



OAKLAND
COMMUNITY
COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, August 21, 2007
DO Board Room
MINUTES

CALLED TO ORDER BY: Gail Pitts

TIME: 3:00 p.m.

Present

Baughman, Jessica
Crews, Lloyd
McCauley, Terry
Rush, Catherine
Ston, Mary

Absent

Cham, Kathleen
Cherewick, Daniel
Dunshee, Dave
Harris, Gheretta
Mathews, Carla

I. Presentations/Special Guests **None**

II. Meeting Focus Item **None**

III. Ongoing Items:

New Business

Action Items

1.1 Approval of CASC Minutes

The June 19, 2007 minutes were approved as presented.

1.2 College Creation of Student E-Mail Accounts – L. Crews)

Approved by Maurice McCall. Estimated completion date - end of January 08.

1.3 Student ID Cards (G. Harris/C. Mathews)- (per L. Crews)

Not yet done – options: internal implementation – produce cards with logo.
M. Ston to ask students for pros/cons.

1.4 Database Security – (G. Pitts)

Code of Responsibility for Security & Confidentiality of Data Files – Records Retention Policy
CASC reviewed both documents. Put in disclaimer – explain intent
Changes to be made to both *draft* documents.

1.5 Comprehensive Facilities & Maint. Mgt. Software - (G. Harris, D. Cherewick)

Deferred - absence of G. Harris and D. Cherewick.

1.6 College-wide CCTV Initiative – (G. Harris) (per T. McCauley/ L. Crews)

PC security – camera installed. Legitimate safety issues. Equipment to be purchased for next campus-OR.

Discussion/Report Items

2.1 Electronic Communication for Students – (L. Crews)

Student E-mail. Kiosk on campus.

2.2 Business Continuity Plan – (T. McCauley)

Reviewed report – suggested titles remain but names be deleted in interest of frequency of updating report.

2.3 Pandemic Issues – How To Address (T. McCauley)

Item covered as an addendum to Business Continuity Plan.

2.4 Locking/Unlocking Campus (D. Cherewick/T. McCauley)

- Deferred* to absence of D. Cherewick.
- 2.5 Procedure/Protocol for Handling of Property – Personal or College Owned (C. Rush)
C. Rush to revise “summary” sheet.
 - 2.6 Document Imaging (D. Dunshee/B. Chen/G. Harris/C. Mathews)
60 boxes are being prepared every 5 days. Meeting held every 2 wks to discuss problems
(per G. Pitts)
 - 2.7 Records Retention (T. McCauley/J. Boughner)
Sent out forms -- response negligible at first; is now getting better. To approve final version of
Employee Sign-off.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – (C. Rush)
To redo *draft* of reimbursement information.
- 3.2 Budget Update – (J. Baughman)
State delayed last payment-August- into next year’s budget. State has not yet verified that this has
been done. (per G. Pitts)
- 3.3 Copyright Indemnification (G. Harris)
Deferred to absence of G. Harris.

Discussion/Report Items

- 4.1 College Support System Update (D. Dunshee)
Deferred to absence of D. Dunshee
- 4.2 Online Application (D. Dunshee)
Deferred to absence of D. Dunshee
- 4.3 Health and Safety Update (T. McCauley)
Follow up with Board of Trustees - Animal Ordinance – includes signage and communicating.
- 4.4 College-wide Food Service Committee (G. Harris)
Deferred to absence of G. Harris.

Other Business

- 5.1 Items for CASC E-Mail Communication
None

Future Agenda Items

- 6.1 Exploration of Avenue for Task Forces to Councils
None

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

Respectfully submitted,

MJ Regan