

Rec. ID	Page	Seq.	Proj. ID	Recommendation Information						CASC Member's Input								
				Functional Area	CASC Member	Recommendation Name	CASC Category	Status	Date	Direct Benefit to Students	Cost Reduction	Operational Efficiency	Ease of Stakeholder Acceptance	Ease of Implementation	Total of Ratings	Priority		
87				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Electronic Keypad Locks for Classrooms	3									0		
88				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Shettler Inventory Report Feed to Fixed Assets	3										0	
89				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Increase E-checks for Vendors	2										0	
90				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Increase Use of Payroll Direct Deposit	2										0	
91				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Training in Report Generating (Informer)	2										0	
92				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Web MPSEER Reporting Efficiencies	2										0	
93				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	POS System Integration with Datatel	2										0	
94				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Grant Application Information/Education	2										0	
95				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Promote Role of Advancement Office in Grants	2										0	
96				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Cross-training in A/R on Grants	2										0	
97				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Web Time Entry for Students	3										0	
98				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Projects Information Integrated with Payroll Entry	3										0	
99				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Use and Vendor Enhancement of Projects Accounting	3										0	
100				Foundation	Sharon Miller	Document Imaging	2										0	
101				Foundation	Sharon Miller	Donor Information for Campus-sponsored events	2										0	
102				Foundation	Sharon Miller	Funds Tracking	2										0	
103				Foundation	Sharon Miller	Scholarship Process	2										0	
104				Foundation	Sharon Miller	Create a Foundation Identity	3										0	
105				Foundation	Sharon Miller	Increase Alumni Association Membership	3										0	
106				Foundation	Sharon Miller	Foundation Ambassadors	3										0	
107				Foundation	Sharon Miller	Volunteer Corp	3										0	
108				Human Resources: PDTC	Catherine Rush	Pontiac Center Lease	1				1	5	2	4	3	15	1	
109				Human Resources: PDTC	Catherine Rush	Training via Video Conferencing	2	SP	05/12		1	1	2	1	2	7		
110				Human Resources: PDTC	Catherine Rush	Electronic Marketing of PDTC Offerings	2	CO	07/12		1	3	3	4	4	15		
111				Human Resources: PDTC	Catherine Rush	Needs Assessment: PDTC Offerings	2	CO	Ong.		1	2	3	5	5	16		
112				Human Resources: PDTC	Catherine Rush	PDTC Benchmarking	2	CO	Ong.		1	1	1	3	3	9		
113				Human Resources: PDTC	Catherine Rush	Customized PDTC Workshops	2	CO	Ong.								0	
114				Human Resources: PDTC	Catherine Rush	Various PDTC Process Efficiencies, Cost Reductions, Service Improvements	2	CO	Var.								0	
115				Human Resources: PDTC	Catherine Rush	Various Processes Moved from HR to PDTC	2	CO	Var.								0	
116				Human Resources: PDTC	Catherine Rush	Building Authorization System	2	CO	01/10		1	3	4	3	3	14		

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117				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Board Action for Personnel Changes	1	CO	06/11	1	1	2	3	4	11	
118				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Night Administrator Payment Process	2	PS	WI/11	1	1	3	4	4	13	4
119				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Applicant Tracking Software	2	CO	04/11	1	3	3	2	2	11	
120				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Employee Leave Process Improvements	2	SS							0	3
121				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Online Employee Benefit Enrollment	2	PS	10/11	1	1	4	3	3	12	1
122				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Web-based HR-type Information for Employees	2	CO	Ong.	1	1	2	3	3	10	
123				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Supplemental Contract Process	3								0	
124				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Employee Access Form Process	3	SS		1	1	4	3	3	12	2
125				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Faculty/Adjunct Reimbursement Process	3	PS	05/12	1	1	3			5	
126	C			Human Resources: Contracts/ Diversity/ EEO Compliance	Catherine Rush	Grievance Process Standardization	2	CN								
127				Human Resources: Contracts/ Diversity/ EEO Compliance	Catherine Rush	Resource Database for Accommodation Information	2	CN								
128				Human Resources: Contracts/ Diversity/ EEO Compliance	Catherine Rush	Employee Accommodations Investigation Process	2	CN								
129				Human Resources: Contracts/ Diversity/ EEO Compliance	Catherine Rush	Standards for Common ADA Requests	2	CN								
130				Human Resources: Contracts/ Diversity/ EEO Compliance	Catherine Rush	Trending of Grievances	2	CO	Ong.						0	
131				Information Technology	David Dunshee	Cap on Purchases of Network Printers and Computers	1			2	5		2	5	14	1
132				Information Technology	David Dunshee	A Single Course Management System	1	SP	TBD	5	3	5	3	2	18	
133				Information Technology	David Dunshee	Reduce the Number of Cell Phones and Cost of Maintenance	1			1	4	3	1	2	11	2
134				Information Technology	David Dunshee	Eliminate Redundant Systems	1	CO		2	2	2	2	5	13	
135				Information Technology	David Dunshee	Temporary Staffing Assignment of Network IDs/Access	2	SP	12/11	1	2	2	3	4	12	3
136				Information Technology	David Dunshee	Decommissioning of Network IDs/Access	2	SP	12/11	1	2	4	3	3	13	3
137				Information Technology	David Dunshee	IT Service Request Form Improvements	2	SP		1	3	5	3	4	16	
138				Information Technology	David Dunshee	Approval Process for Requesting New IT Projects	2			1	3	4	2	3	13	4
139				Information Technology	David Dunshee	Guidelines for IT Service Requests	2			1	3	4	3	4	15	4
140				Information Technology	David Dunshee	Numeric Computer Account IDs	2			3	2	4	1	1	11	5
141				Information Technology	David Dunshee	Training in Datatel Reports	2	CO	01/11	1	2	2	4	3	12	
142				Information Technology	David Dunshee	Pilot Project Guidelines	2			2	3	4	3	4	16	
143				Information Technology	David Dunshee	Updated User Guides for Datatel/Colleague	3			1	1	2	4	1	9	

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144				Information Technology	David Dunshee	Eliminte Generic Account IDs for Labs & Libraries	3				3	3	4	1	1	12	
145				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Space Utilization Software	1				2	5	5	3	2	17	1
146				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Conserve Lighting after Midnight	2	SP			1	5	4	4	2	16	
147				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Recording Make/Model Information on Fixed Assets over \$5,000	2				1	1	2	2	3	9	
148				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Transfer Information from Colleague to Fixed Assets Matrix	2				1	2	4	3	2	12	
149				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Instructions for Completing Requisitions for Fixed Assets	2				2	1	2	3	3	11	
150				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Barcode Scanning of Inventory Fed to Datatel Colleague	2				1	4	5	3	2	15	5
151				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Automated Asset Disposal Workflow	2				1	2	2	2	3	10	
152				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Asset Life Cycle Management System	2	SS			1	4	5	3	2	15	3
153				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Adherence to Furniture Purchasing Procedures/Standards	2				1	1	3	4	3	12	
154				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Furniture and Equipment Spare Inventory/Database	2				1	2	2	3	4	12	
155				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Adherence to Standards for Color Boards and Furniture	2	CN								0	
156				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Overtime Chargebacks	2				1	3	3	2	3	12	
157				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Software Training (CAD, Microsoft Project)	2				1	2	5	3	2	13	
158				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Campus Facility Manager System Access for Room Change Process	2									0	
159				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Various Facilities Request Forms Electronic	2	SS			1	5	5	2	2	15	4
160				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Invoicing for Rental of OCC Facilities	2				1	2	3	2	2	10	
161				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	College Procedure Manual for Facilities (Approve and Implement)	2	SS			1	2	3	2	2	10	
162				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Athletic Program Review (Location and Equipment Considerations)	3				1	5	4	2	2	14	
163				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Shettler Inventory Report Feed to Fixed Assets	3				1	3	3	3	3	13	
164				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Supplying Model and Serial Numbers upon Delivery	3				1	1	3	3	2	10	
165				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Asset Disposal Creation based on Purchase Order	3				1	1	3	2	2	9	
166				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Vendors to Supply Cut Sheet Information in Quotation Process	3				1	1	2	2	2	8	
167				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Computerized Maintenance Management System (CMMS)	3	SS			2	5	5	3	1	16	2

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168				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	US Green Building Council's LEED Silver or Equivalent	1				1	1	1	3	2	8	
169				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Value Engineering	2	CN								0	
170				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Green/Sustainable Building Practices	2	CN								0	
171				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Review of Construction Processes	2				1	1	1	2	2	7	
172				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Approval of Construction Projects	2	CN								0	
173				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Architect and Construction Manager Contract Review of Terms and Conditions	2	CN								0	
174				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Sub-contractor Certificate of Insurance Verification	2				1	1	1	3	5	11	1
175				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Footnote for Estimate Equals Final Cost	2	CN								0	
176				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Campus Bid Process for Projects Under \$25,000	2	CN								0	
177				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Architectural Rework Documentation	2	CN								0	
178				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Building Construction Program Annual Audit	2				1	1	1	1	3	7	
179				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Energy Efficient Appliance Policy	3				1	2	2	2	2	9	2
180				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Electricity Purchased from Renewable Sources	3				1	1	1	1	1	5	
181				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Investigate Building Information Modeling Software	3				1	1	1	1	1	5	
182				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Electronic Construction Bidding and Contracting Process	3				1	1	2	2	1	7	
183				Marketing	Sharon Miller	Newsprint for College Catalog and Schedule	1									0	
184				Marketing	Sharon Miller	Advertising in Back of College Catalog and Schedule	1									0	
185				Marketing	Sharon Miller	Various Publications Sent Electronically rather than Mailed	2									0	
186				Marketing	Sharon Miller	Use of a Media Buyer	2									0	
187				Marketing	Sharon Miller	Permanent Part-time Operator	2									0	
188				Marketing	Sharon Miller	Content Management System	2									0	
189				Office of the Chancellor	Debbie Swanson	Electronic Invitations & Responses	2	CO	04/11			3	5	5	3	16	
190				Office of the Chancellor	Debbie Swanson	Mailings to Retirees	2	CO	09/10			3	3	4	3	13	
191				Public Safety	Terry McCauley	Overtime Chargeback	1	PS	10/11		1	1	2	3	3	10	
192				Public Safety	Terry McCauley	Number of Public Safety Officers at Board Meetings	1	CN								0	
193				Public Safety	Terry McCauley	Explore Opportunity for Officer to Fill In for Absent Officer at another Campus	1	PS	08/11		3	5	5			13	2

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1				Aux Services: Bookstores	Gheretta Harris	Point of Sale System	2	SP	08/11							0	1
10				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Investigate Opportunities to Reduce What is being Mailed	1				4	5	5	3	4	21	1
11				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email Transcripts	1				5	5	5	5	3	23	1
22				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Student Invoice Delivery Process	2				3	5	5	5	5	23	1
29				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email 1098 Ts	3				4	5	5	4	5	23	1
46				Aux Services: Copiers/ Printers	Gheretta Harris	Expand Pay-for-Print for Students	3					5	4	3	3	15	1
50				Aux Services: Child Care	Gheretta Harris	Investigate Phasing Out Centers	1				1	5	5	1	3	15	1
53				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Digital Imaging	1	PS	09/11		5	5	5	5	3	23	1
65				Fin Services: AP/ AR/ Payroll	Gail Pitts	Document Imaging for Third Party Vouchers, Escrow Authorizations, Tuition Refund Petitions	2	PS	06/12		4	4	4			12	1
70				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Multiple Web Payment Options	1	PS			4					4	1
108				Human Resources: PDTC	Catherine Rush	Pontiac Center Lease	1				1	5	2	4	3	15	1
121				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Online Employee Benefit Enrollment	2	PS	10/11		1	1	4	3	3	12	1
131				Information Technology	David Dunshee	Cap on Purchases of Network Printers and Computers	1				2	5		2	5	14	1
145				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Space Utilization Software	1				2	5	5	3	2	17	1
174				Maintenance/Facilities: Building Construction/ Facilities	Gheretta Harris	Sub-contractor Certificate of Insurance Verification	2				1	1	1	3	5	11	1
194				Public Safety	Terry McCauley	Requirement for Public Safety Officer Coverage during Hours of Closure	1	PS	09/11		5	5	5	1	5	21	1
214				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Annual Spending Report	3						5	5	4	14	1
218				Risk Management/ Environmental Health & Safety	Terry McCauley	Reduction in Insurance Cost for Health Programs	3	CO	01/01		0	3	2	3	5	13	1
20				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Printing of Financial Aid Letters	2					5	5	4	2	16	2
40				Aux Services: Copiers/ Printers	Gheretta Harris	Remove Desktop Printers	3					5	3	1	3	12	2
44				Aux Services: Copiers/ Printers	Gheretta Harris	Network Printer Consolidation	3					5	5	2	4	16	2
49				Aux Services: Child Care	Gheretta Harris	Postpone Re-opening AH & SF Centers	1	SP			1	5	5	1	5	17	2
57				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Student Self Service Online	2	SS			5	5	5	5	1	21	2
62				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student and Sponsor Electronic Statements	2	PS	12/12		1	2	2	1		6	2
74				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Position Control Process using Colleague	2	PS					3			3	2
124				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Employee Access Form Process	3	SS			1	1	4	3	3	12	2
133				Information Technology	David Dunshee	Reduce the Number of Cell Phones and Cost of Maintenance	1				1	4	3	1	2	11	2

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167				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Computerized Maintenance Management System (CMMS)	3	SS		2	5	5	3	1	16	2
179				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Energy Efficient Appliance Policy	3			1	2	2	2	2	9	2
193				Public Safety	Terry McCauley	Explore Opportunity for Officer to Fill In for Absent Officer at another Campus	1	PS	08/11	3	5	5			13	2
207				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fax or Email Purchase Orders	2	SP	12/11		4	5	5	4	18	2
215				Risk Management/ Environmental Health & Safety	Terry McCauley	Lab Fee for Health Technology	1	PS	09/11	1	3	2	1	2	9	2
19				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Course Packs: Bookstore Purchase vs Handouts	2			2	4	3	1	1	11	3
30				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	More Utilization of Duplicating Services for Printing	3				5	3	1	3	12	3
31				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Rules-based Printing	3				4	4	1	2	11	3
38				Aux Services: Copiers/ Printers	Gheretta Harris	Expand Course Pack Development	2								0	3
43				Aux Services: Copiers/ Printers	Gheretta Harris	Rules-based Printing	3								0	3
56				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Degree Audit	1	SS		5	5	5	5	2	22	3
63				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student Refund Process	2	PS		1	1	1	1	1	5	3
78				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Summer II Walk-in Registration	2	PS			3	3			6	3
120				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Employee Leave Process Improvements	2	SS							0	3
135				Information Technology	David Dunshee	Temporary Staffing Assignment of Network IDs/Access	2	SP	12/11	1	2	2	3	4	12	3
136				Information Technology	David Dunshee	Decommissioning of Network IDs/Access	2	SP	12/11	1	2	4	3	3	13	3
152				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Asset Life Cycle Management System	2	SS		1	4	5	3	2	15	3
201				Public Safety	Terry McCauley	Explore Shift Modification	3	PS	08/11	3	4	4			11	3
208				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Insurance, Contract, Bids Tracking System	2	SP	ASAP			5	5	3	13	3
216				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Manager Involvement in Risk Management Functions	2	CO	Ong.	2	2	3	4	4	15	3
12				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Catalog and Schedule Printing	1			4	5	5	2	5	21	4
55				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Graduation Application Processing	1	PS	09/11	5	3	5	5	4	22	4
61				Fin Services: AP/ AR/ Payroll	Gail Pitts	Web Time Entry	2	CN							0	4
77				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Cross-training: Business Office Staff in Student Support Services	2	PS		3					3	4
118				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Night Administrator Payment Process	2	PS	WI/11	1	1	3	4	4	13	4
138				Information Technology	David Dunshee	Approval Process for Requesting New IT Projects	2			1	3	4	2	3	13	4
139				Information Technology	David Dunshee	Guidelines for IT Service Requests	2			1	3	4	3	4	15	4

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159				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Various Facilities Request Forms Electronic	2	SS			1	5	5	2	2	15	4
198				Public Safety	Terry McCauley	Change Training to Achieve Cost Reduction	3	CO	12/12		1	3	4	3	3	14	4
205				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Issue Bids via State Website	2	SS				3	5	4	3	15	4
217				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Proactivity	2	CO	07/11		2	2	3	3	3	13	4
21				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Online Ordering System	2	SS				3	5	5	3	16	5
23				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	OCC Service Request (AUX09) Processing	2	SS				4	5	5	4	18	5
58				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Student Service Requests Online	2				5	5	5	5	3	23	5
69				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Student Payment Plan	1	PS			5	0	0			5	5
140				Information Technology	David Dunshee	Numeric Computer Account IDs	2				3	2	4	1	1	11	5
150				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Barcode Scanning of Inventory Fed to Datatel Colleague	2				1	4	5	3	2	15	5
196				Public Safety	Terry McCauley	Campus Closing Coordinator to Administration Classification	2	CO	10/10		1	2	4	3	5	15	5
203				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Borrowing of Vehicles	1	SP					4	4	4	12	5
211				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Combination of Vehicle Lists	2						5	5	3	13	5
212				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fuel and Maintenance Logs	2						5	3	5	13	5
213				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Upkeep and Maintenance of Vehicles	2					3	5	3	3	14	5

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				Functional Area	CASC Member	Recommendation Name	CASC Category	Status	Date	Direct Benefit to Students	Cost Reduction	Operational Efficiency	Ease of Stakeholder Acceptance	Ease of Implementation	Total of Ratings	Priority	
53				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Digital Imaging	1	PS	09/11		5	5	5	5	3	23	1
57				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Student Self Service Online	2	SS			5	5	5	5	1	21	2
56				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Degree Audit	1	SS			5	5	5	5	2	22	3
55				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Graduation Application Processing	1	PS	09/11		5	3	5	5	4	22	4
58				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Student Service Requests Online	2				5	5	5	5	3	23	5
108				Human Resources: PDTC	Catherine Rush	Pontiac Center Lease	1				1	5	2	4	3	15	1
121				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Online Employee Benefit Enrollment	2	PS	10/11		1	1	4	3	3	12	1
124				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Employee Access Form Process	3	SS			1	1	4	3	3	12	2
120				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Employee Leave Process Improvements	2	SS								0	3
118				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Night Administrator Payment Process	2	PS	WI/11		1	1	3	4	4	13	4
145				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Space Utilization Software	1				2	5	5	3	2	17	1
174				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Sub-contractor Certificate of Insurance Verification	2				1	1	1	3	5	11	1
167				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Computerized Maintenance Management System (CMMS)	3	SS			2	5	5	3	1	16	2
179				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Energy Efficient Appliance Policy	3				1	2	2	2	2	9	2
152				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Asset Life Cycle Management System	2	SS			1	4	5	3	2	15	3
159				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Various Facilities Request Forms Electronic	2	SS			1	5	5	2	2	15	4
150				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Barcode Scanning of Inventory Fed to Datatel Colleague	2				1	4	5	3	2	15	5
131				Information Technology	David Dunshee	Cap on Purchases of Network Printers and Computers	1				2	5		2	5	14	1
133				Information Technology	David Dunshee	Reduce the Number of Cell Phones and Cost of Maintenance	1				1	4	3	1	2	11	2
135				Information Technology	David Dunshee	Temporary Staffing Assignment of Network IDs/Access	2	SP	12/11		1	2	2	3	4	12	3
136				Information Technology	David Dunshee	Decommissioning of Network IDs/Access	2	SP	12/11		1	2	4	3	3	13	3
138				Information Technology	David Dunshee	Approval Process for Requesting New IT Projects	2				1	3	4	2	3	13	4
139				Information Technology	David Dunshee	Guidelines for IT Service Requests	2				1	3	4	3	4	15	4
140				Information Technology	David Dunshee	Numeric Computer Account IDs	2				3	2	4	1	1	11	5
65				Fin Services: AP/ AR/ Payroll	Gail Pitts	Document Imaging for Third Party Vouchers, Escrow Authorizations, Tuition Refund Petitions	2	PS	06/12		4	4	4			12	1

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70				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Multiple Web Payment Options	1	PS			4					4	1
62				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student and Sponsor Electronic Statements	2	PS	12/12		1	2	2	1		6	2
74				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Position Control Process using Colleague	2	PS					3			3	2
63				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student Refund Process	2	PS			1	1	1	1	1	5	3
78				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Summer II Walk-in Registration	2	PS				3	3			6	3
61				Fin Services: AP/ AR/ Payroll	Gail Pitts	Web Time Entry	2	CN								0	4
77				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Cross-training: Business Office Staff in Student Support Services	2	PS			3					3	4
69				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Student Payment Plan	1	PS			5	0	0			5	5
1				Aux Services: Bookstores	Gheretta Harris	Point of Sale System	2	SP	08/11							0	1
10				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Investigate Opportunities to Reduce What is being Mailed	1				4	5	5	3	4	21	1
11				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email Transcripts	1				5	5	5	5	3	23	1
22				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Student Invoice Delivery Process	2				3	5	5	5	5	23	1
29				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email 1098 Ts	3				4	5	5	4	5	23	1
46				Aux Services: Copiers/ Printers	Gheretta Harris	Expand Pay-for-Print for Students	3					5	4	3	3	15	1
50				Aux Services: Child Care	Gheretta Harris	Investigate Phasing Out Centers	1				1	5	5	1	3	15	1
214				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Annual Spending Report	3						5	5	4	14	1
20				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Printing of Financial Aid Letters	2					5	5	4	2	16	2
40				Aux Services: Copiers/ Printers	Gheretta Harris	Remove Desktop Printers	3					5	3	1	3	12	2
44				Aux Services: Copiers/ Printers	Gheretta Harris	Network Printer Consolidation	3					5	5	2	4	16	2
49				Aux Services: Child Care	Gheretta Harris	Postpone Re-opening AH & SF Centers	1	SP			1	5	5	1	5	17	2
207				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fax or Email Purchase Orders	2	SP	12/11			4	5	5	4	18	2
19				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Course Packs: Bookstore Purchase vs Handouts	2				2	4	3	1	1	11	3
30				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	More Utilization of Duplicating Services for Printing	3					5	3	1	3	12	3
31				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Rules-based Printing	3					4	4	1	2	11	3
38				Aux Services: Copiers/ Printers	Gheretta Harris	Expand Course Pack Development	2									0	3
43				Aux Services: Copiers/ Printers	Gheretta Harris	Rules-based Printing	3									0	3
208				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Insurance, Contract, Bids Tracking System	2	SP	ASAP				5	5	3	13	3
12				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Catalog and Schedule Printing	1				4	5	5	2	5	21	4
205				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Issue Bids via State Website	2	SS				3	5	4	3	15	4

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21				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Online Ordering System	2	SS				3	5	5	3	16	5
23				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	OCC Service Request (AUX09) Processing	2	SS				4	5	5	4	18	5
203				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Borrowing of Vehicles	1	SP					4	4	4	12	5
211				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Combination of Vehicle Lists	2						5	5	3	13	5
212				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fuel and Maintenance Logs	2						5	3	5	13	5
213				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Upkeep and Maintenance of Vehicles	2					3	5	3	3	14	5
194				Public Safety	Terry McCauley	Requirement for Public Safety Officer Coverage during Hours of Closure	1	PS	09/11	5	5	5	1	5	21	1	
218				Risk Management/ Environmental Health & Safety	Terry McCauley	Reduction in Insurance Cost for Health Programs	3	CO	01/01	0	3	2	3	5	13	1	
193				Public Safety	Terry McCauley	Explore Opportunity for Officer to Fill In for Absent Officer at another Campus	1	PS	08/11	3	5	5			13	2	
215				Risk Management/ Environmental Health & Safety	Terry McCauley	Lab Fee for Health Technology	1	PS	09/11	1	3	2	1	2	9	2	
201				Public Safety	Terry McCauley	Explore Shift Modification	3	PS	08/11	3	4	4			11	3	
216				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Manager Involvement in Risk Management Functions	2	CO	Ong.	2	2	3	4	4	15	3	
198				Public Safety	Terry McCauley	Change Training to Achieve Cost Reduction	3	CO	12/12	1	3	4	3	3	14	4	
217				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Proactivity	2	CO	07/11	2	2	3	3	3	13	4	
196				Public Safety	Terry McCauley	Campus Closing Coordinator to Administration Classification	2	CO	10/10	1	2	4	3	5	15	5	

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				Functional Area	CASC Member	Recommendation Name	CASC Category	Status	Date	Direct Benefit to Students	Cost Reduction	Operational Efficiency	Ease of Stakeholder Acceptance	Ease of Implementation	Total of Ratings		
5				Aux Services: Bookstores	Gheretta Harris	Financial Aid Purchases	2	CO	06/11		5	5	5	5	3	23	
11				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email Transcripts	1				5	5	5	5	3	23	1
22				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Student Invoice Delivery Process	2				3	5	5	5	5	23	1
29				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email 1098 Ts	3				4	5	5	4	5	23	1
53				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Digital Imaging	1	PS	09/11		5	5	5	5	3	23	1
58				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Student Service Requests Online	2				5	5	5	5	3	23	5
6				Aux Services: Bookstores	Gheretta Harris	Workforce Development/3rd Party Vendor Purchases via Cash Register (POS System)	2	SP	08/11		5	5	5	5	2	22	
54				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Alter Transcript Fee	1	SS			5	5	5	2	5	22	
55				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Graduation Application Processing	1	PS	09/11		5	3	5	5	4	22	4
56				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Degree Audit	1	SS			5	5	5	5	2	22	3
10				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Investigate Opportunities to Reduce What is being Mailed	1				4	5	5	3	4	21	1
12				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Catalog and Schedule Printing	1				4	5	5	2	5	21	4
57				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Student Self Service Online	2	SS			5	5	5	5	1	21	2
194				Public Safety	Terry McCauley	Requirement for Public Safety Officer Coverage during Hours of Closure	1	PS	09/11		5	5	5	1	5	21	1
2				Aux Services: Bookstores	Gheretta Harris	Textbook Ordering	2	SP	W/12		5	3	5	1	5	19	
23				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	OCC Service Request (AUX09) Processing	2	SS				4	5	5	4	18	5
132				Information Technology	David Dunshee	A Single Course Management System	1	SP	TBD		5	3	5	3	2	18	
207				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fax or Email Purchase Orders	2	SP	12/11			4	5	5	4	18	2
48				Aux Services: Child Care	Gheretta Harris	Infant and Toddler Age Groups	1				1	4	5	2	5	17	
49				Aux Services: Child Care	Gheretta Harris	Postpone Re-opening AH & SF Centers	1	SP			1	5	5	1	5	17	2
51				Aux Services: Child Care	Gheretta Harris	Increase Early Childhood Development Student Internships	2				4	4	3	3	3	17	
145				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Space Utilization Software	1				2	5	5	3	2	17	1
20				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Printing of Financial Aid Letters	2					5	5	4	2	16	2
21				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Online Ordering System	2	SS				3	5	5	3	16	5
25				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Electronic Versions of All OCC Forms	2					4	4	5	3	16	
39				Aux Services: Copiers/ Printers	Gheretta Harris	Set Printers to Default Draft Mode	2					4	4	4	4	16	
44				Aux Services: Copiers/ Printers	Gheretta Harris	Network Printer Consolidation	3					5	5	2	4	16	2
111				Human Resources: PDTC	Catherine Rush	Needs Assessment: PDTC Offerings	2	CO	Ong.		1	2	3	5	5	16	

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137				Information Technology	David Dunshee	IT Service Request Form Improvements	2	SP			1	3	5	3	4	16	
142				Information Technology	David Dunshee	Pilot Project Guidelines	2				2	3	4	3	4	16	
146				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Conserve Lighting after Midnight	2	SP			1	5	4	4	2	16	
167				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Computerized Maintenance Management System (CMMS)	3	SS			2	5	5	3	1	16	2
189				Office of the Chancellor	Debbie Swanson	Electronic Invitations & Responses	2	CO	04/11			3	5	5	3	16	
3				Aux Services: Bookstores	Gheretta Harris	Invoice Payment Process	2				1		4	5	5	15	
28				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	OCC Business Cards Produced In-House	2					3	3	4	5	15	
46				Aux Services: Copiers/ Printers	Gheretta Harris	Expand Pay-for-Print for Students	3					5	4	3	3	15	1
50				Aux Services: Child Care	Gheretta Harris	Investigate Phasing Out Centers	1				1	5	5	1	3	15	1
108				Human Resources: PDTC	Catherine Rush	Pontiac Center Lease	1				1	5	2	4	3	15	1
110				Human Resources: PDTC	Catherine Rush	Electronic Marketing of PDTC Offerings	2	CO	07/12		1	3	3	4	4	15	
139				Information Technology	David Dunshee	Guidelines for IT Service Requests	2				1	3	4	3	4	15	4
150				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Barcode Scanning of Inventory Fed to Datatel Colleague	2				1	4	5	3	2	15	5
152				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Asset Life Cycle Management System	2	SS			1	4	5	3	2	15	3
159				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Various Facilities Request Forms Electronic	2	SS			1	5	5	2	2	15	4
195				Public Safety	Terry McCauley	New Guns	2	CO	12/10		2	1	4	5	3	15	
196				Public Safety	Terry McCauley	Campus Closing Coordinator to Administration Classification	2	CO	10/10		1	2	4	3	5	15	5
205				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Issue Bids via State Website	2	SS				3	5	4	3	15	4
216				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Manager Involvement in Risk Management Functions	2	CO	Ong.		2	2	3	4	4	15	3
16				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Mail Route, Express Shipment Review	2					3	3	3	5	14	
17				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Internal Mail Run RO & SF	2					2	4	3	5	14	
52				Aux Services: Child Care	Gheretta Harris	Caregiver to Child Ratios	2					3	4	2	5	14	
116				Human Resources: PDTC	Catherine Rush	Building Authorization System	2	CO	01/10		1	3	4	3	3	14	
131				Information Technology	David Dunshee	Cap on Purchases of Network Printers and Computers	1				2	5		2	5	14	1
162				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Athletic Program Review (Location and Equipment Considerations)	3				1	5	4	2	2	14	
198				Public Safety	Terry McCauley	Change Training to Achieve Cost Reduction	3	CO	12/12		1	3	4	3	3	14	4
213				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Upkeep and Maintenance of Vehicles	2					3	5	3	3	14	5
214				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Annual Spending Report	3						5	5	4	14	1
9				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Number of Mail Stops, Mail Rooms	1					3	5	1	4	13	
42				Aux Services: Copiers/ Printers	Gheretta Harris	Secure Print Capability	3					4	3	2	4	13	
47				Aux Services: Child Care	Gheretta Harris	Fees and Rates	1				1	3	2	2	5	13	

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118				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Night Administrator Payment Process	2	PS	WI/11		1	1	3	4	4	13	4
134				Information Technology	David Dunshee	Eliminate Redundant Systems	1	CO			2	2	2	2	5	13	
136				Information Technology	David Dunshee	Decommissioning of Network IDs/Access	2	SP	12/11		1	2	4	3	3	13	3
138				Information Technology	David Dunshee	Approval Process for Requesting New IT Projects	2				1	3	4	2	3	13	4
157				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Software Training (CAD, Microsoft Project)	2				1	2	5	3	2	13	
163				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Shettler Inventory Report Feed to Fixed Assets	3				1	3	3	3	3	13	
190				Office of the Chancellor	Debbie Swanson	Mailings to Retirees	2	CO	09/10			3	3	4	3	13	
193				Public Safety	Terry McCauley	Explore Opportunity for Officer to Fill In for Absent Officer at another Campus	1	PS	08/11		3	5	5			13	2
202				Public Safety	Terry McCauley	Bike Sharing	3				1	2	3	3	4	13	
208				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Insurance, Contract, Bids Tracking System	2	SP	ASAP				5	5	3	13	3
211				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Combination of Vehicle Lists	2						5	5	3	13	5
212				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fuel and Maintenance Logs	2						5	3	5	13	5
217				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Proactivity	2	CO	07/11		2	2	3	3	3	13	4
218				Risk Management/ Environmental Health & Safety	Terry McCauley	Reduction in Insurance Cost for Health Programs	3	CO	01/01		0	3	2	3	5	13	1
24				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Tighten College Identity Standards	2						4	4	4	12	
30				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	More Utilization of Duplicating Services for Printing	3					5	3	1	3	12	3
40				Aux Services: Copiers/ Printers	Gheretta Harris	Remove Desktop Printers	3					5	3	1	3	12	2
65				Fin Services: AP/ AR/ Payroll	Gail Pitts	Document Imaging for Third Party Vouchers, Escrow Authorizations, Tuition Refund Petitions	2	PS	06/12		4	4	4			12	1
121				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Online Employee Benefit Enrollment	2	PS	10/11		1	1	4	3	3	12	1
124				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Employee Access Form Process	3	SS			1	1	4	3	3	12	2
135				Information Technology	David Dunshee	Temporary Staffing Assignment of Network IDs/Access	2	SP	12/11		1	2	2	3	4	12	3
141				Information Technology	David Dunshee	Training in Datatel Reports	2	CO	01/11		1	2	2	4	3	12	
144				Information Technology	David Dunshee	Eliminate Generic Account IDs for Labs & Libraries	3				3	3	4	1	1	12	
148				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Transfer Information from Colleague to Fixed Assets Matrix	2				1	2	4	3	2	12	
153				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Adherence to Furniture Purchasing Procedures/Standards	2				1	1	3	4	3	12	
154				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Furniture and Equipment Spare Inventory/Database	2				1	2	2	3	4	12	

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					CASC Member	Recommendation Name	CASC Category	Status	Date	Direct Benefit to Students	Cost Reduction	Operational Efficiency	Ease of Stakeholder Acceptance	Ease of Implementation	Total of Ratings		
156				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Overtime Chargebacks	2				1	3	3	2	3	12	
203				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Borrowing of Vehicles	1	SP					4	4	4	12	5
15				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Stop Using Glue Stick for Envelope Sealing	2						5	1	5	11	
19				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Course Packs: Bookstore Purchase vs Handouts	2				2	4	3	1	1	11	3
31				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Rules-based Printing	3					4	4	1	2	11	3
117				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Board Action for Personnel Changes	1	CO	06/11		1	1	2	3	4	11	
119				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Applicant Tracking Software	2	CO	04/11		1	3	3	2	2	11	
133				Information Technology	David Dunshee	Reduce the Number of Cell Phones and Cost of Maintenance	1				1	4	3	1	2	11	2
140				Information Technology	David Dunshee	Numeric Computer Account IDs	2				3	2	4	1	1	11	5
149				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Instructions for Completing Requisitions for Fixed Assets	2				2	1	2	3	3	11	
174				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Sub-contractor Certificate of Insurance Verification	2				1	1	1	3	5	11	1
200				Public Safety	Terry McCauley	Changes in Uniforms	3	PS	01/12		1	2	1	4	3	11	
201				Public Safety	Terry McCauley	Explore Shift Modification	3	PS	08/11		3	4	4			11	3
4				Aux Services: Bookstores	Gheretta Harris	Credit Memo Use	2				1		4	5		10	
37				Aux Services: Copiers/ Printers	Gheretta Harris	Paper Purchasing Process (MPMDS)	2					3		2	5	10	
122				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Web-based HR-type Information for Employees	2	CO	Ong.		1	1	2	3	3	10	
151				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Automated Asset Disposal Workflow	2				1	2	2	2	3	10	
160				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Invoicing for Rental of OCC Facilities	2				1	2	3	2	2	10	
161				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	College Procedure Manual for Facilities (Approve and Implement)	2	SS			1	2	3	2	2	10	
164				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Supplying Model and Serial Numbers upon Delivery	3				1	1	3	3	2	10	
191				Public Safety	Terry McCauley	Overtime Chargeback	1	PS	10/11		1	1	2	3	3	10	
112				Human Resources: PDTC	Catherine Rush	PDTC Benchmarking	2	CO	Ong.		1	1	1	3	3	9	
143				Information Technology	David Dunshee	Updated User Guides for Datatel/Colleague	3				1	1	2	4	1	9	
147				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Recording Make/Model Information on Fixed Assets over \$5,000	2				1	1	2	2	3	9	
165				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Asset Disposal Creation based on Purchase Order	3				1	1	3	2	2	9	
179				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Energy Efficient Appliance Policy	3				1	2	2	2	2	9	2
215				Risk Management/ Environmental Health & Safety	Terry McCauley	Lab Fee for Health Technology	1	PS	09/11		1	3	2	1	2	9	2
8				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	AH Mailroom/Shipping and Receiving Location	1						4	2	2	8	

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41				Aux Services: Copiers/ Printers	Gheretta Harris	Remove Color Laserjet Printers	3					4		1	3	8		
68				Fin Services: AP/ AR/ Payroll	Gail Pitts	Periodic Review by Datatel Expert	3	PS				4		4		8		
166				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Vendors to Supply Cut Sheet Information in Quotation Process	3					1	1	2	2	2	8	
168				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	US Green Building Council's LEED Silver or Equivalent	1					1	1	1	3	2	8	
109				Human Resources: PDTC	Catherine Rush	Training via Video Conferencing	2	SP	05/12			1	1	2	1	2	7	
171				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Review of Construction Processes	2					1	1	1	2	2	7	
178				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Building Construction Program Annual Audit	2					1	1	1	1	3	7	
182				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Electronic Construction Bidding and Contracting Process	3					1	1	2	2	1	7	
62				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student and Sponsor Electronic Statements	2	PS	12/12			1	2	2	1		6	2
78				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Summer II Walk-in Registration	2	PS					3	3			6	3
27				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Resumes and Cover Letters for Students	2					5					5	
63				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student Refund Process	2	PS				1	1	1	1	1	5	3
64				Fin Services: AP/ AR/ Payroll	Gail Pitts	Communications Management for Accounts Receivable	2	PS	12/11			2	1	1	1		5	
69				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Student Payment Plan	1	PS				5	0	0			5	5
125				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Faculty/Adjunct Reimbursement Process	3	PS	05/12			1	1	3			5	
180				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Electricity Purchased from Renewable Sources	3					1	1	1	1	1	5	
181				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Investigate Building Information Modeling Software	3					1	1	1	1	1	5	
66				Fin Services: AP/ AR/ Payroll	Gail Pitts	XMMD Report Automation	2	PS						4			4	
70				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Multiple Web Payment Options	1	PS				4					4	1
71				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Electronic Timesheet System	1	PS				4					4	
197				Public Safety	Terry McCauley	Charge for Student Parking Pass	3	TR				1		1	1	1	4	
67				Fin Services: AP/ AR/ Payroll	Gail Pitts	Archive Student and Sponsor Records	3	PS				1	1	1			3	
74				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Position Control Process using Colleague	2	PS						3			3	2
77				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Cross-training: Business Office Staff in Student Support Services	2	PS				3					3	4
60				Fin Services: AP/ AR/ Payroll	Gail Pitts	E-checks for Vendors	2	SP					1	1			2	

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209				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Obtaining New Vendor Information	2	CN							0	
210				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Documentation and Training on Requisition Preparation	2	CN							0	
63	Project (Gail)-in progress-NOT in initial pool - RFP in process			Fin Services:AP/AR/Payroll	Gail Pitts	Student Refund Process	2	CN	New law that we can force people to use direct deposit. CEB&Rush will talk about how to implement this.							

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5				Aux Services: Bookstores	Gheretta Harris	Financial Aid Purchases	2	CO	06/11		5	5	5	5	3	23	
7				Aux Services: Bookstores	Gheretta Harris	Personal Checks for Bookstore Purchases	3	CO	05/11							0	
14				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Shrink Wrap and Packaging	2	CO	F/10							0	
35				Aux Services: Copiers/ Printers	Gheretta Harris	Consolidate Servers	2	CO	F/10							0	
110				Human Resources: PDTC	Catherine Rush	Electronic Marketing of PDTC Offerings	2	CO	07/12		1	3	3	4	4	15	
111				Human Resources: PDTC	Catherine Rush	Needs Assessment: PDTC Offerings	2	CO	Ong.		1	2	3	5	5	16	
112				Human Resources: PDTC	Catherine Rush	PDTC Benchmarking	2	CO	Ong.		1	1	1	3	3	9	
113				Human Resources: PDTC	Catherine Rush	Customized PDTC Workshops	2	CO	Ong.							0	
114				Human Resources: PDTC	Catherine Rush	Various PDTC Process Efficiencies, Cost Reductions, Service Improvements	2	CO	Var.							0	
115				Human Resources: PDTC	Catherine Rush	Various Processes Moved from HR to PDTC	2	CO	Var.							0	
116				Human Resources: PDTC	Catherine Rush	Building Authorization System	2	CO	01/10		1	3	4	3	3	14	
117				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Board Action for Personnel Changes	1	CO	06/11		1	1	2	3	4	11	
119				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Applicant Tracking Software	2	CO	04/11		1	3	3	2	2	11	
122				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Web-based HR-type Information for Employees	2	CO	Ong.		1	1	2	3	3	10	
130				Human Resources: Contracts/ Diversity/ EEO Compliance	Catherine Rush	Trending of Grievances	2	CO	Ong.							0	
134				Information Technology	David Dunshee	Eliminate Redundant Systems	1	CO			2	2	2	2	5	13	
141				Information Technology	David Dunshee	Training in Datatel Reports	2	CO	01/11		1	2	2	4	3	12	
189				Office of the Chancellor	Debbie Swanson	Electronic Invitations & Responses	2	CO	04/11			3	5	5	3	16	
190				Office of the Chancellor	Debbie Swanson	Mailings to Retirees	2	CO	09/10			3	3	4	3	13	
195				Public Safety	Terry McCauley	New Guns	2	CO	12/10		2	1	4	5	3	15	
196				Public Safety	Terry McCauley	Campus Closing Coordinator to Administration Classification	2	CO	10/10		1	2	4	3	5	15	5
198				Public Safety	Terry McCauley	Change Training to Achieve Cost Reduction	3	CO	12/12		1	3	4	3	3	14	4
216				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Manager Involvement in Risk Management Functions	2	CO	Ong.		2	2	3	4	4	15	3
217				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Proactivity	2	CO	07/11		2	2	3	3	3	13	4
218				Risk Management/ Environmental Health & Safety	Terry McCauley	Reduction in Insurance Cost for Health Programs	3	CO	01/01		0	3	2	3	5	13	1

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1				Aux Services: Bookstores	Gheretta Harris	Point of Sale System	2 SP	08/11							0	1
2				Aux Services: Bookstores	Gheretta Harris	Textbook Ordering	2 SP	W/12	5	3	5	1	5	19		
6				Aux Services: Bookstores	Gheretta Harris	Workforce Development/3rd Party Vendor Purchases via Cash Register (POS System)	2 SP	08/11	5	5	5	5	2	22		
34				Aux Services: Copiers/ Printers	Gheretta Harris	Free Prints from Pay-for-Print System	2 SP	W/12						0		
49				Aux Services: Child Care	Gheretta Harris	Postpone Re-opening AH & SF Centers	1 SP		1	5	5	1	5	17	2	
60				Fin Services: AP/ AR/ Payroll	Gail Pitts	E-checks for Vendors	2 SP			1	1			2		
109				Human Resources: PDTC	Catherine Rush	Training via Video Conferencing	2 SP	05/12	1	1	2	1	2	7		
132				Information Technology	David Dunshee	A Single Course Management System	1 SP	TBD	5	3	5	3	2	18		
135				Information Technology	David Dunshee	Temporary Staffing Assignment of Network IDs/Access	2 SP	12/11	1	2	2	3	4	12	3	
136				Information Technology	David Dunshee	Decommissioning of Network IDs/Access	2 SP	12/11	1	2	4	3	3	13	3	
137				Information Technology	David Dunshee	IT Service Request Form Improvements	2 SP		1	3	5	3	4	16		
146				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Conserve Lighting after Midnight	2 SP		1	5	4	4	2	16		
203				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Borrowing of Vehicles	1 SP				4	4	4	12	5	
207				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fax or Email Purchase Orders	2 SP	12/11		4	5	5	4	18	2	
208				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Insurance, Contract, Bids Tracking System	2 SP	ASAP			5	5	3	13	3	

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21				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Online Ordering System	2	SS				3	5	5	3	16	5
23				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	OCC Service Request (AUX09) Processing	2	SS				4	5	5	4	18	5
54				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Alter Transcript Fee	1	SS			5	5	5	2	5	22	
56				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Degree Audit	1	SS			5	5	5	5	2	22	3
57				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Student Self Service Online	2	SS			5	5	5	5	1	21	2
120				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Employee Leave Process Improvements	2	SS								0	3
124				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Employee Access Form Process	3	SS			1	1	4	3	3	12	2
152				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Asset Life Cycle Management System	2	SS			1	4	5	3	2	15	3
159				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Various Facilities Request Forms Electronic	2	SS			1	5	5	2	2	15	4
161				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	College Procedure Manual for Facilities (Approve and Implement)	2	SS			1	2	3	2	2	10	
167				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Computerized Maintenance Management System (CMMS)	3	SS			2	5	5	3	1	16	2
205				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Issue Bids via State Website	2	SS				3	5	4	3	15	4