

**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Thursday, April 20, 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  
Harris, Gheretta  
Ingram, Anthony  
Kendall, Elizabeth  
McCauley, Terry  
Pitts, Gail  
Rush, Catherine  
Ston, Mary

**Absent**

Matthews, Carla  
Schmidt, Debbie

**I. Presentations and Special Guests**

None

**II. Meeting Focus**

**III. New Business – Action Items**

**1.1 Approval of CASC Minutes**

Minutes from the March 16th meeting were approved.

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

The Council spent the remainder of the meeting reviewing and discussing the 2004-005 Cost Reduction and Revenue Generation Recommendations for numbers 13, 14, 15, 16, 17, 18, 19,20, 21, 22, 23, 24, 25, 26, 27, 28 29 and 30 related to PDTC and Personnel Costs. Numbers 31, 32, 33, 34, 35, 36 and 37 under the category of Travel & Meeting Costs were also discussed. ACTION: CASC will continue review of remaining items at the next meeting on May 18, 2004.

**1.3 Security Report**

This item was lodged for approval at a future meeting.

**Old Business- Action Items**

**3.1 Candidate Travel & Lodging Reimbursement Information**

This item was deferred.

**3.2 Budget Update**

This item was deferred.

**3.3 Business Resumption Plan**

This item was deferred.

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

This item was deferred.

**3.5 Standard Format for Charges for CASC “action items”**

This item was deferred.

**3.6 Food Servcie Operations Review**

This item was deferred.

**OLD BUSINESS(cont'd.)**

**Discussion/Report Items**

**4.1 College Support System Update**

This item was deferred.

**4.2 Health and Safety Update**

This item was deferred.

**Other Business**

**Future Agenda Items**

The meeting was adjourned at 4:25 p.m.

Respectfully submitted,  
**Jackie Boughner**