



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, June 16, 2009

District Office Board Room

MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 p.m.

Present

Brantley, Clarence (Chair)  
Mathews, Carla  
McCauley, Terry  
Morris, Ann  
Rush, Cathy  
Ston, Mary

Absent

Cham, Kathleen  
Cherewick, Daniel  
Dunshee, David  
Harris, Gheretta  
Ingram, Anthony  
Noland, LaTasha  
Pitts, Gail

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I. Presentations/Special Guests - None

II. Meeting Focus Item(s):

- (A) College Wide Food Service: Council continued their discussion on the information previously provided in order to and formulated recommendations that will be taken forward by Mr. Brantley to Chancellor's Cabinet.: the following points were used to formulate the 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 had provided unduplicated headcount information and 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 recommendations: Auburn Hills: No changes in current service/food product, but enhance with "Fast Track Convenience Store" concept in "J" Bldg. pending investigation of contract with Continental of contract issues and space costs.; Highland Lakes: Current location is poor. Need to add JAVA cart (relocate Kiosk to Woodland Hall). Also, consider a "Fast-Track Convenience Store" concept in the Student Center Building which may need an add-on or building addition if viable; Orchard Ridge: It is not the desire of the College to use Culinary as food service for employees and to capture more activity: put a 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" into current seating area and atrium area (approx. \$300,000), need to install ventilation system(approx. \$300,000) to bring back hot food service.; 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) Have Gheretta make contact with companies who currently use the Fast-Track Convenience Store and get their input (costs, over-site, and losses) to be distributed to Council members. 2) Also, have Gheretta review the Continental contract issues and work with Dan Cherewick on space (build-out, power, egress) costs and installation costs for Fast Track system. Share with CASC and give to Mr. Brantley to be taken to Chancellor's Cabinet with recommendations.
- (B) Cost Savings Recommendations: Mr. Brantley stated that he had met with Gail and the Business Managers and they are starting to put together a spreadsheet of recommendations they have received from the College community. He will bring to the next meeting for CASC's review.
- (C) AERCIP Document: Terry McCauley discussed the document and stated that this document is an effort to bring together a variety of documents "under one house" and details a pre-determined set of responses for specific individuals under specific emergencies on how to handle extreme emergencies and notification to staff and college community. He further stated that an RFP is being prepared for an emergency notification system (text, phone, e-

mail, etc.) which will be used instead of current fan-out lists and make notification more efficient and faster  
**ACTION:** Minor changes were recommended and the document will be cleaned up and moved forward to Chancellor's Cabinet.

- (D) **Adjunct ID's:** Cathy Rush stated that work is being done to standardize processes and that Royal Oak/Southfield and Auburn Hills have been providing cards on a "pilot" basis. The response has been good and it has helped to identify who the adjuncts are and make them feel a part of the college community. Auburn Hills does not have "swipe function", Royal Oak/Southfield does. **ACTION:** Terry McCauley will work with Cathy Rush on mechanics of how the card would look. It was recommended that all cards should have "swipe function" contingent on cost. Adjuncts will be oriented on use and directed to appropriate websites.
- (E) **Digital Repository:** Mr. Brantley stated that it appears that there is a clear duplication of review being done and that another meeting needs to take place. It is unclear what capabilities this service will provide that cannot be provided with the Dalnet system that we do not currently have. **ACTION:** Another meeting will be scheduled for further review and come up with a unified set of recommendations. Carla will do a write-up and bring a recommendation from CASSC for CASC's review.

### **Ongoing Items:**

#### **NEW BUSINESS**

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

- 1.1 **Approval of CASC Minutes-** The May 19, 2009 minutes were approved as presented.
- 1.2 **CASC's role in the Registration Process-** No update
- 1.3 **Checklist for New Proposed Programs or Agreements with Third Parties-** Cathy Rush stated that there have been discussions started with Cabinet for administrative functions. More to follow.
- 1.4 **Department Name Changes –** Cathy Rush stated that there have been discussions with Enrollment Services that there is a need for a process to touch all areas that need to know. Cabinet has to approve name changes. Cabinet members should bring any name change recommendations forward for approval. If approved, CASC will also be informed and then the appropriate departments and "front line staff" will be informed. **ACTION:** She will work on a "draft procedure."

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

- 2.1 **College Security Updates-** Mr. Brantley stated that there will be a meeting of the four security teams' chairpersons to review the proposed structure of the 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.
- 2.2 **Behavioral Assessment Program Update(BART)-** Terry stated the group is active and when public safety is notified of a threat and if an intended victim is identified, they along with the BART team will be notified. He further stated a recommendation that will be coming from the Human Security committee for Critical Incident training through PDTC for faculty and staff.

#### **OLD BUSINESS**

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

- 3.1 **Candidate Travel & Lodging Reimbursement Information -** (C. Rush)- Tabled
- 3.2 **Budget Update –** SEE FOCUS ITEM "B"

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

- 4.1 **Student ID Cards- Subcommittee Update-** Carla Mathews stated that a recommendation has come from CASSC to do a pilot with just a simple picture ID with features that allow use of print system and the library. Cards will be issued at specific times (after drop-adds). **ACTION:** Request Gheretta to check with vendors and get parameters of costs. College already has licensing.

The remaining items on the agenda were tabled.

#### **OTHER BUSINESS**

- 5.1 **Items for CASC E-mail Communication-** None

#### **FUTURE AGENDA ITEMS**

- 6.1 **CASC Topics Addressed-Accomplishments**

The meeting was adjourned at 4:45 p.m.

Respectfully submitted, *Jackie Boughner*