



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Monday, February 18, 2013

3:00 – 5:00

Foundation House

Minutes

Attendance:	Clarence Brantley, Joyce Carter, Linda Churchill, William Isanhart, Dave Dunshee, Terry McCauley, Gheretta Harris,
Absent:	Carla Mathews Dan, Sharon Miller, Janet Roberts, Carla

I. REVIEW, AMEND AND APPROVE AGENDA. APPROVE 11-19-12 MINUTES. There were no amendments to the agenda; the Minutes were approved.

II. MEETING FOCUS ITEMS

1. Vice Chancellor’s Updates – Clarence Brantley

- “N” Grades
 - Mr. Brantley discussed an article which appeared in Sunday’s paper, “Pell Grant Scammers Ripping off Michigan Colleges for Millions,” and how it relates to the timely issuance of “N” grades by OCC faculty.
 - Terry McCauley received emails about a student who has been scamming the system at several colleges and suggested OCC collaborate with its counterparts.
 - Mr. Brantley will meet Sharon Miller and Wilma Porter to discuss a process to alert OCC of students who abuse the system. Sharon Miller suggested the matter be on the College’s federal agenda.
- Audit Reports
 - Mr. Brantley discussed the timely input of invoices prior to the end of the fiscal year. Invoices of all purchases must be processed prior to June 30th. When invoices are submitted afterwards, financial services must re-do audit reports.
 - Financial Services will identify all classified personnel who purchase and receive supplies for their departments. In March/April, Financial Services will notify supervisors and classified personnel to:
 - Contact vendors to confirm delivery date earlier than 6/30/13.
 - Ensure all requested items are received no later than 6/30/13.
 - Submit all invoices to Accounts Payable no later than 7/7/13.
 - In Colleague, verify the invoice was received and paid.

2. Adjunct Printing (Non-Debit Raider One Card (“One Card”)) - Gheretta Harris

- Ms. Harris reviewed the changes, tentative implementation plan and process for adjunct use of the One Card for identification and copying. This One Card is ready for use when issued (requires no activation). Eventually, all OCC personnel will convert to the all-purpose One Card.
- Used for copying, the green stripe on the adjunct One Card displays all department codes from which to select.
- She met with Deans regarding an initial communication plan, including:
 - Email from deans to adjuncts
 - Posters, brochures, website
 - Email from One Card staff to faculty secretaries
 - One Card staff will meet with small group of first responders (classified personnel)

3. Physical Facilities Project Request Procedure – Dan Cherewick. The procedure was approved, pending any changes, on February 18, 2013.

Highlights of the discussion are:

- Dan will take the procedure to facility managers and chief engineers.
- If a request has academic impact, the Vice Chancellor and Assistant Vice Chancellor reviews the request.
- Once the procedure is approved, all requests will be considered.
- Timeline:
 - February-Dan will review the procedure through the end of February; contact CASC via email regarding changes.
 - March-Meet with Facility Manager.
 - April-Meet with Janet Roberts regarding communication plan.

4. Grant Application Process (Miller) – Approved by CASC February 18, 2013.

Highlights of the discussion are:

- Cabinet gave significant input.
- There is a moratorium on grant applications until September 1, 2013 when there is more clarity on strategic priorities.
- The grant development office will select a team to consider general and academic issues.
- We can develop strategies around goals from the Academic Master Plan and CBT.
- Sharon will handle procedural matters.

III. OLD BUSINESS – ACTION ITEMS:

1. Document Storage (McCauley/Dunshee/Carter). The committee wants to use the approved document storage procedure approved by CASC and Cabinet in connection with the COPS grant.
2. Mr. Brantley questioned whether there would be a permanent storage place for CASC documents, or should be stored with specific department procedures?
3. Storage and retrieval is most important.
4. Mr. Brantley opined CASC should create a place to store the documents, e.g., Administrative Services Database. Only documents reviewed and approved by CASC will be stored there. Joyce will research how other colleges store documents.
5. “N” Grades (Dave Dunshee). Mr. Brantley plans to include “N” grades with his budget presentation to the deans. This semester is critical for getting “N” grades in.
6. Recreation Facilities/Fees (Miller/Swanson) – The athletics program is on hold, pending CBT results.

Project ID & Name	Project Owner	Comment
1005-Increase Alumni Assn Members	Sharon Miller	Janet Roberts reported: The IT department is purging the alumni database; Cindy Tanner is now director of alumni; and a consultant is focusing on fund raising.
1006-Electronic Communications	Janet Roberts	Janet Roberts is reviewing RFP responses which cover Web Content Management and E-catalog.
Marketing	Janet Roberts	No Report
1015-Student Inquiry Calls	Carla Mathews	No Report
1016-EAF Processing	TBD-HR	No Report
1017-CMMS	Dan Cherewick	Gheretta Harris reported the RFP for CMMS went out last week. Responses are due March 1.
Document Management	Carla Mathews	No Report

1020-Requesting IT Projects-Services	Dave Dunshee	No Report
1021-Vehicle Management-Use	Terry McCauley	No report
1022-Web Time Entry	Gail Pitts	Gail will report at CASC after Administrative Lead Team review the draft RFP.
1024-Informer Training-Colleague Repts	HR – Dave Dunshee	No Report
1025-Student ID	Gheretta Harris	No Report
1026-College-wide Grounds Project	TBD	No Report
1027-Electronic 1098Ts & W2	Gail Pitts	Response was very low – 10% - would like to make it part of the application process.

IV. NEW BUSINESS

V. DISCUSSION/REPORT ITEM

- a. College Support System Update (David Dunshee) – No Report
- b. Public Safety/Health and Safety Update (Terry McCauley) – No Report
- c. Records Retention – No Report

VI. OTHER BUSINESS

VII. FUTURE AGENDA ITEMS

Next Meeting Date: March 18, 2013 (AH B217, President’s Conference Room)

Adjournment