



OAKLAND  
COMMUNITY  
COLLEGE®

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

**Tuesday, January 19, 2010**

**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  
Pitts, Gail  
Rush, Catherine  
Ston, Mary

**Absent**

Cham, Kathleen  
Ingram, Anthony

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**I. Presentations/Special Guests - None**

**II. Meeting Focus Item(s):**

- (A) Cost Savings Recommendations: Mr. Brantley stated that instead of just looking at the current suggestions for cost reduction and revenue generation recommendations, recent discussion at Chancellor's Cabinet was that the institution not only needs to address balancing the budget for 2010-11, but also needs to look at future projections, short-term and long term actions. Short term issues that affect next year's budget need to be addressed. Long term issues are to look at how the institution can become more efficient, generate more revenue and also cut costs for the institution. --- There was lengthy discussion by the council on how to approach this issue. There was discussion on what the definition of "core functions". It was the general consensus that a good definition was to "provide academic programs that deal with transfer programs, occupational programs and workforce training and retraining. Some items agreed upon were: evaluation/preservation of core functions; enhance the services that relate to core functions; reduce costs; increase revenue; limit impact of personnel to non-essential functions and revisit programs that we are currently subsidizing- should we continue?. Also, look at redundancy of programs with other schools in the surrounding areas. ACTION: A CASC retreat will be held with a facilitator to help the Council addresses these issues. Gheretta will find a facilitator and Jackie will review calendars and schedule a date. It was agreed that the retreat would be held at the Highland Lakes campus.
- (B) Higher Education Opportunity Act of 2009 - textbooks: Gheretta Harris distributed a "talking piece" of the textbook provisions of the Act. There are very specific requirements relating to: Publishers; course schedules, what the college bookstores must provide; current textbook adoption timeline and compliance issues. It was discussed that a permanent "task force" be created who is responsible for bringing the College in compliance, implementation of task in accordance with established timeline, and who would work on an ongoing basis to monitor any changes in the laws and then advise the appropriate college administrators to ensure the College is kept in compliance. ACTION: The Council agreed to appoint a "Task Force" from the following areas: Enrollment Services (Leanne Nadlicki), Bookstore Manager (Maria McCarthy), Institutional Research (Clarence Brantley to check with C. Kozell), a Department Chair (Mary Ston to provide name), IT representative (Dave Dunshee to provide name). Gheretta Harris will ask Maria McCarthy to act as Chair. Gheretta will attend the first meeting and act as the link to back to CASC. Names of appointees should be sent to Gheretta by January 31st. The first meeting will be called after all appointees are identified.
- (C) Document Imaging: Carla Mathews stated that progress is going well and the project is moving right along. She stated that Kathleen Dell was preparing a "status report" handout and she will forward it to the Council once it is received.

## **NEW BUSINESS**

### **Action Items:**

- 1.1 Approval of CASC Minutes- The minutes from the November 17, 2009 meeting were approved with the revised changes.
- 1.2 CASC's role in the Registration Process- No Update
- 1.3 Checklist for New Proposed Programs or Agreements with Third Parties- No Update
- 1.4 Department Name Changes – Cathy Rush stated that she still needed the names of the IT representative and the Financial Services representative. Dave Dunshee will advise Cathy who will represent IT. Gail Pitts stated that the duties would be shared by Darlene Buchfinck and Lina Gerchak. Leanne Nadlicki will serve from Enrollment Services, Mary Chambers from HR. 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. **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 - SEE Focus Item C
- 4.3 College Support System Update – No Update
- 4.4 On-Line Application – No Update
- 4.5 CMMS Task Force Update – No Update
- 4.6 Public Safety/Health and Safety Update – No Update
- 4.7 College-wide Food Service Update – No Update
- 4.8 Higher Education Opportunity Act of 2008 – textbooks – See Focus Item B
- 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 4:55 p.m.

Respectfully submitted, *Jackie Boughner*