



OAKLAND
COMMUNITY
COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, April 21, 2009

District Office Board Room

MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 p.m.

Present

Brantley, Clarence (Chair)
Cherewick, Daniel
Dunshee, David
Harris, Gheretta
Ingram, Anthony
McCauley, Terry
Morrin, Ann
Pitts, Gail
Rush, Catherine

Absent

Cham, Kathleen
Mathews, Carla
Ston, Mary

I. Presentations/Special Guests - Mary Ann Sheble

II. Meeting Focus Item(s):

(a) Digital Repository- Mary Ann Sheble gave a slide presentation related to possible project through TMC to look into the feasibility of establishing a controlled-access digital repository for College information. A task force was formed and a report was sent to CASSC. A CASSC task force was formed and came up with recommendations to incorporate into DALNET. DALNET board has asked the task force to look into the options. A repository would be formed for faculty use and a consortium of 20+ schools. There was extensive discussion among Council members. Some concerns were raised such as: Structural organizational concerns; duplicate initiatives by different groups; how to bring these two initiatives together?; associated costs(fees) **ACTION:** Mr. Brantley will talk with Cathy Maze and get discussion started at Cabinet level and report back to CASC.

(b) College Wide Food Service: Council continued their discussion on information provided by Gheretta and to review the information provided and use the following points when formulating recommendations: 1) Locations of Food services, 2) What food products should be provided (i.e. hot serving kitchen/where/if additions are needed), 3) standards for the college, 4) Price of Food(how much is the college willing to subsidize) and 5) Expansion opportunities(License, build to specs, equipment, menu boards, lighting, buy their products). Then “think college-wide” to set protocols for all sites. Also, to examine the uniqueness of each campus. Information distributed showed overall usage was very small in relation to total number of students on the campuses. Some reasons were cited: distance between where food was served and classes held, types of food offered. It was agreed that the following actions would be taken to provide more information for a further review. **ACTION:** 1) Gail Pitts will provide fixed costs (charge-back for sq. footage) 2) Gheretta will bring financials for operational costs; 3) Dave Dunshee will get numbers by day using unduplicated headcount to total sales; 4) Gheretta will work with Dan to develop some cost figures to construct a kitchen in place. Council will review information, determine to what extent they would recommend the College’s subsidy of this operation, and formulate their recommendations to be taken to Chancellor’s Cabinet.

(c) Public Safety Information- Terry McCauley discussed the final draft of the Campus Security Authority. **ACTION:** Council approved all changes made.

(d) Adjunct IDs- Cathy Rush - Due to time constraints this item was not discussed.

Ongoing Items:

New Business

Action Items:

1.1 **Approval of CASC Minutes**

The February 17, 2009 minutes were approved with minor changes.

Discussion/Report items:

Due to Time Constraints, the following agenda items were not discussed. They will be held until the next meeting.

Ongoing Items:

NEW BUSINESS

Action Items:

- 1.2 CASC's Role in the Registration Process
- 1.3 Checklist for New Proposed Programs or Agreements with Third Parties
- 1.4 Department Name Changes-(C. Rush)

Discussion/Report Items:

- 2.1 College Security Updates

OLD BUSINESS

Action Items:

- 3.1 Candidate Travel & Lodging Reimbursement Information (C. Rush)
- 3.2 Budget Update (C. Brantley)

Discussion/Report Items

- 4.1 Student ID Cards- Subcommittee Update (G. Harris/C. Mathews)
- 4.2 Document Imaging (D. Dunshee)
- 4.3 College Support System Update (D. Dunshee)
- 4.4 On-line Application (C. Mathews)
- 4.5 CMMS Task Force Update (D. Cherewick)
- 4.6 Public Safety/Health and Safety Update (T. McCauley)
- 4.7 College-Wide Food Service Update (G. Harris)
- 4.8 Records Retention (J. Boughner)
- 4.9 Internal Controls Documentation- Bd. Audit Comm. (C. Brantley/G. Pitts)

OTHER BUSINESS

- 5.1 Items for CASC E-mail Communication

FUTURE AGENDA ITEMS

- 6.1 CASC Topics Addressed-Accomplishments

The meeting was adjourned at 5:00 p.m.

Respectfully submitted, *Jackie Boughner*