



OAKLAND COMMUNITY COLLEGE®

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Minutes of

Tuesday, November 15, 2011 Meeting

Attendance: Clarence Brantley, Gail Pitts, Linda Churchill, Deborah Swanson, Shawn Dry, Gheretta Harris, Terry McCauley, Dave Dunshee, Cathy Rush, Dan Cherewick

Absent: Sharon Miller, Tony Ingram

Mr. Brantley introduced Linda Churchill, who replaces Ann Morrin, as the classified union representative. Dave Dunshee will provide Linda with Project 2010 software and access to the share drive.

I. REVIEW, AMEND, AND APPROVE AGENDA.

II. APPROVE 10-18-11 MINUTES.

III. MEETING FOCUS ITEMS:

1. Update on SymCon, Inc.

- The highlights from Mr. Brantley's meeting with Ralph Burrell of Symcon are:
 - SymCon could not provide the level of assistance with project planning and project management at the price we are able to pay.
 - Project owners and managers will begin the planning process and follow the template's eight steps.
- Cathy Rush reminded CASC of one of the things we heard from SymCon is that OCC should provide training through PDTC on two separate things: (1) project management; and (2) MS Project 2010.
- We can still work on the 8 phases, whether or not we use the Project 2010 software. The first few phases are planning. Sharon Miller indicated that Workforce Development provides some level of project management training. Cathy Rush will work with Pam Dorris to develop a PDTC class devoted to Project 2010 and/or Project Management.

2. CASC Impact on Student Success

Mr. Brantley wants administrators to consider how we, as a council, impact student success. Are there any barriers or impediments which may which may impair student success? He questioned, "What is success?" Discussion highlights include:

- That they come in everyday and go home safely.
- The college defines it as college, transfer, and employment/career readiness. If they achieve one of those things, students successfully complete their study.

- Success looks like tracking the student from here throughout. Did we provide what they need to be successful?
- From an academic standpoint, success is often defined by the students. If they achieve that goal, they're successful.
- The student doesn't define success, as much as the institution should. The institution defines success.
- Student success and institutional success are different.
- Have we surveyed the students – how do they interpret success?

Mr. Brantley agrees OCC's interpretation of student success depends on the student's goals. However, he was thinking of the student's success from the administrative side of the house. Do we have impediments and barriers (in rules, procedures, etc.) that promote or inhibit success? We will continue this discussion at the January.

IV. **NEW BUSINESS:**

- CASC Meeting Schedule.** Switching meeting dates with CASSC (Joyce Carter). Joyce will look at all calendars to find another meeting date. Mr. Brantley will notify Dr. Holcomb that change of meeting dates is not final.
- CASC Decision/Document Database.** (McCauley, Dunshee, Carter). Terry requested clarity of charge. The subcommittee will develop best practices for storage, approval, distribution and retrieval of documents. Documents may include procedures, recommendations, policies, college-wide information, reports, etc.

V. **OLD BUSINESS – ACTION ITEMS:**

- Checklist for New Proposed Programs or Agreements with Third Parties** (Sharon Miller). Tabled to January 2012
- Adjunct IDs** (Cathy Rush). Cathy Rush and Deborah Swanson discussed a proposed "Process for the Issuance of Photo Identification Cards to Part-time Employees." The next step is to go through the decision support model and/or develop a recommendation to Cabinet? **Tabled.**
- Red Flag Document:** (Gail Pitts, Carla Mathews). **At Cabinet**
- Student ID Cards - Subcommittee Update** (G. Harris/C. Mathews)
Gheretta suggested combining the two projects (adjunct and staff/students IDs). The CASC approved the Student Identification Card Program Charge.
- Document Imaging** (Carla Mathews) - **Tabled**
- Smoking Policy** (Terry McCauley) - **Tabled**

Discussion/Report Items

- College Support System Update** (David Dunshee). None.
- Public Safety/Health and Safety Update** (Terry McCauley). None
- Records Retention** (Gail Pitts). **Tabled.**

VI. **OTHER BUSINESS**

VII. FUTURE AGENDA ITEMS. Items IV A&B, above; Item V, above; and Records Retention.

Next Meeting: Tuesday, January 17, 2012

Respectfully submitted: Joyce Carter
November 29, 2011