

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Thursday, February 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.  
Dunshee, David  
Harris, Gheretta  
Ingram, Anthony  
Matthews, Carla  
McCauley, Terry  
Pitts, Gail  
Rush, Catherine  
Ston, Mary

**Absent**

Cherewick, Dan  
Kendall, Elizabeth  
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 January 20th meeting were approved.

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

**1.2.1 Next Steps for CASC**

Mr. Brantley stated that the Campus Business Managers and Beth Kendall to gather the recommendations for the forthcoming year. A form has been developed and will be available on Info Mart. The submission deadline is March 5<sup>th</sup>. Mr. Brantley will ask Beth and CBM's to separate recommendations into "like groups", and then they will be brought back to CASC for review. CASC agreed to follow the same process used last year: (1) group the items (2) Remove identification (3) determine based on number of recommendations received, if subcommittees need to be formed (4) evaluate recommendations using previously approved form and (5) come back to CASC for final review and development of recommendations. A special meeting of CASC will be scheduled as appropriate.

**Old Business- Action Items**

**3.1 Candidate Travel & Lodging Reimbursement Information**

Since Catherine Rush was unavailable, this item will be deferred until March.

**3.2 Child Care Operations ( Chan. Council Update)**

The subcommittee went through the process of: 1) establishing rates for students, staff and community (2) made recommendations for hours of operation (3) reconfiguration of A.H. center, etc. These recommendations were presented to Chancellor's Council. The current college subsidy is around 70-75%. With these new recommendations, the subsidy is expected to drop to around 60%.

ACTION: C. Brantley will work with Gheretta to develop a time schedule to make the changes happen. There was some discussion as to what is covered under the various financial aids. Gheretta will check into what is covered, how student aid will be impacted, and any subsequent to the college's subsidy and report back to CASC with her findings.

### **3.3 Code of Responsibility for Security and Confidentiality of Data Files**

Mr. Brantley stated that he took the recommendations forward to Chancellor's Council and "lodged" it for the next meeting.

### **3.4 Budget Update**

Mr. Brantley stated that he took the first draft of the proposed 2004-05 budget to Chancellor's Council and they reviewed and identified reductions. He further stated that although we are again looking at a shortfall ( approx. \$3.5 million) for next year, there is a projected increase of enrollment, thus reducing the shortfall to \$2.5 million. He still anticipates that further reductions/modifications will be made. On a State level, the official community college appropriation will not be made until July. OCC will affirm that they will not raise tuition. Institutions are looking at methodology for setting up a reserve to fund health insurance costs that there will be a 2% increase in MSPERS contributions for the 04-05 year. Again, campus budget presentations are planned and Beth Kendall will have budget worksheets out to all areas in early February. The Council will be kept updated.

### **3.5 College Security Review Update**

Terry McCauley stated that the committee has met and the final review process is about complete.

### **3.6 Business Resumption Plan**

Terry McCauley stated that the committee has met and the final review process is about complete.

### **3.7 Copyright Indemnification-Merge w/Acad. Serv. Team**

No update

### **3.8 Issue of Badges or ID's for Adjuncts**

The Council discussed whether or not it should start a review process and appoint a sub-committee. It was noted that this item is also addressed in the Security Committee's Report. Further discussion to follow.

### **Old Business-Discussion/Report Items**

#### **4.1 College Support System Update**

Dave Dunshee stated that the W2's, 1099's and 1098's were sent out. Faculty load stipends will start to be processed by the end of the week. Much progress has been made, but there is room for improvement. Minor upgrade patches will be done in the near future.

#### **4.2 Health and Safety Update**

Terry McCauley stated that more procedures will be sent shortly for the Council's review. He will continue to provide updates as documentation is developed for other programs.

### **Other Business**

#### **Cell Phone Emergency Procedure**

The item was discussed. IT will initiate call-out of procedure. Public Safety (College Closing Coordinator) will act as backup. ACTION: Procedure to be changed (pg 2) that all staff assigned a college cell phone will be notified (in addition to those listed on the previously identified list). Terry will work with IT to facilitate the change. CASC approved the procedure and it will be moved on the Chancellor's Councils

### **Future Agenda Items**

**6.1 Standard Format for Charges for CASC "action items" (C. Brantley)**

**6.2 Issue of Badges or ID's for Adjuncts**

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,  
Jackie Boughner