



OAKLAND COMMUNITY COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL
District Office Board Room
Tuesday, August 10, 2011
9:30 AM – 11:30 AM

MINUTES **Special Meeting**

Members Present: Clarence Brantley, Dan Cherewick, Dave Dunshee, Carla Mathews
Terry McCauley, Sharon Miller, Auntes Morrin, Gheretta Harris, Tony
Ingram, Gail Pitts

Members Absent: Cathy Rush, Shawn Dry

MEETING FOCUS ITEMS:

- (1) Select the top 30 projects to move forward in the process as we discussed
- (2) Determine other projects outside of the 30 that will also be worked on
- (3) Discuss future information requests and timelines.

Mr. Brantley explained the intent of the meeting to review the spreadsheets and recommendation information, select the top 30 recommendations, assign projects to SymCon, and determine the recommendations individual CASC members will retain. Mr. Brantley will meet with SymCon finalize the list of projects

The CASC will review final forms prepared by SymCon to document the plan/process of each recommendation/project.

The projects will be assigned equitably, so that no one is overburdened. The collective group will decide whether to cancel a project.

Completed projects must use the specific document, so that there will be a consistent look to all projects.

SymCon will do the plan, and help us complete the task on a specific timeline. We may be able to combine some tasks from other areas. The CASC members are the project owners, who will identify project leaders. The plan will include all the steps – cross-functional opportunities, all affected departments. Mr. Brantley suggested using campus business managers to help analyze the costs, cost out each item, and project savings.

Mr. Brantley intends to report at the Cabinet's next meeting which of the redesign recommendations CASC will undertake as projects.

The following recommendations were referred to SymCon:

CASC Contact-Owner	Recommendation No.
Gheretta Harris	10, 11, 22, 29, 62, 183, 185
Carla Mathews	53, 65, 228, 224
Sharon Miller	105
Cathy Rush	108
Sharon	20
Carla Mathews	20
Gail Pitts	90

Submitted by Joyce Carter
August 15, 2001