



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, November 18, 2003

District Office, Board Room

2:00 p.m.

MINUTES

CALLED TO ORDER BY: Clarence E. Brantley

TIME: 2:00 p.m.

Present

Brantley Clarence E.
Cherewick, Dan
Dunshee, David
Harris, Gheretta
Kendall, Elizabeth
Matthews, Carla
McCauley, Terry
Rush, Catherine
Ston, Mary

Absent

Schmidt, Debbie

I. Presentations and Special Guests

Mr. Brantley welcomed Carla Matthews to the Council. She will be added to any related distribution lists.

II. Meeting Focus

A. Candidate Travel & Lodging Reimbursement Information

Catherine Rush asked that this item be lodged at the November meeting. She mentioned that the document was developed primarily to 1) Have all expenses in one place, to be able to track costs, and provide information on the process; 2) To provide information to staff and candidates on what is covered, hotels, restaurants and transportation. Suggested changes: 1) The word “faculty” will be dropped from the title; 2) A Detroit City and Flint airports to pg. 21; 3) on pg. 3 under “reimbursements”, change wording to state that “check will be mailed within 2 weeks”. C. Rush will make corrections and bring back to Council in December for approval.

B. Industrial Hygiene & Indoor Environmental Quality Program

Terry McCauley discussed document with Council. He stated that this document, along with others being developed will bring us in compliance with recommendations from the recently completed Health & Safety Audit and the requirement for mandatory program documentation. It covers chemical hygiene, regulatory waste management, excessive noise, unknown substances, and construction projects (pre & post), identifies corrective actions. The Council suggested that it would be beneficial to do a separate “summary sheet” and bullet out key points and contact information. Terry McCauley will make that change prior to submission to Chancellor’s Council. The Council agreed that this item will be moved on to Chancellor’s Council. Mr. Brantley wanted the minutes to reflect that Michael Schmidt has done an outstanding job in responding to compliance issues and in developing new procedures in the short time he has been with the College.

C. College Business Travel Expense Process and Guidelines

Beth Kendall presented the “revised draft” and “summary sheet” of the College Business Travel Expense processes and guidelines and discussed it with the Council. The forms will be put on Info Mart. Beth will work with Scott Killian to conform to his documentation format. **ACTION:** The Council endorsed the use of the forms and after minor changes are made to guidelines (i.e., add “gas cards” under Purchasing and “American Express cards” under Financial Services), it will be moved forward to Chancellor’s Council.

III. New Business – Action Items**1.1 Approval of CASC Minutes**

Minutes from the October 21st meetings were approved, with changed noted to 3.5 to read: Mary Ston stated that the Department Chairs meeting would be a good forum to present this information.

1.2 Cost Reduction/Revenue Generation Recommendations – 2004-05 Budget Year

Beth Kendall stated that the budget meeting has been rescheduled until Friday, Nov. 21st. Mr. Brantley reviewed the process used for last year (for C. Matthews benefit). He further stated that a report will be prepared for the College community and to document what has been done to date. C. Rush volunteered her assistance. It is the hope to streamline the process and Beth will give an update at the next meeting. The Budget Committee (B.Kendall at DO and the Business Manger on each campus), will act as a conduit for the collection of the information. **ACTION:** The budget Committee will develop process guidelines for obtaining the recommendations and protecting the anonymity of the responder. Also, develop a timeline for the upcoming budget year.

Discussion/Report Items**2.1 College Goals**

Mr. Brantley stated that all staff has had an opportunity to review the proposed Goals. The Chancellor and Chancellor's Council are working with the College Planning Council to finalize the goals. Once the process is complete and the goals and objectives are determined, Chairman Brantley would like the Council to examine what role the CASC will take to address and in support of these objectives.

Old Business- Action Items**3.1 College Emergency Closing Procedures**

Terry McCauley discussed the procedures with the Council. The Council suggested that there be two separate documents, one for the "emergency closing team" and a "general guidelines" document. "DO closing" needs to be addressed and incorporated. T. McCauley will make the appropriate changes prior to moving on to Chancellor's Council. This item will be moved on to Chancellor's Council.

3.2 Code of Responsibility for Security and Confidentiality of Data Files

It was requested that the document be lodged at this meeting. The Council discussed this issue and an update will be provided at the next meeting before approval is granted on documents.

3.3 Budget Update

Mr. Brantley stated that Lansing representatives met with the business officers at the last MCCBOA meeting and that it would be realistic to expect a 6.5% decrease in State funding with the likely-hood of future cuts. How to address the unfunded liability issue for health care costs was also discussed. The MCCBOA group will be putting together an ad-hoc team to further discuss this issue. Mr. Brantley and Beth Kendall will meet to address budget options for current and future funding cuts. Also, Mr. Brantley, Beth and the Business Managers are in the process of planning for scheduled budget "road shows" to all sites. The Council will be kept updated.

3.4 College Security Review Update

No update

3.5 Business Resumption Plan

No update

3.6 Child Care Operations

Gheretta Harris stated that the group had met and are surveying other institutions. They will be looking at fixed and variable costs and developing protocols. The information will be compiled and will include: number of children, hours of operations, drop-in procedures, rate of pay, child ratios, etc. She will continue to update the Council.

3.7 Copyright Indemnification-Merge w/Acad. Serv. Team

No update- Mr. Brantley needs to meet with G. Keith

Old Business-Discussion/Report Items**4.1 College Support System Update**

Dave Dunshee stated that the Datatel development team is trying to resolve some "look-up issue problems" If anyone is experiencing problems, they are to call the HELP desk. They hope for a speedy resolution. Security

issues are also being discussed, particularly regarding security assignments for “cash receipts” functions.

4.2 Procedures Database

Mr. Brantley stated that the intent is for users to give their standard procedures to Scott to put into the database being developed. A group has been identified to work with Scott. No other update at this time.

4.3 Health and Safety Update

Terry McCauley stated that many actions have been taken to get the recommended work done. The goal is to have a report by mid-January. He will continue to provide updates.

Other Business

5.1 Equipment Advisory Committee__

The committee is developing guidelines for budget categories and to track expenditures.

Future Agenda Items

6.2 Issue of Badges or ID’s for Adjuncts

Terry McCauley stated that from a security prospective, it would be effective and tie into current ID process for other staff. Problems occur with the frequency that adjuncts teach (skipping of semesters, etc.), and the tracking of these individuals. Also, policy enforcement would be a problem. The issuance of “student ID’s” was also discussed. He presented preliminary information supplied from the survey of other colleges from the “draft” Safety & Security Report. It was suggested that this piece be rolled into “Phase 3” of planned security review. He will provide other information as directed by the Council.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,
Jackie Boughner