



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, January 16, 2007
Rochester Hills-Conference Rm. #1
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 PM

Present

Brantley, Clarence
Baughman, Jessica
Cherewick, Daniel
Dunshee, Dave
Harris, Gheretta
Mathews, Carla
McCauley, Terry
Pitts, Gail
Rush, Catherine
Ston, Mary

Absent

Cham, Kathleen

I. Presentations/Special Guests – None

II. Meeting Focus Item – Final Review of 2006-07 Suggestions for Reducing Cost or Increasing Revenue: - The Council finished reviewing the remaining items, making suggested changes and some reordering. **ACTION:** Jackie Boughner will update the list and Mr. Brantley will take item forward to Chancellor's Cabinet for review.

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The November 21, 2006 minutes were approved, noting that Mary Ston was in attendance.
- 1.2 College Creation of Student E-mail Accounts – Dave Dunshee distributed a “draft charge” for the Subcommittee on Electronic Communications. Suggestions were to 1) separate “transactional” communication from “marketing” communication; 2) Item #3, Expand to say: Review “standard or routine” business communications.....; 3) Under deliverables: Add: Analysis of pros & cons and make a recommendation with cost(s), and also What are the alternatives with the cost of each. The sub-committee will be comprised of: Carla Mathews, Member of Senate, Dave Dunshee, Financial Aid representative, Lloyd Crews or Student Life representative. **ACTION:** Dave Dunshee will do the expansion and clean-up of the Charge and call a meeting of the sub-committee. He will provide an update to CASC at the February 20th meeting.

- 1.3 On-Line Application- Dave Dunshee stated that the PO was sent to Datatel before the holiday. The target date for completion is before Fall admissions date. Datatel). **ACTION:** CASC will be kept updated on this issue. Item will be moved to “Old Business-Discussion”.
- 1.4 Student ID Cards - No update. Terry McCauley volunteered to be a resource on the use of ID cards. **ACTION:** Carla Mathews and Gheretta will do research on Pros and Cons and report back to CASC.
- 1.5 ID for Adjuncts – Terry McCauley stated he polled approximately 20 persons from the R.O. and Slfd. Campuses and received minimal and vastly different responses on the effectiveness of this pilot. He also polled 15 in-state colleges and received feedback that it was mostly used as an incentive or as a “smart card” (gym use, library, ID, debit, etc.) CASC had further discussion on this item. **ACTION:** It is the Recommendation of CASC NOT to pursue. The cost does not meet benefits to be desired. A committee has been formed to address “Access” college-wide and this item will be included as a part of their review. This item will be taken on the agenda.
- 1.6 Social Security Number Reports - Cathy Rush distributed a report issued by the College’s law firm regarding the new Michigan Law addressing database security breaches and associated personal and business liability. The law firm recommends establishing protocols for destroying information under this act. Dave Dunshee stated that IT was looking at a related issue (CISP) as well. **ACTION:** A subcommittee will be formed comprising of: Cathy Rush, Terry McCauley, IT representative and a Financial Aid representative. Names should be sent to Cathy Rush. Human Resources will call a meeting of the subcommittee. Cathy Rush will keep CASC updated.
- Discussion/Report Items**
- 2.1 Electronic Communication for Students (Kiosk) – CASC discussed. It was agreed that this issue should be forwarded to Lloyd Crews since he is the Interim Executive Director of Student Services. **ACTION:** CASC minutes will be reviewed to see if the “draft charge” can be located and Mr. Brantley will meet with Lloyd Crews and Carla Mathews to discuss reactivating this subcommittee and starting on the review of this issue.
- 2.2 Business Continuity Plan – Terry McCauley stated that the committee is still ongoing but the emphasis the last few months has been on the development of the addendum addressing Pandemic Issues. He stated that there are a few departments left to get information from and then the subcommittee will be reconvened and the “draft addendum” updated. Terry will continue to provide periodic updates to CASC on the progress.
- 2.3 Pandemic Issues – How To Address - SEE ITEM ABOVE
- 2.4 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – Item was Tabled until next meeting **ACTION:** Cathy Rush will review and finalize changes to the procedure and bring back to CASC for their review.
- 2.5 Document Imaging - Dave Dunshee stated that a multi-part RFP has been developed with emphasis on student record back log. Vendors were interviewed and a recommendation was made for two vendors-1) for film and fisch and 1) for paper. Clarence Brantley and Andy Hillberry will review budget needs. **ACTION:** Both DMT and CASC recommend pursuing the conversion of back-log documents. This item will go forward for Chancellor’s Cabinet review and as a Board Item.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update.
ACTION: Cathy Rush will provide the “draft” document for CASC’s review.
- 3.2 Budget Update – C. Brantley stated that he and Jessica Baughman will be sending out the schedule for campus budget presentations. He again emphasized that the colleges are anticipating an Executive Order reduction in state funding by the Governor (possibly as much as 5%). 5% would cut approximately \$900,000.00 for OCC. Reductions would be looked at based on how the budget is split (80% personnel and 20% from other). He also said that both the remaining 2006-07 and projections for 2007-08 will be impacted. He further stated that the elimination of the Single Business Tax will cause a loss of \$9.2 Billion dollars in the State’s revenue. **ACTION:** He will keep CASC updated.
- 3.3 Copyright Indemnification– No activity. This issue was raised seeking guidance regarding the faculty’s request to copy, package and sell materials to students in the bookstores. **ACTION:** This issue will be pursued from a course packet focus. Gheretta will be asked to spearhead this initiative. She will keep CASC updated.

Discussion/Report Items

- 4.1 College Support System Update – Dave Dunshee stated that there were no major issues. Patches will be done in mid-January. Preparation in place to keep systems operating on own during implementation of Release 18. He will keep CASC updated.
- 4.2 Health and Safety Update – Terry McCauley stated issues were addressed in 2.2 and 2.3 above.
- 4.3 College-Wide Food Service Committee – Gheretta stated that she and Mr. Brantley had met and that there will be a different approach to this issue. Chancellor’s Cabinet has approved the search for a consultant to facilitate the review process. The Presidents have been asked to identify 3 people from their campus to work on this subcommittee. **ACTION:** Gheretta will provide CASC with periodic updates.

OTHER BUSINESS

- 5.1 Items for CASC e-mail communication- Related to 2.5 (Document Imaging) A “Quick Update” will be sent to the College community notifying that CASC and DMT support beginning Phase 1-the conversion of backlog documents. This item will go to Chancellor’s Cabinet on January 23rd.

FUTURE AGENDA ITEMS

- 6.1 Exploration of avenue for task forces to Councils.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Jackie Boughner