



OAKLAND COMMUNITY COLLEGE®

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL
District Office Board Room
Tuesday, May 17, 2011
3:00 PM – 5:00 PM
Minutes**

Members Present: Mary Ston, Sharon Miller, Terry McCauley, Cathy Rush, Auntes Morrin, Gail Pitts, Gheretta Harris, Clarence Brantley, Tony Ingram

Members Absent: Dave Dunshee, Carla Mathews, Dan Cherewick

MEETING FOCUS ITEMS:

- I. Review, Amend, and Approve Agenda. The Agenda was approved.
- II. Approve Minutes of March 15, 2011. The Minutes were approved.

III. MEETING FOCUS ITEMS:

- A. Review and discuss written processes to implement and monitor progress of Re-Design Recommendations.

The charge to the CASC members includes:

- (1) Create a written process to implement the recommendations related to their functional areas. This should be a high-level description of (a) what will be done, (b) how it will be done, and (c) when it will be done.
- (2) Identify implementation team members.
- (3) Prepare to present your plan to CASC for approval at the May CASC meeting.
- (4) If any recommendations are complete at this time, prepare a high-level summary to report to the college community. Prepare to present this summary to CASC at the May CASC meeting.

- B. Review/compare selection of implementation team.

Please review the attached for details of the reports. The following reports were presented:

Enrollment Services	Carla Mathews (by Gail Pitts)
Human Resources	Cathy Rush
Purchasing/Aux Services	Gheretta Harris
Public Safety	Terry McCauley
Risk Management	Terry McCauley

The following reports are pending:

Marketing/Foundation	Sharon Miller
Financial Services	Gail Pitts
Information Technology	Dave Dunshee
Maintenance/Facilities	Dan Cherewick
Partnerships/Community Relations/Advancement	TBD
Resource Development	TBD

Discussion Comments:

Gail Pitts (Enrollment Services – Financial Aid)

- Gail stated that financial services volunteered two persons to assist in financial aid.
- Cathy Rush stated the group should be mindful of bargaining agreements when implementing recommendations.
- Gail stated it was equivalent work, so there should be no complication with the bargaining agreements.
- Their goal was to reduce the number of temporary employees.
- Mr. Brantley questioned savings related to volunteering two financial services staff.
- Gail will assess the savings, following adequate training.
- Prior to the use of “N” grades, OCC lost money because of late recognition of student financial aid ineligibility. With earlier issuance of “N” grades, financial losses have been reduced 50%. Those students are ineligible for financial aid. Mr. Brantley stated the entire college should have known about the new system of “N” grades, including the students.
- Sharon Miller. Communication is important. There should be a collaborative effort on behalf of many to recognize savings.

Cathy Rush (Human Resources). See entire reports for details.

Gheretta Harris (Purchasing & Auxiliary Services). See entire report for details.

- Plans are underway for single source digital imaging. The scope of digital imaging presents many opportunities. Examples include: student information linked to student files, financial aid records linked student records. It is necessary to increase the bandwidth, before digital imaging may move forward.
- Auxiliary Services creates business cards in-house, which shortens the delivery time.

Sharon Miller (Miscellaneous)

The Marketing plan is being reported to cabinet tomorrow.

The Foundation approved its strategic plan last week.

The Vice Chancellor for External Affairs may handle partnerships, resource development, etc.

Mini-version of the marketing plan:

- College catalog – newsprint will be used to print the catalog.
- E-catalog conversation is happening. May be able to print a 3-ring or spiral catalog
- Content management system will allow anyone to develop a website, with a pre-set template.
- Work on a clear communication to college – progress report of Redesign Teams. George Cartsonis will prepare a brief summation.

Mr. Brantley discussed the need for a project manager to facilitate implementation of the recommendations made by CASC Redesign Teams.

IV. Next meeting: Marketing Plan, Financial Services, and other areas not addressed today.

V. Shawn Dry will replace Mary Ston at CASC.
Next Meeting: Tuesday, June 21, 2011
Adjournment