolds, Deron Burgess, Jay Seewald, Deborah Swanson, Bee Chen, Kelly Taylor, Faculty(TBD)
1020-Requesting IT Projects-Services	Dave Dunshee		No Report	
1021-Vehicle Management-Use	Terry McCauley		On Share Drive	NA
1022-Web Time Entry	Gail Pitts		On Share Drive	Sharon Converse, Bee Chen
1024-Informer Training for Datatel Repts	HR		No Report	
1025-Student ID	Gheretta Harris		On Share Drive	Chuck Flagg, Jessica Jensen, David Mathews, Terry McCauley, MaryAnn McGee, Katherine McMullen, Sarah Rowley
1026-College-wide Grounds/Landscape Project	Dan Cherewick		New	
1027-Electronic 1098Ts & W2	Gail Pitts		New	

## 2. DISCUSSION/REPORT ITEMS

- A. College Support System Update (David Dunshee). No report
- B. Public Safety/Health and Safety Update (Terry McCauley). No Report
- C. Records Retention (Gail Pitts). No Report

## V. OTHER BUSINESS

## VI. FUTURE AGENDA ITEMS

April 16, 2012

1. Adjunct ID Decision Support Model (HR)

**VII. NEXT MEETING:** April 16, 2012

## VIII.ADJOURNMENT

Submitted by: Joyce Carter  
4-11-12