



OAKLAND  
COMMUNITY  
COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, May 19, 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  
Morrin, Ann  
Pitts, Gail  
Ston, Mary

Absent

Cham, Kathleen  
Mathews, Carla  
Rush, Cathy  
Ingram, Anthony  
Noland, LaTasha

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I. Presentations/Special Guests - None

II. Meeting Focus Item(s):

(a) College Wide Food Service: Gheretta distributed financial statements for Continental Café, Inc. for 2008, 2007 & 2006 and Customer Counts by Campus from Sept., 2007 through April, 2009. 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. Dave Dunshee agreed to obtain unduplicated headcount information and forward to Gheretta. Dan Cherewick stated that fit-out costs for good service at AH was about \$1,000,000(\$700,000 for catering kitchen), (\$300,000 -400,000 for equipment). Mr. Brantley stated that council needed to think about “How do we define success?” “service to 50% of population”; also “what do we want out of the program?” After lengthy discussion, the Council made these preliminary recommendations: **Auburn Hills:** No changes in current service or food product; **Highland Lakes:** Current location is poor. Need to relocate Kiosk to Woodland Hall; consider a Fast-Track Convenience Store in the Student Center Building; also, consider an add-on or building addition if viable; **Orchard Ridge:** Consistent misunderstanding/competition between catering and culinary causes less service; to capture more activity put JAVA cart in “A” bldg, also propose a concession type area in west “A”; also, could utilize current PS space for a concession window; **Royal Oak:** It was agreed that if any site needs attention, it was Royal Oak and Southfield. Royal Oak has the 2<sup>nd</sup> highest activity, needs a “build-out” behind glassed area into current seating area and atrium area (approx. \$300,000); **Southfield:** Has a ventilation system that is operable- don’t cook there- offer a build-out , also need more space to offer anything other than a C-Store. **ACTION:** 1) Gheretta will send information on a Fast-Track Convenience Store to be distributed to Council members. 2) Dave Dunshee will get numbers by day using unduplicated headcount to total sales; Council will review information, determine to what extent they would recommend the College’s subsidy of this operation, and formulate their final recommendations to be taken to Chancellor’s Cabinet.

Ongoing Items:

New Business

**Action Items:**

1.1 Approval of CASC Minutes

The April 21, 2009 minutes were approved as presented.

## **Discussion/Report items:**

### **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- Mr. Brantley stated that Cathy Rush had started discussion with Cabinet for administrative functions. More to follow.
- 1.4 Department Name Changes-(C. Rush) - Tabled

##### **Discussion/Report Items:**

- 2.1 College Security Updates- Mr. Brantley stated that the four security teams are moving toward a structuring a format for the teams to write their final report. Teams will come and make a presentation to CASC as they conclude their review. CASC will hear presentations and make any recommendations they have and then take forward to Chancellor Cabinet.

#### **OLD BUSINESS**

##### **Action Items:**

- 3.1 Candidate Travel & Lodging Reimbursement Information - (C. Rush)- Tabled
- 3.2 Budget Update - Mr. Brantley stated that the Board officially approved the 2009-10 budget. He will send out a communication to the college community and work with the Campus Business Managers to collect and summarize "cost savings initiatives" submitted by the college community.

##### **Discussion/Report Items**

- 4.1 Student ID Cards- Subcommittee Update- Gheretta stated that as a part of current Pro-Watch, they are looking at badging & IDs. College already has licensing. Just need to order stock. Part of security/CCTV review.
- 4.2 Document Imaging- Dave Dunshee stated that the committee is just getting started and an initial meeting has been scheduled. More to follow.
- 4.3 College Support System Update- Dave Dunshee stated that it a quiet time and registration has just finished. Nothing new to report.
- 4.4 On-line Application- Dave reported that approx. 60% can just be put into system; the other 40% have to be manually merged. Still have testing to do. Don't have quite enough information to make recommendations.
- 4.5 CMMS Task Force Update (D. Cherewick)- No update
- 4.6 Public Safety/Health and Safety Update-(T. McCauley)- Tabled
- 4.7 College-Wide Food Service Update-(G. Harris)- See Focus Item
- 4.8 Records Retention- Jackie stated still receiving some updates from departments.
- 4.9 Internal Controls Documentation- Bd. Audit Comm. - (C. Brantley/G. Pitts) - No Update

#### **OTHER BUSINESS**

- 5.1 Items for CASC E-mail Communication- None
- 5.2 Handling of Time Sheets/- Mr. Brantley stated that they are beginning to look at the various options for improving the processing of time sheets due to the changes in the state reporting requirements and to alleviate the current problems which result in continuous manual changes to the reports after the initial submission because of changes in time used (vacation, sick, etc.) by staff. He will keep the Council updated.
- 5.3 Student e-mail- Currently students have the option to use the free college e-mail or not use it and just use their own. Since using the College's e-mail would enhance communications both in an emergency and otherwise, the following action is requested: ACTION CASC would like to formally request that CASSC revisit this issue and get the process in place to look at making the use of the college e-mail mandatory.

#### **FUTURE AGENDA ITEMS**

- 6.1 CASC Topics Addressed-Accomplishments

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

Respectfully submitted, *Jackie Boughner*