



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, May 17, 2005
District Office, Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 2:00 PM

Present

Brantley, Clarence
Dunshee, Dave
Harris, Gheretta
Ingram, Anthony
Mathews, Carla
Rush, Cathy
Ston, Mary

Absent

Cherewick, Dan
Kendall, Beth (on leave)
McCauley, Terry
Pitts, Gail
Schmidt, Debbie

I. Presentations/Special Guests – None

II. Meeting Focus Items (see below)

1. Cost Savings Recommendations

Mr. Brantley asked the Council what method they wanted to use to review the recommendations. The Council agreed to go through them as a group. The Council discussed each recommendation, assigned a “suggested action” number to them, with additional comments as appropriate. **ACTION:** The worksheet will be updated with CASC actions indicated and e-mailed to CASC members for their review.

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The April minutes were approved as presented.

Discussion/Report Items

- 2.1 Mandatory lock-downs for all IT equipment - Dave Dunshee stated that shortly after June 1st, IT equipment will have lock-downs. Laptops will be uniquely keyed. PC’s will be keyed alike. **ACTION:** This item will be moved to “Old Business”. Dave Dunshee will provide periodic updates to CASC as warranted.
- 2.2 Copier Update – Gheretta Harris stated that a few machines have been placed. She further stated that IT is working on establishing a protocol for when the machines are rolled out; and that information on placement times and on training will be sent out when the machines are

ready to be placed. She stated that the College is moving away from copier codes and everyone will be assigned a card which will be able to be used on any machine in the College. This will provide better control on use and she anticipates that costs will go down.

- 2.3 Electronic Communication for Students (Kiosk) – Carla Mathews stated that she was unaware whether a meeting of the sub-committee to review this issue had been called. **ACTION:** Carla will request that Dave Adams (chair of sub-committee) call a meeting. She will provide an update to CASC.
- 2.4 Business Continuity Plan (Chan. Cabinet Update) – Mr. Brantley stated that the CASC Report on the Business Continuity Plan was “lodged” at the Chancellor’s Cabinet meeting earlier in the day. The Cabinet members requested a copy of the “full report” for their reference. The Plan will be discussed in depth at the June “operational” meeting. **ACTION:** Jackie Boughner will electronically send all Cabinet members a copy of the full report.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update.
- 3.2 Budget Update – C. Brantley informed the group that he went to Lansing and made a presentation with regards to funding formula to the MCCA Executive Committee who is looking at proposals from the various community colleges on possible changes to the funding formula. The Executive Committee will then present the changes to the full MCCA Board of Trustee members at their summer meeting. Mr. Brantley said he will keep CASC updated.
- 3.3 Copyright Indemnification– Merge w/Acad. Services Team – No update.

Discussion/Report Items

- 4.1 College Support System Update – Dave Dunshee stated that not too much activity was going on, just winding down from Summer I registration, schedule adjustments and gearing up for Summer II registration. **ACTION:** Dave was asked to work with Terry McCauley to identify the placements of the hallway phones recently installed and give that information to Andy Hillberry to determine if a void was left by the removal of the SBC phones.
- 4.2 Health and Safety Update – No Update.
- 4.3 ID’s for Adjuncts – No Update. **ACTION:** Terry will be asked to update CASC as to what categories of adjuncts were identified to receive ID cards.
- 4.4 College-Wide Food Service Committee – Gheretta Harris stated that she still does not have the name of the faculty representative. **ACTION:** Mary Ston will send name of faculty representative to Gheretta.
- 4.5. Travel Procedures (Pre-Authorization) – No Update

OTHER BUSINESS

- 5.1 Electronic Timesheets - No update. **ACTION:** Gail will be asked to update CASC as to the outcome of the conference call with the sales representative from the company they are working with regarding the future use of electronic timesheets.

FUTURE AGENDA ITEMS

The meeting was adjourned at 4:30 p.m.

Respectfully submitted,

Jackie Boughner