OAKLAND
COMMUNITY
COLLEGE ®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, October 16, 2007
DO Board Room
MINUTES

CALLED TO ORDER BY: Gail Pitts   **TIME: 3:00 p.m.**

Present	Absent
Cham, Kathleen	Baughman, Jessica
Boughner, Jackie	Cherewick, Daniel
Dunshee, Dave	Crews, Lloyd
Harris, Gheretta	Mathews, Carla
McCauley, Terry	
Pitts, Gail	
Rush, Catherine	
Ston, Mary	

I.   Presentations/Special Guests   None

II.   Meeting Focus Item   None

III. Ongoing Items:
   New Business
   Action Items
   1.1   <u>Approval of CASC Minutes</u>
            The September 18, 2007 minutes were approved.
   1.2   <u>College Creation of Student E-Mail Accounts</u> – (D. Dunshee)
            This item will be moved to "Old Business-Discussion". Dave Dunshee stated that this issue is only
            ½ of the communication piece for students. He stated that a technical survey had been done and 88-
            90% of students already had e-mail accounts and only about 1/3 said they would want an account.
            He will look up the communication piece previously discussed at DMT but this issue is still under
            review.
   1.3   <u>Student ID Cards</u> - (G. Harris/L. Crews)
            This item will be moved to "Old Business-Discussion". Gheretta distributed a chart showing the
            responses received from the community colleges she surveyed regarding student ID cards. She
            further stated that the second task was to work with IR generate a student survey. She said Lloyd
            Crews had scheduled a meeting with Nancy Showers to draft a survey that could be used in
            conjunction with the IFS (Instant Feedback Survey) Panel. Hopefully she will have a draft of the
            survey for the November CASC meeting.
   1.4. <u>Comprehensive Facilities & Maint. Mgt. Software-Taskforce Update </u>- (G.Harris/D. Cherewick)
            Gheretta stated that they will bring back a draft charge and estimated timeline back for the
            November CASC meeting. The task force has been identified and a kickoff meeting is scheduled for
            the 1st week in November. Their overall objective is to develop a tool to process a number of things
            such as: work orders, assign tasks, scheduling and tracking of rooms. Also, help in maintaining and
            tracking of equipment. Part of the scope is that the final product must have Datatel/Colleague
            compatibility. Gheretta stated that Dan will report out on this issue at future meetings.

1.5 Emergency Reponse Plan Update –Enhance Building Marshal Prog.- (T. McCauley) Terry distributed an informational piece regarding enhancing the Building Marshal program to include all college administrators and managers for a more comprehensive response in an emergency. The council discussed the issue and suggested that faculty should also be involved. **ACTION:** Terry will work with PDTC to develop a training program and seek support and volunteers to enhance the Building Marshal program.

Discussion/Report Items

2.1 Electronic Communication for Students – (L. Crews)
No update due to absence of L. Crews. The Council expressed some confusion between agenda items 1.2 and 2.1, so Dave Dunshee agreed to research the two and report back. He also stated, with regards to Google Apps, that a process on how to implement the necessary administrative link-up was being worked on.

2.2 Business Continuity Plan – (T. McCauley)
No report. Move item down to "Old Business-Discussion"

2.3 Pandemic Issues – How to Address - (T. McCauley)
To be taken off agenda. Approved at Chancellor's Cabinet

2.4 Locking/Unlocking Campus - (D. Cherewick/T. McCauley)
D. Cherewick, T. McCauley and G. Pitts are in discussion with affected groups. They are gathering information on current practices. They will keep CASC updated.

2.5 Procedure/Protocol for Handling of Property – Personal or College Owned - (C. Rush)
To be taken off agenda. Issue approved at Chancellor's Cabinet with minor changes. Human Resources will notify appropriate college personnel of procedures and put on H.R. website.

2.6 Document Imaging - (C. Mathews)
Gail stated that the document imaging is moving along. The main focus *so far* has been converting *from paper to electronic images*. Once HR, Enrollment Services and Financial Services are done, other departments will be contacted to begin this process to preserve their important business papers/procedures.

2.7 Records Retention – Draft Policy/Employee Sign-off (T. McCauley/J. Boughner)
Cathy Rush stated there were a few questions raised at Chancellor's Cabinet. **ACTION:** Jackie Boughner will work with Cathy Rush to resolve items in questions and resend to Chancellor's Cabinet (via e-mail) for their approval.

Old Business
Action Items

3.1 Candidate Travel & Lodging Reimbursement Information – (C. Rush)
No Update.

3.2 Budget Update - (G. Pitts)
Gail stated that there was nothing major to report. Cathy Rush asked about the delayed August State Aid payment. Gail stated that she is hopeful but there had been legislation to delay the payment, but no new legislation to reinstate it. However, the State Aid reduction was offset by a 50% reduction in MESPERS contribution payment. Gail further stated that the College could still experience possible for future cuts. She will keep CASC updated.

Discussion/Report Items

4.1 College Support System Update - (D. Dunshee)
Dave Dunshee stated that they are gearing up for registration which should start in about 2-3 weeks. IT is concentrating on preparing for Release 18 which is scheduled over the Thanksgiving long weekend.

4.2 Online Application - (C. Mathews)
Gail Pitts read a report from Carla Mathews which stated that they will await implementation of Release 18 before attempting to test the online beta version of the application into the Live account. They are anticipating at Spring implementation timeframe.

4.3   <u>Public Safety/EH&S Update</u> – (T. McCauley)
Terry McCauley stated that a Memo of Understanding is finalized with the Oakland County Health Division to provide facilities and some services in the case of serious emergencies where the hospitals and County facilities would be overloaded. Also emergency procedures are being updated dealing with the "secure shelter concept". Flip charts will be updated and there will be a Blackboard training component and they are working on procedures specifically for students. He will keep CASC updated.

4.4   <u>College-wide Food Service Committee</u> - (G. Harris)
No Report.

<u>Other Business</u>

5.1   <u>Items for CASC E-Mail Communication</u>
None

<u>Future Agenda Items</u>

6.1   <u>New Phone System</u> - (R. Montgomery/M. Rowe)

6.2   <u>Annual Report</u>- CASC Topics addressed & action Taken

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Jackie Boughner