



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Tuesday, August 18, 2009
District Office Board Room

MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 p.m.

Present

Brantley, Clarence (Chair)
Cherewick, Daniel
Harris, Gheretta
Morris, Ann
Pitts, Gail
Rush, Catherine

Absent

Cham, Kathleen
Dunshee, David
Ingram, Anthony
Mathews, Carla
McCauley, Terry
Ston, Mary

Halaburda, Michael- Guest

I. Presentations/Special Guests - None

II. Meeting Focus Item(s):

- (A) Cost Savings Recommendations: Mr. Brantley stated that he will work with Gail Pitts to combine the suggestions he has received with the ones received by the Campus Business Managers and compile a list for the next meeting for the Council's review and discussion.
- (B) CMMS/Schedule Software Update: Dan Cherewick distributed a handout on the Event Scheduler Software from the Event Scheduler Committee requesting approval for the purchase/implementation of Ad Astra Information Systems software for scheduling events college-wide (pending the result of a proof of concept trial installation). He discussed to purchase request with the Council. There was reluctance on the part of the Council to move forward with the request since key members from the committee were not able to be at the meeting to address questions and due to high cost. ACTION: Dan will ask the key members of the Event Scheduler Committee to be at a future CASC meeting to address questions and at that time, the request will be revisited.
- (C) College-Wide Food Service: The Council again reviewed the recommendations for changes/additions to the food service operations on the campuses. They were as follows: **Auburn Hills**: No changes in current service/food product, but enhance with "Fast Track Convenience Store" concept in "J" Bldg. pending investigation of contract with Continental of contract issues and space costs.; **Highland Lakes**: Current location is poor. Need to add JAVA cart (relocate Kiosk to Woodland Hall). Also, consider a "Fast-Track Convenience Store" concept in the Student Center Building which may need an add-on or building addition if viable; **Orchard Ridge**: It is not the desire of the College to use Culinary as food service for employees and to capture more activity: put a JAVA cart in "A" bldg, also propose a concession type area in west "A"; also, could utilize current PS space for a concession window; **Royal Oak**: It was agreed that if any site needs attention, it was Royal Oak and Southfield. Royal Oak has the 2nd highest activity, needs a "build-out" into current seating area and atrium area (approx. \$300,000), need to install ventilation system (approx. \$300,000) to bring back hot food service.; **Southfield**: Has a ventilation system that is operable- don't cook there- offer a build-out, also need more space to offer anything other than a C-Store. Gheretta Harris questioned the need for the "Fast Track Convenience Store" concept in "J" building at AH with the recent construction of the new student center and cafeteria. She further stated that she has talked with Continental and they are willing to explore options to meet the college's needs. ACTION: 1) Ask Gheretta to do more investigation and make contact with companies who currently use the Fast-Track Convenience Store and get their input on their experience as well as costs, over-site, losses, what they stock, how often they stock and time commitments. 2) Also, have Gheretta work with Dan Cherewick on space (build-out, power, egress) costs and installation costs for Fast Track system. Share with CASC and give to Mr. Brantley to be taken to Chancellor's Cabinet with recommendations.

Ongoing Items:

NEW BUSINESS

Action Items:

- 1.1 Approval of CASC Minutes- The June 16, 2009 minutes were approved with minor changes.
- 1.2 CASC's role in the Registration Process- Mr. Brantley asked the council to think about if there are issues or processes that still need to be addressed. He stated that he had not heard of any dramatic problems. Gail Pitts stated that there continues to be problems with the Touch Tone system. **ACTION:** Gail should inform Dave Dunshee of any issues that continue to present problems.
- 1.3 Checklist for New Proposed Programs or Agreements with Third Parties- Mr. Brantley stated that the Cabinet had developed and approved a criterion to decide whether or not a concept would be approved. CASC members discussed some of the problems that trickle down to the various functional areas with regard to staff issues, costs, etc. with the implement of some of the current concepts. **ACTION:** Clarence and Cathy Rush will review criteria and report back to CASC.
- 1.4 Department Name Changes – Cathy Rush stated that discussions are ongoing to ensure that there is a process to touch all areas that need to know. Cabinet has to approve name changes. Cabinet members should bring any name change recommendations forward for approval. If approved, CASC will also be informed and then the appropriate departments and “front line staff” will be informed. **ACTION:** She should have a “draft procedure” ready for the October CASC meeting.
- 1.5 Adjunct IDs – The campuses where the pilot program was implemented felt it was a worthwhile initiative and beneficial to the adjunct and college staff. **ACTION:** She will work with Terry McCauley to provide CASC with an update on future recommendations.
- 1.6 Digital Repository Update - Mr. Brantley stated that it appears that there is a clear duplication of review being done and that another meeting needs to take place. It is unclear what capabilities this service will provide that cannot be provided with the Dalnet system that we do not currently have. **ACTION:** Mr. Brantley will check with Mary Ann Sheble and Carla ask that another meeting will be scheduled for further review and to come up with a unified set of recommendations for CASC's review.

Discussion/Report Items:

- 2.1 College Security Updates- Mr. Brantley stated that he has been trying to attend meetings of the teams and has met with chairs of each team and put together a uniform format for presentation of the final report and power-point presentation format. Each team has been assigned a numbered section to make compilation of final report simpler. Whichever team finishes first will bring forth their recommendations to CASC. CASC will hear presentations and make any recommendations they have and then take forward to Chancellor Cabinet.
- 2.2 Behavioral Assessment Program Update (BART) - Mr. Brantley stated that Terry plans on discussing the BART program at each campus orientation. Also, that an Active Shooter Video is being developed. It was suggested at the Human Services Committee that a “piece” be developed that encourages interaction between faculty and students. Mr. Brantley further stated that he had received a request for all BART team members to attend a training session in Chicago. Council members suggested that due to budget constraints, it should be looked at bringing someone here to provide the training to avoid the travel expenditures for so many people.

OLD BUSINESS

Action Items:

- 3.1 Candidate Travel & Lodging Reimbursement Information - Cathy stated she had no update.
- 3.2 Budget Update – Mr. Brantley stated that he is starting the initial process review of the 2010-11 Budget. He further stated that Oakland County has already done a 3-year budget projecting large reductions in property taxes. This information is coming from good data from assessors. He further stated that he has been informed of discussions from Academic Senate of the desire to have more people involved in the budgeting process. He will explore options to do this. Gheretta Harris stated that she has asked her staff to proactively take a look at buying in our own community, initially starting with standing repetitive orders to see if we can't purchase locally.

Discussion/Report Items

4.1 Student ID Cards- Subcommittee Update- Mr. Brantley stated that discussions at Cabinet culminated in a desire to have IDs and CASC should prepare a plan to go forward with the researching how this can be done and the preparation of an RFP. It was suggested by Carla Mathews at the last meeting to do a pilot with just a simple picture ID with features that allow use of print system and the library. Cards will be issued at specific times (after drop-adds). Gheretta Harris stated that at the point of doing an RFP, they should look for a product with expandable functions capabilities. Also that the issuance of the cards could be managed under Auxiliary Services where there can have mass output from one location so you don't have to duplicate equipment of all sites. Gheretta stated that the College already has the necessary licensing.

ACTION: CASC to take up the charge and request Gheretta to work with Carla Mathews to get input from Academic Services, review the previously drafted charge, plan a meeting with previously established committee and prepare recommendations for implementation(minimum requirements, short-term plan, future users, fee/no fee, etc.)and keep CASC updated on committee's progress.

The remaining items on the agenda were tabled or addressed in focus items.

OTHER BUSINESS

Concerns were raised that issues were not able to be addressed due to lack of attendance by council members at council meetings, although meeting dates have been established well in advance. Mr. Brantley stated that he will initiate conversation at Chancellor's Cabinet about attendance to council meetings.

5.1 Items for CASC E-mail Communication- None

FUTURE AGENDA ITEMS

6.1 CASC Topics Addressed-Accomplishments

The meeting was adjourned at 5:05 p.m.

Respectfully submitted, *Jackie Boughner*