



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, August 17, 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.
Cherewick, Dan
Dunshee, Dave
Matthews, Carla
McCauley, Terry
Pitts, Gail
Schmidt, Debbie

Absent

Kendall, Elizabeth
Harris, Gheretta
Ingram, Anthony
Rush, Catherine
Ston, Mary

I. Presentations and Special Guests

None

II. Meeting Focus

III. New Business – Action Items

1.1 Approval of CASC Minutes

Minutes from the July meeting were approved as presented.

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

The Council discussed the updated spreadsheet for the 2004-005 Cost Reduction and Revenue Generation Recommendations. ACTION: Jackie Boughner and Clarence Brantley will prepare a spreadsheet with the proposed CASC recommendations separated into three groups (Short-term, Long-term and Best Practices). He Brantley will take these forward to Chancellor's Cabinet at next "organizational" meeting. A copy will also be sent to all CASC members prior to September meeting.

1.3. & 1.4. (Powered Industrial Truck Safety Program and Chemical Hygiene Program Documents)

These health and safety documents were discussed and approved by CASC to be moved forward for Chancellor's Cabinet approval.

1.5 (Confined Space Program Document)

This health and safety documents were lodged for review and will be on the September agenda for approval.

1.6 Security Report

Mr. Brantley started the review of the Security Report with a little background on the project. It was begun to determine if the college was as secure as it should be. It was pointed out that while the report was being developed, many new initiatives were started (Emergency Response Plan, Call for Assistance Phones, increased exterior lighting, college-wide key process and college-wide I.D. procedures, etc.). CASC began an in-depth review of the report. Further review will pick up at the September meeting.

Old Business- Action Items

3.1 Candidate Travel & Lodging Reimbursement Information

This item was deferred.

3.2 Budget Update

Mr. Brantley stated that although Beth Kendall is still out on medical leave, he is working with the Campus Business Managers and Jessica Irwin to begin to gear up and prepare the first preliminary look at revenue projections in early October. No new news out of Lansing, but there is optimism that community college budgets will not be cut this year if they hold their tuition rates. All 28 colleges have complied. Enrollment appears to be up.

3.3 Business Continuity Plan

It was agreed that the Business Continuity Plan will be distributed to CASC for their “read and review”. It will be discussed in depth at a future CASC meeting.

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

Mr. Brantley stated that this item is on the Chancellor’s Cabinet agenda. He will follow up and update CASC at the next meeting.

3.5 Standard Format for Charges for CASC “action items”

This item was brought up as a part of CASC’s own housekeeping. Gheretta Harris volunteered to develop a “draft” of a charge. Since she is absent, this item was deferred until the September meeting.

3.6 Food Service Operations Review

Mr. Brantley stated that the charge went back to Chancellor’s Cabinet. A pilot program for the O.R. campus only will start in September. They will look at three local vendors to provide catering/food service to the campus (at their own cost and with no college subsidy). It is the opinion of CASC that it still needs to be reviewed college-wide, so Gheretta will continue to work with the established sub-committee to gather data on all current college-wide operations and to explore catering/food service alternatives. Continental will continue to function for catering.

Discussion/Report Items

4.1 College Support System Update

Dave Dunshee stated that upgrading is coming up and that the end of registration is going on. The 1st day registration count is extremely high this year and IT is exploring the effects that technology upgrades may have on the various registration counts. Faculty load will begin in October and should go smoother than in the past. All pre-requisites are being enforced. Also, a new exchange server for e-mail is being put in place.

4.2 Health and Safety Update

Terry McCauley stated more programs documents are being develop and thanked CASC for their continued support.

Other Business

Mr. Brantley stated that the Chancellor’s Cabinet is still reviewing the various council structures, memberships and objectives. He will keep CASC updated.

Future Agenda Items

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The meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Jackie Boughner