



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, May 15, 2007
Rochester Hills-Conference Rm. #1
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 PM

Present

Baughman, Jessica
Crews, Lloyd
Dunshee, Dave
Harris, Gheretta
Pitts, Gail
Rush, Catherine
Ston, Mary

Absent

Cham, Kathleen
Cherewick, Daniel
McCauley, Terry

I. Presentations/Special Guests – None

II. Meeting Focus Item – None

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The March 20, 2007 minutes were approved as presented.
- 1.2 College Creation of Student E-mail Accounts – Lloyd Crews gave overview of how using Google's Apps Education edition's free communication, collaboration and publishing tools would work at OCC. He expressed that there were many "pluses" and all services would be free. (i.e. customized with a school's logo; color scheme and content, tie into Blackboard, e-mail, calendars). The Council discussed this issue and felt it would be beneficial for the College to pursue using these free communications tools for staff and students. **ACTION:** CASC recommends taking the issue to Chancellor's Cabinet and seeking their approval for OCC to pursue implementation of Google Apps for Education. Also, the issue will be taken to College Academic Senate seeking their approval.
- 1.3 Student ID Cards- Gheretta Harris stated that she had surveyed fellow community colleges and the next steps are: Review survey responses and put together some options for CASC's review. **ACTION:** Gheretta and Carla will work together; develop a "Pros" and "Cons" list for discussion/review by CASC.
- 1.4 Database Security – Gail Pitts stated that the timeline has been established. A draft charge is being written. **ACTION:** The Database Security Committee (made up of: Maurice McCall, Gail Pitts, Terry McCauley, Andy Hillberry, Jeff Ragle, Wilma Porter) will draft a charge, develop an implementation plan and bring back their recommendations to CASC for review.

Discussion/Report Items

- 2.1 Electronic Communication for Students (Kiosk) – It was agreed that Lloyd Crews would take over this issue and that the minutes should so reflect that. **ACTION:** n IT representative will be sought to work on this issue also and Lloyd will reactivate subcommittee (Lloyd Crews, Senate member, IT representative, Financial Aid representative and Student Life representative). The charge will also be reviewed/revise. Lloyd will bring back their recommendations to CASC.
- 2.2 Business Continuity Plan – Deferred to Terry’s absence.
- 2.3 Pandemic Issues – How To Address - Deferred to Terry’s absence.
- 2.4 Animal Ordinance Implementation Plan- Deferred to Terry’s absence. **ACTION:** Terry will take next steps to: send out e-mail to all employees, work with PDTC, and work with “web” administrator to put on college website/Info Mart.
- 2.5 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – No Update **ACTION:** Cathy Rush will review and finalize changes to the procedure and bring back to CASC for their review.
- 2.6 Document Imaging - Team is on Step 2- reviewing vendor. Have established protocols for old files/back log. Hopeful scanning should be done before move back to DO. **ACTION:** Bee Chen has been assigned as IT representation for this project. CASC will be kept updated on this project.

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 – Gail stated that the Board of Trustees will be asked to formally approve the budget at the May meeting. There is a belief that some future cuts could occur and that State revenue has not come in line with their projections. **ACTION:** CASC will be kept updated as the budget process continues and as future information becomes available from the State.
- 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 – CASC was informed that the biggest issue is release of Datatel 18- Deadline is November.
- 4.2 On-Line Application – Carla stated that a meeting has been set with Datatel representatives and she will keep CASC updated.
- 4.3 Health and Safety Update – Deferred
- 4.4 College-Wide Food Service Committee – Gheretta stated that she doesn’t have a firm timeline for this project but is working on a RFP to hire a consultant to help facilitate the review process for establishing OCC’s needs and vendor selection. **ACTION:** Gheretta will provide CASC with periodic updates.

OTHER BUSINESS

- 5.1 Items for CASC e-mail communication - None

FUTURE AGENDA ITEMS

- 6.1 Exploration of avenue for task forces to Councils.

The meeting was adjourned at 5: 00 p.m.

Respectfully submitted,

Jackie Boughner