



OAKLAND COMMUNITY COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL
District Office Board Room
Tuesday, March 15, 2011
3:00 PM – 5:00 PM
Minutes

- I. Review, Amend, and Approve Agenda. “Action Item, No. 5,” Digital Repository Update was deleted from the Agenda.
- II. Approve Minutes of November 16, 2010 meeting. CASC approved the minutes.
- III. Meeting Focus Item(s):
 - A. Process Review Recommendations
 - The CASC Final Report and Recommendations to The Chancellor’s Cabinet is available online. The CPC and College Academic Senate reviewed the report. The Cabinet’s review is pending.
 - Mr. Brantley stated CASC is the group to implement the recommendations included in the final report that do not require Cabinet approval. He charged CASC members to:
 - Create a written process to implement and monitor their groups’ recommendations. Select implementation team members and return to CASC with clear plans. CASC shall review and approve the process. Some team leaders do not report to a CASC member.
 - Develop a high-level summary of successful implementation to report to the college community.
 - Sharon Miller stated the Cabinet should review the implementation plans to assure there is no duplication or conflict of efforts between CASC and CASSC.
 - Gail suggested CASC give a monthly update to the college regarding implementation progress.
 - Sharon Miller announced the creation of an online bulletin board on which to post updates under four categories (pillars).
 - Joyce will adapt a template to use with the implementation process.
 - Mr. Brantley will notify CASC members about the implementation process.
 - CASC recommends Mr. Brantley inform the Cabinet about the public’s review and comments on CASC’s Final Report & Recommendations.
 - B. Miscellaneous
 1. Gail reported that Wilma Porter is training employees throughout the college, including Financial Services and business office personnel, to assist Financial Aid during any available down time.
 2. An invitation is forthcoming to honor employees who worked on teams. The reception is Tuesday, April 19, 4-6 pm, in the MTEC lobby.
- IV. **NEW BUSINESS**
 - Action Items:**
 1. Checklist for New Proposed Programs or Agreements with Third Parties - Cathy Rush, Sharon Miller, Gheretta Harris. Sharon Miller reported the group has not met.
 2. Agreement Approval Process Documentation. No Report
 3. Department Name Changes - Cathy Rush
 4. Adjunct IDs – Cathy Rush. The recommendation went to Cabinet for all campuses to issue identification cards.

5. Vehicle Use Procedure. Terry McCauley wants to develop a college-wide vehicle use procedure. The following persons will assist Terry with this project: Sharon Converse, Gary Casey, Dan Cherewick and Laurie Huber. Terry questioned redistribution and future housing of the document. Gail stated we should annually update and redistribute the procedure.

This brought up the subject of a permanent repository for all contracts, procedures, insurance policies, etc., that are annually reviewed and/or renewed. (Mr. Brantley asked Terry and Gail to formulate ideas about a permanent repository and a type of tickler system to discuss at the next Lead Team meeting.)

6. Red Flag Document: Federal Mandate. Gail Pitts and Carla Mathews discussed the federally mandated "Red Flag" document, i.e., an "Identity Theft Prevention Program" process for OCC. CASC members should review the document and submit any changes to Joyce Carter.

Discussion/Report

1. OCC Emergency Alert - Terry McCauley. Terry reported the system has several standard responses; however, the system is flexible. Terry will add adjuncts to the emergency alert system. The emergency alert system is included in new employee orientation.
2. Facebook – Gail Pitts. Gail suggests OCC disallow usage of Facebook. Sharon Miller stated there is an OCC policy regarding Facebook. Mr. Brantley suggested the College offer training on the use of Facebook as a primary marketing tool.

V. OLD BUSINESS

Action Items:

1. Student ID Cards - Subcommittee Update (G. Harris/C. Mathews). Gheretta Harris will provide an update at the next regular CASC meeting. Carla reported that CASSC unanimously endorses the use of student identification cards. Terry McCauley inquired about an implementation plan for rolling out the student ID cards.
2. Document Imaging – Carla Mathews. Carla reported that Datatel's partner, Perceptive Software, would demonstrate its software at DO. The Human Resources and Financial Aid departments will pilot the software. Leanne Nadlicki, Andrea Powell and directors performed a needs assessment review.
3. On-line Application - C. Mathews. IT updated 90% of the applications. No guest or international students' applications are done online. Enrollment Services staff input about 50% of the applications. The process should be automated.
Online employment application.
4. CMMS Task Force Update - D. Cherewick. No Report.

Discussion/Report Items

1. College Support System Update - D. Dunshee
2. Public Safety/Health and Safety Update - T. McCauley
3. College-Wide Food Service Update - G. Harris
4. Higher Education Opportunity Act of 2008- Textbooks - G. Harris – No Report
5. Records Retention - G. Pitts. The report is almost ready to submit to the state. Gail checked with the state and discovered the document was not submitted. We deleted and compressed the policy. Once is approved by the state, she will send to all appropriate parties.

VI. OTHER BUSINESS

Items for CASC E-mail Communication:
Red Flag revisions to Joyce Carter
Redesign Implementation Plan

VII. FUTURE AGENDA ITEMS

Implementation Plan
Process
Team Members
Template
Vehicle Use Procedure
Document Repository

Next Meeting: Tuesday, May 17, 2011

Adjournment