



COLLEGE ADMINISTRATIVE SERVICES COUNCIL  
Tuesday, November 17, 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  
Mathews, Carla  
McCauley, Terry  
Morrin, Ann  
Rush, Catherine

Absent

Cham, Kathleen  
Ingram, Anthony  
Pitts, Gail  
Ston, Mary  
  
Guests: Mike Halaburda, Jay Seewald, Jeff Ragle

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I. Presentations/Special Guests - From CMMS Task Force- D. Cherewick

II. Meeting Focus Item(s):

- (A) CMMS/Schedule Software Update: Dan Cherewick distributed an overview of the PowerPoint presentation and discussed it with the Council. He stated that their objective was to know what staff is being used, where they were working and on what issue. The presentation covered what problems they were trying to solve; what CMMS functions would be covered, and the features and benefits of the three top bidders. He stated that they surveyed six (6) other schools and it was clear that one vendor will accomplish CMMS & Event Scheduling functions. Mike Halaburda, Jay Seewald and Jeff Ragle were on hand to answer specific questions from the council. Council stressed that an “implementation plan” and “proof of concept” was needed (Staff, hours needed to devote to implementation of plan, who needs to be involved, what steps needed to make it viable). Dan thanked the council for their time and consideration. ACTION: Dan, Mike and CMMS task force members/Event Scheduler Committee will develop implementation plan/proof of concept and return to CASC with their recommendations and cost analysis in either January or February of 2010. At that time, the request will be revisited.
- (B) Cost Savings Recommendations: Mr. Brantley distributed two lists of cost savings suggestions: (1) the one the Council had previously worked on (with changes/additions/deletions in “red”), (2) the list that was compiled by the Business Managers. ACTION: Council should review both lists with particular attention to the most recent list from the Business Managers and be prepared to discuss at the next meeting.

NEW BUSINESS

Action Items:

- 1.1 Approval of CASC Minutes- The record should show that the entire meeting on October 20<sup>th</sup>, reviewing the Cost Savings Suggestions, so no formal minutes was done.
- 1.2 CASC’s role in the Registration Process- No Update
- 1.3 Checklist for New Proposed Programs or Agreements with Third Parties- No
- 1.4 Department Name Changes – Cathy Rush stated that she had reviewed the charge previously given and presented a revised “draft charge” for the Council’s review and discussion. The Council agreed that the scope should identify and review all affected process and ensure that there is a process to touch all areas that need to know. Cabinet has to approve name changes. It was also agreed that a committee be formed with representatives from IT, HR, Financial Services and Enrollment Services. Leanne Nadlicki will serve from Enrollment Services, Mary Chambers from HR and Mr. Brantley and Dave Dunshee are to advise Cathy who will represent IT and Financial Services. ACTION: Cathy will inform Committee members and call the first meeting. She will also provide an update to CASC at the February, 2010 meeting.
- 1.5 Adjunct IDs - No Update
- 1.6 Digital Repository Update – No Update

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

- 2.1 College Security Updates- No Update
- 2.2 Behavioral Assessment Program Update (BART) - No Update

### **OLD BUSINESS**

#### **Action Items:**

- 3.1 Candidate Travel & Lodging Reimbursement Information - No Update
- 3.2 Budget Update – Mr. Brantley stated that he is starting the initial process review of the 2010-11 Budget. He further stated that Oakland County has already done a 3-year budget projecting large reductions in property taxes. This information is coming from good data from assessors.

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

- 4.1 Student ID Cards- Subcommittee Update- No Update
- 4.2 Document Imaging - Dave, Carla and Cathy all agreed that progress *is ongoing and much of the backlog* has been archived, destroyed or is in the review process. However, in the meantime another year's worth of material is now ready for archiving. Updates will continue to follow on this project.
- 4.3 College Support System Update – Dave Dunshee reported a sizable increase in registrations in the first 3 days over last year. It was a very busy 3 days with only minor problems.
- 4.4 On-Line Application – No Update
- 4.5 CMMS Task Force Update – See Focus Item (A)
- 4.6 Public Safety/Health and Safety Update – Terry McCauley stated that Michael Schmidt has been working with the Facilities Managers and identified locations and hand sanitizing dispensers and products are being put in place throughout the College during the flu season.
- 4.7 College-wide Food Service Update – No Update
- 4.8 Higher Education Opportunity Act of 2008 – textbooks – This item will be made a “focus item” for the January 2010 meeting.
- 4.9 Records Retention – No Update
- 4.10 Internal Control Documentation – Bd. Audit Comm. - No update

### **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 5:05 p.m.

Respectfully submitted, *Jackie Boughner*