



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, June 19, 2007
Rochester Hills-Conference Rm. #1
MINUTES

CALLED TO ORDER BY: Gail Pitts

TIME: 3:00 PM

Present

Baughman, Jessica
Cham, Kathleen
Cherewick, Daniel
Dunshee, Dave
Harris, Gheretta
Pitts, Gail
Ston, Mary

Absent

Crews, Lloyd
Mathews, Carla
McCauley, Terry
Rush, Catherine

I. Presentations/Special Guests – None

II. Meeting Focus Item – None

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The May 15, 2007 minutes were approved as presented.
- 1.2 College Creation of Student E-mail Accounts – Deferred. Gheretta Harris stated that it should be noted that Chancellor’s Cabinet voted to move forward with Google Apps Education publishing tools. No other specifics as to timeline or “OCC package” specifics are available. **ACTION:** Lloyd Crews will be asked to provide update to CASC.
- 1.3 Student ID Cards- Gheretta Harris stated that she had nothing new to report and due to schedule conflicts she and Carla have not met. The next steps still 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 but was not complete. **ACTION:** Gail, in conjunction with 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.
- 1.5 Comprehensive Facilities & Maint. Mgt. Software – Dan Cherewick and Gheretta Harris distributed a document which addressed going from Work Request to Scheduling and Work Completion. The Council discussed the issue. Mary Ston requested faculty representation on task team. **ACTION:** Item was lodged. Council members were to review document and send suggested changes/comments to Dan Cherewick. Dan and Gheretta will make changes and have recommendation for review by CASC and Task Force.
- 1.6 College-wide CCTV initiative – Gheretta Harris stated that she has been working with Terry McCauley and that some CCTV devices have been placed on the various campuses, but now it is in the College’s best interest to make this issue a college-wide initiative. This would add more depth (intrusion detection/ID badging) and take advantage of technologies and include industry standards. **ACTION:** She and Terry will draft “Charge” and bring back to CASC for review.

Discussion/Report Items

- 2.1 Electronic Communication for Students (Kiosk) – Deferred, No update. **ACTION:** Lloyd Crews would take over this issue A 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/revised. 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 Locking/Unlocking Campus- Dan Cherewick distributed an informational piece he and Terry McCauley had drafted. He stated that practices are not consistent college-wide. Council discussed and had some questions. Further action was deferred to Terry’s absence. **ACTION:** Council members should send questions to Dan’s attention and he Terry will take next steps to: Develop an implementation plan and communication piece for appropriate campus staff and bring back to CASC for their review.
- 2.5 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – Deferred, 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 - Dave Dunshee stated that Phase I is currently under way in Student Services and going well. Have established protocols for old files/back log. **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 – Deferred, No update. **ACTION:** Cathy Rush will provide the “draft” document for CASC’s review.
- 3.2 Budget Update – Jessica Baughman stated that the budget has been loaded for 2008 and currently sent to departments. Gail Pitts stated that due to State’s cash flow issues, one State payment will be delayed, but at the same time June & July State Retirement payment has been reduced by same amount, Future. However, 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 – Deferred, No Update **ACTION:** Carla will be asked to provide an update for CASC.
- 4.3 Health and Safety Update – Deferred, No Update.
 - **Animal Ordinance Implementation Plan -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.
- 4.4 College-Wide Food Service Committee – Gheretta stated that she has RFP drafted and hopes to have the consultant who will help facilitate the review process for establishing OCC’s needs and vendor selection identified by September. **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