



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Monday, January 20, 2009
DO –Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 p.m.

Present

Brantley, Clarence (Chair)
Arnold, Jay
Cherewick, Daniel
Dunshee, David
Harris, Gheretta
Ingram, Tony
Crews, Lloyd
McCauley, Terry
Rush, Catherine
Ston, Mary

Absent

Arnold, Jay
Cham, Kathleen
Mathews, Carla
Pitts, Gail

GUESTS: Mike Halaburda, Laurie Huber, Jay Seewald

I. Presentations/Special Guests - None.

II. Meeting Focus Item(s):

(a)CMMS Presentation: Dan Cherewick distributed a CMMS Task Force Report and gave an overview of the activities of the group and current status of project. Mike Halaburda discussed the various scheduling and tracking tools available and under consideration. He also stated that they planned to make site visits to particular owners of the systems under consideration. ACTION: An RFP will go out soon for the “CMMS” package. The next steps will be to do site visits and then develop an RFP for the “Scheduler” package. Dan will keep CASC updated.

(b) College-Wide Food Service: Mr. Brantley stated that this issue has again come up for discussion at Chancellor’s Cabinet and that it was determined that CASC should review and analyze the issues and make recommendations back to the Cabinet, hopefully at their March meeting. After Council discussion, it was determined that recommendations would be reached by using data from previous college-wide survey, by what is currently provided, foot traffic (by hour # of students on campus related to # of sales). The followings “meaningful factors” would also be used: 1) What service do we have (by campus), 2) What do we want to have, 3) How do we go about providing those services, 4) How much it will cost to provide services, 5) Is there a subsidy and if so, what is the cost to subsidize services, 6) What the capacity of the facilities are in relationship to providing services (current and services wanted), 7) Location (also within a campus and also related to the ability to provide food services). ACTION: Gheretta Harris will begin compiling data from previous survey and current operations and bring back to February CASC meeting.

Ongoing Items:

New Business

Action Items:

1.1 Approval of CASC Minutes

The November 24, 2008 minutes were approved as presented.

Due to time constraints the following agenda item were held until the February 17th meeting.

1.2 CASC’s Role in the Registration Process

1.3 Checklist for New Proposed Programs or Agreements with Third Parties

1.4 Department Name Changes – C. Rush

1.5. Info Mart Information – C. Rush

Discussion/Report Items:

- 2.1 College Security - C. Brantley

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – (C. Rush)
No report
- 3.2 Budget Update - (G. Pitts)

Discussion/Report Items:

- 4.1 Student ID Cards – C. Mathews
- 4.2 Document Imaging – (G. Pitts)
- 4.3 College Support System Update - (D. Dunshee)
- 4.4 On-line Application – (C. Mathews/D. Dunshee)
- 4.5 CMMS (Comprehensive Mechanical Maintenance Software) Task Force- (D. Cherewick) -
- 4.6 Public Safety/Health and Safety Update – (T. McCauley)
- 4.7 College-Wide Food Service Update - (G. Harris) – SEE FOCUS ITEM.
- 4.8 Records Retention – (J. Boughner)

Other Business

- 5.1 Items for CASC E-Mail Communication- None
- 5.2 Internal Control Document-(G. Pitts)

Future Agenda Items

- 6.1 Annual Report- CASC topics addressed & Action Taken

The meeting was adjourned at 5:00 p.m.

Respectfully submitted, *Jackie Boughner*