



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, February 17, 2009
District Office 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
Mathews, Carla
McCauley, Terry
Morrin, Ann
Pitts, Gail
Ston, Mary

Absent

Cham, Kathleen
Ingram, Anthony
Rush, Catherine

I. Presentations/Special Guests - None.

II. Meeting Focus Item(s):

(a) College Wide Food Service: Gheretta Harris distributed binders on food service operations by campus and some miscellaneous college-wide information and discussed the information with the council. In order to give the council adequate time to make recommendations, Mr. Brantley asked the group to review the information provided and use the following points when formulating recommendations: 1) Locations of Food services, 2) What food products should be provided (i.e. hot serving kitchen/where/if additions are needed), 3) standards for the college, 4) Price of Food(how much is the college willing to subsidize) and 5) Expansion opportunities(License, build to specs, equipment, menu boards, lighting, buy their products). Mr. Brantley asked the group to “think college-wide” to set protocols for all sites. Then, examine the uniqueness of each campus. ACTION: Council to review information presented and formulate their recommendations for discussion at March meeting.

(b) Public Safety Information- Terry McCauley distributed Campus Security Authority (draft) and Crime Statistics Report Forms and discussed them with the Council. Minor changes were suggested and Council advised that if they had any additional changes, they should send them to Terry McCauley ACTION: Terry will bring back any revisions to Council as an “FYI piece”.

Ongoing Items:

New Business

Action Items:

1.1 Approval of CASC Minutes

The January 20, 2009 minutes were approved as presented.

Discussion/Report items:

Discussion/Report Items:

2.1 College Security - Terry stated that teams are holding regularly scheduled meetings and working through the assessment process.

2.2 College Policy/Response to Student Threats- Terry McCauley

Mary Ston stated that this issue came up at Senate Leadership. A threat was made against a faculty member on a “blog” and the campus “BART” committee discussed without informing the faculty. The question was raised as to “How is the College going to inform faculty they are being threatened? Terry McCauley gave a brief overview of how the “BART” committees work.

ACTION: Terry to convene a meeting with the college-wide oversight committee, 1) investigate current procedures as related to threats on staff/students/visitors what is already in place, 2) How changes in technology affect current policies, 3) Suggest revisions to policies and procedures and 4) draft a brief "implementation guide" on how to handle these type of situations for distribution to college community. Terry stated he would like a Human Resources representative appointed.

Due to time constraints the following agenda item were held until the March 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

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 – (D. Dunshee)
- 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*