



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, May 18, 2004
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.
Cherubic, Dan
Harris, Gheretta
Kendall, Elizabeth
McCauley, Terry
Pitts, Gail
Rush, Catherine
Schmidt, Debbie
Ston, Mary

Absent

Matthews, Carla
Dunshee, Dave
Ingram, Anthony

I. Presentations and Special Guests

None

II. Meeting Focus

III. New Business – Action Items

1.1 Approval of CASC Minutes

Minutes from the April 20th meeting were approved.

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

The Council discussed the 2004-005 Cost Reduction and Revenue Generation Recommendations for numbers 1, 38, 2, 3&6, 4, 5, 7, 8, 9, 11, 12, 53, ACTION: CASC will continue review of remaining items at the next meeting on June 15, 2004.

1.3 Security Report

This item has been lodged and will be discussed in depth at a future meeting. CASC members should review and be prepared to discuss and recommended changes.

Old Business- Action Items

3.1 Candidate Travel & Lodging Reimbursement Information

This item was deferred.

3.2 Budget Update

Mr. Brantley stated that he will be going to Lansing on Friday for a budget update. He further stated that the OCC budget was approved by the Board of Trustees with a caveat that personnel costs be held at the 80% level which means that \$616,000 would need to be cut to bring to that level. Also, he stated that property tax projections are now short by approximately \$800,000 -900,000.

3.3 Business Continuity Plan

Terry McCauley stated the “draft” Plan is complete and will soon be forwarded to CASC for review.

3.4 Copyright Indemnification-Merge w/Acd. Serv. Team

This item was deferred.

3.5 Standard Format for Charges for CASC “action items”

This item was deferred.

3.6 Food Service Operations Review

Gheretta Harris distributed a proposed “charge” for the OR Food Service Task Force and it was discussed by the council. Mr. Brantley stated that it was the intent to assure Chancellor’s Council of what the charge is and reconfirm that at the next meeting. The documentation provided will include: 1) a snapshot of current operations from all sites (including studio café’, vending machines, catering sales, and culinary arts program), 2) review previous data from focus group, have institutional research obtain additional data on student and staff needs, and 3) explore food service alternatives. Gheretta stated that the anticipated timeline to complete this project would initially be 6-7 months. The Food Service Task Force will be: Lynn Levich – Student; Tom Hendricks – Mgt. Staff; Paula Allen – Classified; Joe O’Loughlin- Faculty and Gheretta Harris. ACTION: Gheretta will rewrite “charge” and send to Cathy Rush for presentation at Chancellor’s Council on behalf of CASC.

Discussion/Report Items

4.1 College Support System Update

This item was deferred.

4.2 Health and Safety Update

The Blood Borne Pathogens Program and the Lockout /Tagout Program documentation were lodged. CASC members are to review documents for discussion and approval at the June meeting.

Other Business

Future Agenda Items

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,
Jackie Boughner