					Recommendation	Information					CASC Memb	ber's Input				
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1				Aux Services: Bookstores	Gheretta Harris	Point of Sale System	2	SP SP	08/11						C	1
2				Aux Services: Bookstores	Gheretta Harris	Textbook Ordering		SP	W/12	5				5	19	_
3				Aux Services: Bookstores	Gheretta Harris	Invoice Payment Process		2		1		4	_		15	
4				Aux Services: Bookstores	Gheretta Harris	Credit Memo Use	2	2		1		4	5		10	)
5				Aux Services: Bookstores	Gheretta Harris	Financial Aid Purchases	2	CO	06/11	5	5	5	5	3	23	;
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	
7				Aux Services: Bookstores	Gheretta Harris	Personal Checks for Bookstore Purchases	3	со	05/11						C	
8				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	AH Mailroom/Shipping and Receiving Location	1					4	2	2	8	3
9				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Number of Mail Stops, Mail Rooms	1	L			3	5	1	4	13	
10				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Investigate Opportunities to Reduce What is being Mailed	1	L		4	5	5	3	4	21	. 1
11				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email Transcripts	1	L		5	5	5	5	3	23	1
12				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Catalog and Schedule Printing	1	L		4	5	5	2	5	21	. 4
13				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Paper Color Options and Ordering	2	CN							C	)
14				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Shrink Wrap and Packaging	2	CO	F/10						C	)
15				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Stop Using Glue Stick for Envelope Sealing	2	2				5	1	5	11	
16				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Mail Route, Express Shipment Review	2	2			3	3	3	5	14	
17				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Internal Mail Run RO & SF	2	2			2	4	3	5	14	!
18				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Walkup Duplicating Services for non OCC Work	2	2							C	)
19				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Course Packs: Bookstore Purchase vs Handouts	2	2		2	4	3	1	1	11	. 3
20				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Printing of Financial Aid Letters	2	2			5	5	4	2	16	2
21				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Online Ordering System	2	2 SS			3	5	5	3	16	5
22				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Student Invoice Delivery Process	2	2		3	5	5	5	5	23	1
23				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	OCC Service Request (AUX09) Processing	2	2 SS			4	5	5	4	18	5
24				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Tighten College Identity Standards	2	2				4	4	4	12	!
25				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Electronic Versions of All OCC Forms	2	2			4	4	5	3	16	i
26				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Co-op Printing (Advertisers pay printing company)	2	2							C	)

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27				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Resumes and Cover Letters for Students	2			5					5	
28				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	OCC Business Cards Produced In-House	2				3	3	4	5	15	
29				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email 1098 Ts	3			4	5	5	4	5	23	1
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
32				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	College Website Design Involving Graphics Services	3	CN							0	
33				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Group Lists in Outlook	3	CN							0	
34				Aux Services: Copiers/ Printers	Gheretta Harris	Free Prints from Pay-for-Print System	2	SP	W/12						0	
35				Aux Services: Copiers/ Printers	Gheretta Harris	Consolidate Servers	2	СО	F/10						0	
36				Aux Services: Copiers/ Printers	Gheretta Harris	Paper Types and Available Colors	2	CN							0	
37				Aux Services: Copiers/ Printers	Gheretta Harris	Paper Purchasing Process (MPMDS)	2				3		2	5	10	
38				Aux Services: Copiers/ Printers	Gheretta Harris	Expand Course Pack Development	2								0	3
39				Aux Services: Copiers/ Printers	Gheretta Harris	Set Printers to Default Draft Mode	2				4	4	4	4	16	
40				Aux Services: Copiers/ Printers	Gheretta Harris	Remove Desktop Printers	3				5	3	1	3	12	2
41				Aux Services: Copiers/ Printers	Gheretta Harris	Remove Color Laserjet Printers	3				4		1	3	8	
42				Aux Services: Copiers/ Printers	Gheretta Harris	Secure Print Capability	3				4	3	2	4	13	
43				Aux Services: Copiers/ Printers	Gheretta Harris	Rules-based Printing	3								0	3
44				Aux Services: Copiers/ Printers	Gheretta Harris	Network Printer Consolidation	3				5	5	2	4	16	2
45				Aux Services: Copiers/ Printers	Gheretta Harris	Student Access Printers	3								0	
46				Aux Services: Copiers/ Printers	Gheretta Harris	Expand Pay-for-Print for Students	3				5	4	3	3	15	1
47				Aux Services: Child Care	Gheretta Harris	Fees and Rates	1			1	3	2	2	5	13	
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
50				Aux Services: Child Care	Gheretta Harris	Investigate Phasing Out Centers	1			1	5	5	1	3	15	1
51				Aux Services: Child Care	Gheretta Harris	Increase Early Childhood Development Student Internships	2			4	4	3	3	3	17	
52				Aux Services: Child Care	Gheretta Harris	Caregiver to Child Ratios	2				3	4	2	5	14	
53				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Digital Imaging	1	PS	09/11	5	5	5	5	3	23	1
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
57				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Student Self Service Online	2	SS		5	5	5	5	1	21	2
58				Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Student Service Requests Online	2			5	5	5	5	3	23	5
59	CN			Enrollment Services: Records/ Registrar, Internat'l Stud. Advis.	Carla Mathews	Special Software for Internations Student Advisors	3	CN							0	

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60				Fin Services: AP/ AR/ Payroll	Gail Pitts	E-checks for Vendors		SP			1	1			2	
61				Fin Services: AP/ AR/ Payroll	Gail Pitts	Web Time Entry	2	CN							0	4
62				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student and Sponsor Electronic Statements	2	PS	12/12	1	2	2	1		6	2
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	
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
66				Fin Services: AP/ AR/ Payroll	Gail Pitts	XMMD Report Automation	2	PS				4			4	
67				Fin Services: AP/ AR/ Payroll	Gail Pitts	Archive Student and Sponsor Records	3	PS		1	1	1			3	
68				Fin Services: AP/ AR/ Payroll	Gail Pitts	Periodic Review by Datatel Expert	3	PS		4		4			8	
69				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Student Payment Plan	1	PS		5	0	0			5	5
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	
72				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Budgeting Rules Accountability	2	CN							0	
73				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Processing Campus-based Requests with 91 Location Code	2	CN							0	
74				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Position Control Process using Colleague	2	PS				3			3	2
75				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Software Approval Process	2								0	
76				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Print Official Transcripts on Campus	2	CN							0	
77				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Cross-training: Business Office Staff in Student Support Services	2	PS		3					3	4
78				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Summer II Walk-in Registration	2	PS			3	3			6	3
79				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Tracking of Keys	2								0	
80				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Responsibility for E-Loan Late Fee Assignment	2								0	
81				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Asset Transfer/Disposal Process Automation	2								0	
82				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Report of Available Surplus Items	2								0	
83				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Single Loading Dock per Campus for use by Warehouse	2								0	
84				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Process Flow for Putting Fixed Assets to Use	2								0	
85				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Surplus Equipment Disposal Process Tracking	2								0	
86				Fin Services: Fixed Assets/ Gen'l Accounting/ Surplus	Gail Pitts	Report of Available Surplus Items	2								0	

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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	Gail Pitts	Shettler Inventory Report Feed to Fixed	3								0	
				Accounting/ Surplus	Cuii i itto	Assets									_	
89				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Increase E-checks for Vendors	2								0	
				Accounting/ Surplus												
90				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Increase Use of Payroll Direct Deposit	2								0	
				Accounting/ Surplus												
91				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Training in Report Generating (Informer)	2								0	
				Accounting/ Surplus												
92				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Web MPSER Reporting Efficiencies	2								0	
				Accounting/ Surplus												
93				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	POS System Integration with Datatel	2								0	
				Accounting/ Surplus												
94				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Grant Application Information/Education	2								0	
				Accounting/ Surplus												
95				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Promote Role of Advancement Office in	2								0	
				Accounting/ Surplus		Grants										
96				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Cross-training in A/R on Grants	2								0	
				Accounting/ Surplus												
97				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Web Time Entry for Students	3								0	
				Accounting/ Surplus												
98				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Projects Information Integrated with	3								0	
				Accounting/ Surplus		Payroll Entry										
99				Fin Services: Fixed Assets/ Gen'l	Gail Pitts	Use and Vendor Enhancement of Projects	3								0	
400				Accounting/ Surplus	Characa Marilla a	Accounting	_									
100				Foundation	Sharon Miller	Document Imaging	2								0	
101				Foundation	Sharon Miller	Donor Information for Campus-sponsored	2								U	
102				Foundation	Charan Millor	events  Funds Tracking	2								0	
102				Foundation Foundation	Sharon Miller Sharon Miller	Funds Tracking	2								0	
103					_	Scholarhip Process	3								0	
				Foundation	Sharon Miller	Create a Foundation Identity	3								0	
105				Foundation	Sharon Miller	Increase Alumni Association Membership	3								U	
106				Foundation	Sharon Miller	Foundation Ambassadors	3								0	
107				Foundation	Sharon Miller	Volunteer Corp	3								0	
107				Human Resources: PDTC	Catherine Rush	Pontiac Center Lease	1			1	5	2	4	3	15	
109				Human Resources: PDTC	Catherine Rush	Training via Video Conferencing		SP	05/12	1	1			2	7	
110				Human Resources: PDTC	Catherine Rush	Electronic Marketing of PDTC Offerings		CO	07/12	1	3			4	15	
111					<del>-  </del> -			СО		1	2	3		5	16	
				Human Resources: PDTC	Catherine Rush	Needs Assessment: PDTC Offerings			Ong.	1	1					
112				Human Resources: PDTC	Catherine Rush	PDTC Benchmarking		CO	Ong.	1	1	1	3	3	9	
113				Human Resources: PDTC	Catherine Rush	Customized PDTC Workshops		СО	Ong.						0	
114				Human Resources: PDTC	Catherine Rush	Various PDTC Process Efficiencies, Cost Reductions, Service Improvements	2	со	Var.						0	
115			$\vdash$	Human Resources: PDTC	Catherine Rush	Various Processes Moved from HR to PDTC	2	СО	Var.						0	
116				Human Resources: PDTC	Catherine Rush	Building Authorization System	2	со	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	СО	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	СО	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	СО	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	С			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	СО	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	со		2	2	2	2	5	13	
135				Information Technology	David Dunshee	Temporary Staffing Assignment of Network IDs/Access	2	SP	12/11	1		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		4	1			
141				Information Technology	David Dunshee	Training in Datatel Reports	2	со	01/11	1		2	4	3	12	
142				Information Technology	David Dunshee	Pilot Project Guidelines	2		<u> </u>	2		4	3		16	
143				Information Technology	David Dunshee	Updated User Guides for Datatel/Colleague	3			1		2	4	1	9	

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144				Information Technology	David Dunshee	Eliminte Generic Accout 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 Worflow	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	Dan Cherewick	US Green Building Council's LEED Silver or	gory 1			Students	1	1	Acceptance 3	ation 2	8	
100				_	Dan Cherewick	9	1			1	1	1	3	2	٥	
169				Construction/ Facilities	Dan Cherewick	Equivalent	2	CN							0	
169				Maintenance/Facilities: Building	Dan Cherewick	Value Engineering	2	CN							U	
470				Construction/ Facilities	- a	0 /0	_									
170				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Green/Sustainable Building Practices	2	CN							0	
171				Maintenance/Facilities: Building	Dan Cherewick	Review of Construction Processes	2			1	. 1	1	2	2	7	
				Construction/ Facilities												
172				Maintenance/Facilities: Building	Dan Cherewick	Approval of Construction Projects	2	CN							0	
				Construction/ Facilities												
173				Maintenance/Facilities: Building	Dan Cherewick	Architect and Construction Manager	2	CN							0	
				Construction/ Facilities	Dan one en le	Contract Review of Terms and Conditions	_								_	
						and conditions										
174				Maintenance/Facilities: Building	Dan Cherewick	Sub-contractor Certificate of Insurance	2			1	1	1	3	5	11	1
*				Construction/ Facilities		Verification	-			_	-	[ 1	3			•
175				Maintenance/Facilities: Building	Dan Cherewick	Footnote for Estimate Equals Final Cost	2	CN							0	
				Construction/ Facilities	2a cci cwick	Latinate Language Final Cost	-									
176		1		Maintenance/Facilities: Building	Dan Cherewick	Campus Bid Process for Projects Under	2	CN							0	
_,,				Construction/ Facilities	2311 CHEICWICK	\$25.000		- · ·								
177		1		Maintenance/Facilities: Building	Dan Cherewick	Architectural Rework Documentation	2	CN							0	
-//				Construction/ Facilities	Dan enerewick		2	J. •								
178		1		Maintenance/Facilities: Building	Dan Cherewick	Building Construction Program Annual	2			1	1	1	1	3	7	
1,0				Construction/ Facilities	Dan enerewick	Audit	2				1		1		,	
179				Maintenance/Facilities: Building	Dan Cherewick	Energy Efficient Appliance Policy	3			1	. 2	2	2	2	9	2
				Construction/ Facilities						1						
180				Maintenance/Facilities: Building	Dan Cherewick	Electricity Purchased from Renewable	3			1	1	1	1	1	5	
				Construction/ Facilities		Sources										
181				Maintenance/Facilities: Building	Dan Cherewick	Investigate Building Information Modeling	3			1	1	1	1	1	5	
				Construction/ Facilities		Software										
182				Maintenance/Facilities: Building	Dan Cherewick	Electronic Construction Bidding and	3			1	1	2	2	1	7	
				Construction/ Facilities		Contracting Process										
183				Marketing	Sharon Miller	Newsprint for College Catalog and Schedule	1								0	
184				Marketing	Sharon Miller	Advertising in Back of College Catalog and	1								0	
						Schedule										
185				Marketing	Sharon Miller	Various Publications Sent Electronically	2								0	
						rather than Mailed	-									
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		1	<u> </u>	Office of the Chancellor	Debbie Swanson	Electronic Invitations & Responses			04/11		3	5	5	3	16	
			-			·						_		3		
190		-		Office of the Chancellor	Debbie Swanson	Mailings to Retirees			09/10	-	3		4		13	
191				Public Safety	Terry McCauley	Overtime Chargeback			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	1	PS	08/11	3	5	5			13	2
					,,	Absent Officer at another Campus										-

Rec.					Recommendation	Information					CASC Memb	ber's Input				
ID	Page	Seq.	Proj. ID	Functional Area	CASC Member	Recommendation Name	CASC Cate- gory	Status	Date	Direct Benefit to Students	Cost Reduction	Operational Efficiency	Ease of Stakeholder Acceptance	Ease of Implement- ation	Total of Ratings	Priority
194				Public Safety	Terry McCauley	Requirement for Public Safety Officer Coverage during Hours of Closure		PS	09/11	5	5	5	1	5	21	1
195				Public Safety	Terry McCauley	New Guns	2	со	12/10	2	1	4	5	3	15	
196				Public Safety	Terry McCauley	Campus Closing Coordinator to	2	со	10/10	1	2	4	3	5	15	5
						Administration Classification										
197				Public Safety	Terry McCauley	Charge for Student Parking Pass		TR		1		1	1	1	4	
198				Public Safety	Terry McCauley	Change Training to Achieve Cost Reduction	3	СО	12/12	1	3	4	3	3	14	4
199				Public Safety	Terry McCauley	Privitazion of Parking Violations	3	CN							0	
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
202				Public Safety	Terry McCauley	Bike Sharing	3			1	2	3	3	4	13	
203				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Borrowing of Vehicles	1	SP				4	4	4	12	5
204				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Small Purchase Order Creation and Delivery	2	CN							0	
205				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Issue Bids via State Website	2	SS			3	5	4	3	15	4
206				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Document Management System for Invoices-Receivers	2	TR							0	
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
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 Requistion Preparation	2	CN							0	
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
214				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Annual Spending Report	3					5	5	4	14	1
215				Risk Management/ Environmental Health & Safety	Terry McCauley	Lab Fee for Health Technology	1	PS	09/11	1	3	2	1	2	9	2
216				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Manager Involvement in Risk Management Functions	2	СО	Ong.	2	2	3	4	4	15	3
217				Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Proactivity	2	СО	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	СО	01/01	0	3	2	3	5	13	1

					Recommendation	Information					CASC Mem	ber's Input				1
Rec. Pag ID	ge Seq		Proj. ID	Functional Area	CASC Member	Recommendation Name	CASC Cate- gory	Status	Date	Direct Benefit to Students	Cost Reduction	Operational Efficiency	Ease of Stakeholder Acceptance	Ease of Implement- ation	Total of Ratings	Priority
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	СО	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		Т		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	5 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

					Recommendation	Information					<b>CASC Mem</b>	ber's Input				
Rec. Pa	age	Seq.	Proj. ID	Functional Area	CASC Member	Recommendation Name	CASC Cate- gory	Status	Date	Direct Benefit to Students	Cost Reduction	Operational Efficiency	Ease of Stakeholder Acceptance	Ease of Implement- ation	Total of Ratings	Priority
167				Maint./Facilities: Custodial/ Grounds/	Dan Cherewick	Computerized Maintenance Management	3	SS		2	5	5	3	1	16	5 2
170				Buildings/ Energy	Dan Chanavial	System (CMMS)	3			1	2	2	2	2		+
179				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Energy Efficient Appliance Policy	3	1		1	2	2	2	2	g	'  2
193				Public Safety	Terry McCauley	Explore Opportunity for Officer to Fill In for	1	. PS	08/11	3	5	5			13	3 2
						Absent Officer at another Campus										
207				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fax or Email Purchase Orders	2	SP	12/11		4	5	5	4	18	3 2
215				Risk Management/ Environmental Health & Safety	Terry McCauley	Lab Fee for Health Technology	1	. PS	09/11	1	3	2	1	2	g	2
19				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Course Packs: Bookstore Purchase vs Handouts	2	!		2	4	3	1	1	11	1 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	1			4	4	1	2	11	. 3
38				Aux Services: Copiers/ Printers	Gheretta Harris	Expand Course Pack Development	2	!							C	3
43				Aux Services: Copiers/ Printers	Gheretta Harris	Rules-based Printing	3	1							C	) 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							C	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	5 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	СО	Ong.	2	2	3	4	4	15	5 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							C	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		1	3	4	3	4	15	1

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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 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

					Recommendation	Information					CASC Mem	ber's Input				
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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		4	3	3	12	
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

					Recommendation	Information					CASC Mem	ber's Input				
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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	6 2
74				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Position Control Process using Colleague	2	PS				3			3	3 2
63				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student Refund Process	2	PS		1	1	1	1	1	5	5 3
78				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Summer II Walk-in Registration	2	PS			3	3			E	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		PS		3					3	3 4
69				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Student Payment Plan	1	. PS		5	0	0			5	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		08/11	4	5	5	3	4	21	
11				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email Transcripts	1			5	5	5	5	3	23	3 1
22				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Student Invoice Delivery Process	2	!		3	5	5	5	5	23	3 1
29				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Email 1098 Ts	3			4	5	5	4	5	23	3 1
46				Aux Services: Copiers/ Printers	Gheretta Harris	Expand Pay-for-Print for Students	3	:			5	4	3	3	15	5 1
50				Aux Services: Child Care	Gheretta Harris	Investigate Phasing Out Centers	1			1	5	5	1	3	15	5 1
214				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Annual Spending Report	3					5	5	4	14	4 1
20				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Printing of Financial Aid Letters	2				5	5	4	2	16	5 2
40				Aux Services: Copiers/ Printers	Gheretta Harris	Remove Desktop Printers	3				5	3	1	3	12	2 2
44				Aux Services: Copiers/ Printers	Gheretta Harris	Network Printer Consolidation	3	;			5	5	2	4	16	6 2
49				Aux Services: Child Care	Gheretta Harris	Postpone Re-opening AH & SF Centers	1	. SP		1	5	5	1	5	17	1 2
207				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fax or Email Purchase Orders	2	SP	12/11		4	5	5	4	18	3 2
19				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Course Packs: Bookstore Purchase vs Handouts	2	!		2	4	3	1	1	11	1 3
30				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	More Utilization of Duplicating Services for Printing	3				5	3	1	3	12	2 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	!							C	0 3
43				Aux Services: Copiers/ Printers	Gheretta Harris	Rules-based Printing	3	1							(	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	2 SS			3	5	5	3	16	5
23				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	OCC Service Request (AUX09) Processing	2	2 SS			4	5	5	4	18	5
203				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Borrowing of Vehicles	1	L SP				4	4	4	12	5
211				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Combination of Vehicle Lists	2	2				5	5	3	13	5
212				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Fuel and Maintenance Logs	2	2				5	3	5	13	5
213				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Upkeep and Maintenance of Vehicles	2	2			3	5	3	3	14	5
194				Public Safety	Terry McCauley	Requirement for Public Safety Officer Coverage during Hours of Closure	1	L 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	3 со	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	L PS	08/11	3	5	5			13	2
215				Risk Management/ Environmental Health & Safety	Terry McCauley	Lab Fee for Health Technology	1	L PS	09/11	1	3	2	1	2	9	2
201				Public Safety	Terry McCauley	Explore Shift Modification	3	B 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	3 со	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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5				Aux Services: Bookstores	Gheretta Harris	Financial Aid Purchases	2	CO	06/11	5	5	5	5	3	23	i
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	i
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			_		
49				Aux Services: Child Care	Gheretta Harris	Postpone Re-opening AH & SF Centers		. SP		1	5			5		
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		SS			3	5	5			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	T			Human Resources: PDTC	Catherine Rush	Needs Assessment: PDTC Offerings	2	СО	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		2	3	4	3	4	16	
146				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Conserve Lighting after Midnight	2	SP 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	1	со	04/11		3	5	5	3	16	
3				Aux Services: Bookstores	Gheretta Harris	Invoice Payment Process	2		,	1		4		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	3			5	4	3	3	15	1
50				Aux Services: Child Care	Gheretta Harris	Investigate Phasing Out Centers	1	L		1	5	5	1	3	15	1
108				Human Resources: PDTC	Catherine Rush	Pontiac Center Lease	1	L		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	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	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	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	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	2			3	3	3	5	14	
17				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Internal Mail Run RO & SF	2	2			2	4	3	5	14	
52				Aux Services: Child Care	Gheretta Harris	Caregiver to Child Ratios	2	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	ı		2	5		2	5	14	1
162				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Athletic Program Review (Location and Equipment Considerations)	3	3		1	5	4	2	2	14	
198				Public Safety	Terry McCauley	Change Training to Achieve Cost Reduction	3	со	12/12	1	3	4	3	3	14	4
213				Purchasing: Contract Admin/ Rolling Stock	Gheretta Harris	Upkeep and Maintenance of Vehicles	2	2			3	5	3	3	14	5
214					Gheretta Harris	Annual Spending Report	3	3				5	5	4	14	1
9				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Number of Mail Stops, Mail Rooms	1	L			3	5	1	4	13	
42				Aux Services: Copiers/ Printers	Gheretta Harris	Secure Print Capability	3	3			4	. 3	2	4	13	
47				Aux Services: Child Care	Gheretta Harris	Fees and Rates	1	L		1	3	2	2	5	13	

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118				Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Night Administrator Payment Process		PS	WI/11	1	1	3	1	4	13	4
134				Information Technology	David Dunshee	Eliminate Redundant Systems	1	со		2	2	2	2	5	13	
136				Information Technology	David Dunshee	Decommissioning of Network IDs/Access		SP	12/11	1	2	4	3	3	13	
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	1			Office of the Chancellor	Debbie Swanson	Mailings to Retirees	2	со	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		PS	08/11	3	5	5		-	13	
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		SP	ASAP	_		5	5	3	13	
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	СО	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	СО	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	T			Information Technology	David Dunshee	Training in Datatel Reports	2	СО	01/11	1	2	2	4	3	12	
144				Information Technology	David Dunshee	Eliminte Generic Accout 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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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	СО	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		PS	08/11	3	4	4			11	. 3
4				Aux Services: Bookstores	Gheretta Harris	Credit Memo Use	2	!		1		4	5		10	j
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	СО	Ong.	1	1	2	3	3	10	
151				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Automated Asset Disposal Worflow	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	со	Ong.	1	1	1	3	3	9	,
143				Information Technology	David Dunshee	Updated User Guides for Datatel/Colleague	3	1		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	g	
165				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Asset Disposal Creation based on Purchase Order	3			1	1	3	2	2	g	
179				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Energy Efficient Appliance Policy	3			1	2	2	2	2	g	2
215				Risk Management/ Environmental Health & Safety	Terry McCauley	Lab Fee for Health Technology	1	. PS	09/11	1	3	2	1	2	g	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	3			4		1	3	8	3
68				Fin Services: AP/ AR/ Payroll	Gail Pitts	Periodic Review by Datatel Expert	3	PS		4		4			8	3
166				Maint./Facilities: Custodial/ Grounds/ Buildings/ Energy	Dan Cherewick	Vendors to Supply Cut Sheet Information in Quotation Process	(1)	3		1	1	2	2	2	. 8	3
168				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	US Green Building Council's LEED Silver or Equivalent	1			1	1	1	3	2	8	3
109				Human Resources: PDTC	Catherine Rush	Training via Video Conferencing	2	SP	05/12	1	1	2	1	2	7	7
171				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Review of Construction Processes	2	2		1	1	1	2	2	7	7
178				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Building Construction Program Annual Audit	2	2		1	1	1	1	3	7	7
182				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Electronic Construction Bidding and Contracting Process	3	3		1	1	2	2	1	7	7
62				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student and Sponsor Electronic Statements	2	PS PS	12/12	1	2	2	1		6	5 2
78				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Summer II Walk-in Registration	2	PS PS			3	3			6	3
27				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Resumes and Cover Letters for Students	2	2		5					5	5
63				Fin Services: AP/ AR/ Payroll	Gail Pitts	Student Refund Process	2	PS PS		1	1	1	1	1	5	5 3
64				Fin Services: AP/ AR/ Payroll	Gail Pitts	Communications Management for Accounts Receivable	2	PS PS	12/11	2	1	1	1		5	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	5
180				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Electricity Purchased from Renewable Sources	3	3		1	1	1	1	1	5	5
181				Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Investigate Building Information Modeling Software	3	3		1	1	1	1	1	5	5
66				Fin Services: AP/ AR/ Payroll	Gail Pitts	XMMD Report Automation	2	PS PS				4			4	1
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	ı
197				Public Safety	Terry McCauley	Charge for Student Parking Pass	3	TR		1		1	1	1		ı
67				Fin Services: AP/ AR/ Payroll	Gail Pitts	Archive Student and Sponsor Records	3	PS		1	1	1			3	3
74				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Position Control Process using Colleague		PS PS				3			3	3 2
77				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Cross-training: Business Office Staff in Student Support Services	2	PS PS		3					3	3 4
60				Fin Services: AP/ AR/ Payroll	Gail Pitts	E-checks for Vendors	2	SP	İ		1	1			2	2

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13				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Paper Color Options and Ordering		CN					•		0	
32				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	College Website Design Involving Graphics Services	3	CN							0	
33				Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Group Lists in Outlook	3	CN							0	
36				Aux Services: Copiers/ Printers	Gheretta Harris	Paper Types and Available Colors	2	CN							0	
	AGREE TO			Enrollment Services: Records/	Carla Mathews	Special Software for Internations Student		CN							0	
	CANCEL			Registrar, Internat'l Stud. Advis.		Advisors										
61, 71, 97	Project (Gail)			Fin Services: AP/ AR/ Payroll	Gail Pitts	Web Time Entry	2 (	CN							0	4
72				Fin Services: Budgeting/ Campus	Gail Pitts	Budgeting Rules Accountability		CN							0	
				Business Offices			2	-								
73				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Processing Campus-based Requests with 91 Location Code		CN							0	
76				Fin Services: Budgeting/ Campus Business Offices	Gail Pitts	Print Official Transcripts on Campus	2	CN							0	
126	AGREE TO			Human Resources: Contracts/	Catherine Rush	Grievance Process Standardization	2	CN								
427	-			Diversity/ EEO Compliance	0.11 1 10 1		2	CNI								
127	AGREE TO CANCEL			Human Resources: Contracts/	Catherine Rush	Resource Database for Accommodation	2 (	CN	Use resources in access office.							
120	AGREE TO			Diversity/ EEO Compliance	Catherine Rush	Information	2	CN	опісе.							
128	CANCEL			Human Resources: Contracts/	Catherine Rush	Employee Accommodations Investigation	2 1	CN								
120	AGREE TO			Diversity/ EEO Compliance	Cathanina Buch	Process	2	CN								
129				Human Resources: Contracts/	Catherine Rush	Standards for Common ADA Requests	2	CN								
455	CANCEL			Diversity/ EEO Compliance	Dan Chananial	Standardize and Enforce	2	CN	Doot Desertions						0	
155	Best Practices			Maint./Facilities: Custodial/ Grounds/	Dan Cherewick	Adherence to Standards for Color Boards	2	CN	Best Practices						0	
450	n ·	-		Buildings/ Energy	D 01 11	and Furniture	-		n : 1							
169	Being done			Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Value Engineering	2 (	CN	Being done						0	
170	AGREE TO CANCEL			Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Green/Sustainable Building Practices	2	CN	Communicate, consider sustainability, give info to sustainability committee - communicate our "greenness"						0	
172	AGREE TO CANCEL			Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Approval of Construction Projects	2	CN							0	
173	Project (Dan) -			Maintenance/Facilities: Building	Dan Cherewick	Architect and Construction Manager	2	CN	Audit process, checks						0	
	to develop process +176			Construction/ Facilities		Contract Review of Terms and Conditions			and balances							
175	AGREE TO			Maintenance/Facilities: Building	Dan Cherewick	Footnote for Estimate Equals Final Cost	2	CN							0	
	CANCEL			Construction/ Facilities												
176	Combine w 173			Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Campus Bid Process for Projects Under \$25,000	2 (	CN	CEB would look back to purchasing to be sure items follow the purchasing process						0	
177	Project (Dan)			Maintenance/Facilities: Building Construction/ Facilities	Dan Cherewick	Architectural Rework Documentation	2	CN	May need audit - OCC wouldn't know if there is rework. Architectural mistakes are not checked. RFP should include info.						0	
192				Public Safety	Terry McCauley	Number of Public Safety Officers at Board Meetings	1	CN							0	
199		+		Public Safety	Terry McCauley	Privitazion of Parking Violations	3	CN							0	
204		+		Purchasing: Contract Admin/ Rolling	Gheretta Harris	Small Purchase Order Creation and Delivery		CN							0	
204	1	1	- 1	Stock	Città Harris	archade order creation and belivery	- '		1	I	1			1	U	1

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			ID				Cate-			Benefit to	Reduction	Efficiency	Stakeholder		Ratings	
							gory			Students			Acceptance	ation		
209				Purchasing: Contract Admin/ Rolling	Gheretta Harris	Obtaining New Vendor Information	2	CN							0	
				Stock												
210				Purchasing: Contract Admin/ Rolling	Gheretta Harris	Documentation and Training on Requistion	2	CN							0	)
				Stock		Preparation										
63	Project (Gail)-in			Fin Services:AP/AR/Payroll	Gail Pitts	Student Refund Process	2	CN	New law that we can							
	progress-NOT								force people to use							
	in initial pool -								direct deposit.							
	RFP in process								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	5
7			Aux Services: Bookstores	Gheretta Harris	Personal Checks for Bookstore Purchases	3	со	05/11						C	)
14			Aux Services: Mail/ Duplicating/ Graphics	Gheretta Harris	Shrink Wrap and Packaging	2	СО	F/10						(	)
35			Aux Services: Copiers/ Printers	Gheretta Harris	Consolidate Servers	2	со	F/10						(	)
110			Human Resources: PDTC	Catherine Rush	Electronic Marketing of PDTC Offerings	2	СО	07/12	1	3	3	4	4	15	;
111			Human Resources: PDTC	Catherine Rush	Needs Assessment: PDTC Offerings	2	СО	Ong.	1	2	3	5	5	16	ز
112			Human Resources: PDTC	Catherine Rush	PDTC Benchmarking	2	СО	Ong.	1	1	1	. 3	3	g	,
113			Human Resources: PDTC	Catherine Rush	Customized PDTC Workshops	2	СО	Ong.						(	)
114			Human Resources: PDTC	Catherine Rush	Various PDTC Process Efficiencies, Cost Reductions, Service Improvements	2	СО	Var.						(	)
115			Human Resources: PDTC	Catherine Rush	Various Processes Moved from HR to PDTC	2	СО	Var.						(	)
116			Human Resources: PDTC	Catherine Rush	Building Authorization System	2	СО	01/10	1	3	4	. 3	3	14	1
117			Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Board Action for Personnel Changes		. co	06/11	1	1	2			11	_
119			Human Resources: Personnel Services/ Records/ Benefits	Catherine Rush	Applicant Tracking Software	2	СО	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	СО	Ong.	1	1	2	3	3	10	)
130			Human Resources: Contracts/ Diversity/ EEO Compliance	Catherine Rush	Trending of Grievances	2	со	Ong.						(	)
134			Information Technology	David Dunshee	Eliminate Redundant Systems	1	. CO		2	2	2	. 2	5	13	3
141			Information Technology	David Dunshee	Training in Datatel Reports	2	СО	01/11	1	2	2	4	3	12	2
189			Office of the Chancellor	Debbie Swanson	Electronic Invitations & Responses	2	СО	04/11		3	5	5	3	16	j
190			Office of the Chancellor	Debbie Swanson	Mailings to Retirees		СО	09/10		3	3	4	3	13	3
195			Public Safety	Terry McCauley	New Guns	2	CO	12/10	2	1	4	. 5	3	15	ز
196			Public Safety	Terry McCauley	Campus Closing Coordinator to Administration Classification	2	СО	10/10	1	2	4	3	5	15	5
198			Public Safety	Terry McCauley	Change Training to Achieve Cost Reduction	3	со	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	СО	Ong.	2	2	3	4	4	15	, 3
217			Risk Management/ Environmental Health & Safety	Terry McCauley	EHS Proactivity	2	СО	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	СО	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