

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**  
**Monday, May 21, 2012**  
**3:00 – 5:00**  
**Foundation House**

**MINUTES**

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**I. APPROVE AGENDA & 4-16-2012 MINUTES.** Approved.

**II. MEETING FOCUS ITEMS**

a. Vice Chancellor's Updates

- i. The Auch contract was extended two years.
- ii. Following is the plan to accomplish our goals:
  - 1. At the June Board meeting, the college intends to hire a third party to perform an architectural facility review to identify future projects.
  - 2. A review of OCC's 74 building structures and parking facilities should take approximately six months.
  - 3. We expect a report of the architectural review by January 2013.
  - 4. In February and March, we will select the and share our choices
  - 5. The third party will review our selections by the end of June-July.
  - 6. The final suggestions will be in the 2014 budget.
  - 7. Auch will do the first three projects.
  - 8. In the meantime, the engineers will transition to handling all small in-house projects. The engineers will handle all phases of the projects, from bidding to selecting contractors.
  - 9. Janet Roberts questioned if the college were looking at a 3-5 year construction plan? Mr. Brantley explained the college is going through this process to assure competitive bidding and transparency.
  - 10. Ms. Roberts further questioned the impact the new process will affect purchasing and financial services. Mr. Brantley state all purchasing and financial services will shift to OCC, rather than the contractor.

**III. OLD BUSINESS – ACTION ITEMS:**

a. Recreation Facilities/Fees.

- i. Deborah Swanson presented her findings regarding varying recreational fees collected by each campus.
- ii. Carla Mathews questioned the college's policy/procedure regarding use of the recreational facilities; Sharon Miller questioned legal obligations.
- iii. Mr. Brantley explained we must assess a fee for use of the recreational facilities; otherwise, we are breaking the law. As a community college, we are unable to give away services.
- iv. The matter will be discussed at Cabinet.
- v. Ms. Swanson will revise the information with attendance and fiscal year revenue.

b. There is no decision on Pontiac Center. The owner needs 90 days' notice.

c. Updates on Process Review Projects

Project ID & Name	Project Owner	Comment	Steering Committee
1005-Increase Alumni Assn Members	Sharon Miller	Have retreat scheduled in June. An online sign-up for alums will run through 6-30. Cindy Tanner is working on this project. Sharon will bring a summation from the advisory	

Project ID & Name	Project Owner	Comment	Steering Committee
		committee. We may be successful with the people who graduated 2012. The best way is to get students in while they're students.	
1006-Electronic Communications	Sharon Miller	Janet Roberts – CMS, E-catalog and student portal. Have had conversation about how to combine them, and timing with Academic Master Plan, Ellucien, Datatel, e-portals. Pausing for now to determine the best course of action	Student Services said we need student portal.  Should CMS be held off
Marketing	No portal RFP		
1015-Student Inquiry Calls	Carla Mathews –t	The directors and Carla worked with PDTG for training on document management. Carla will do General Project Information Sheet	
1016-EAF Processing	HR		
1017-CMMS	Dan Cherewick		
Document Management	Carla Mathews	Analyzing/design – IT worked with them re: scanners throughout the college. Financial aid is ready to use. The scanners are installed. IT bought enough equipment/software for each department.	
1020-Requesting IT Projects-Services	Dave Dunshee	We have a Guest CIO visting IT; met with Bob, Dave, a big chunk of what he's talking about is how the county does their IT requests. They've put together a very interesting system.	
1021-Vehicle Management-Use	Terry McCauley	The committee met; added logs and will report at the next meeting	
1022-Web Time Entry	Gail Pitts		
1024-Informer Training for Datatel Reports	HR - Dunshee will take over	IT is providing refresher training right now; cannot take on new persons.	
1025-Student ID	Gheretta Harris		
1026-College-wide Grounds/Landscape Project	Dan Cherewick		
1027-Electronic 1098Ts & W2	Gail Pitts		

#### IV. NEW BUSINESS

#### V. DISCUSSION/REPORT ITEM

- a. College Support System Update (David Dunshee)
- b. Public Safety/Health and Safety Update (Terry McCauley)-doing 2 tabletops this week. Presidents requested their people get the same training. He thanked Janet Roberts for her group's input.
- c. Records Retention (Gail Pitts)
- d. Graduation was a blast!!

#### VI. OTHER BUSINESS

#### VII. FUTURE AGENDA ITEMS

**Next Meeting Date:** September 17, 2012

**Adjournment**