



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, June 15, 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
Kendall, Elizabeth
McCauley, Terry
Schmidt, Debbie

Absent

Matthews, Carla
Ston, Mary
Pitts, Gail
Ingram, Anthony
Rush, Catherine

I. Presentations and Special Guests

None

II. Meeting Focus

III. New Business – Action Items

1.1 Approval of CASC Minutes

Minutes from the May 15th meeting were approved. The spelling of Dan Cherewick's name will be corrected.

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

The Council discussed the 2004-005 Cost Reduction and Revenue Generation Recommendations for numbers 2, 42, 43, 44, 45, 46 ACTION: CASC will continue review of remaining items at the next meeting on July 20th.

1.3 Security Report

This item has been lodged and will be discussed in depth at a future meeting. CASC members should review and be prepared to discuss and recommended changes.

Old Business- Action Items

3.1 Candidate Travel & Lodging Reimbursement Information

This item was deferred.

3.2 Budget Update

Mr. Brantley stated that he will be meeting with Beth Kendall relatively soon to discuss how to get the budget in line with the 80/20 guidelines as directed by the Board of Trustees (that personnel costs be held at the 80% level). He will keep CASC updated.

3.3 Business Continuity Plan

Terry McCauley stated the "draft" Plan is complete and will discussed at a future CASC meeting.

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

Mr. Brantley stated that this item is on the Chancellor's Council agenda. He will follow up and update CASC at the next meeting.

3.5 Standard Format for Charges for CASC "action items"

Gheretta Harris stated that she will try to have a "draft" ready for the July CASC meeting.

3.6 Food Service Operations Review

Mr. Brantley stated that the charge went back to Chancellor's Council (through C. Rush). There was a discussion of urgency at Chancellor's Council and that they wanted the review completed by July 9th. He further stated that there was a similar discussion at Chancellor's Cabinet. If they had a known vendor in mind- a pilot could be done, but at no cost to the College. No know vendor was identified, so the discussion will continue at the next Chancellor's Council. The Food Service Task Force should continue the information

gathering in preparation for a total college review. Gheretta stated that the committee had not actually met and that she will be sending out an e-mail to try to arrange a meeting. Mr. Brantley again stated that it was his intent to confirm the charge of the task force at the next Chancellor's Council meeting. He will update CASC.

Discussion/Report Items

4.1 College Support System Update

Dave Dunshee stated that registration is going on now for Summer II, then Schedule adjustment, then early registration for Fall. It is not clear if the new T*T equipment purchased will be installed before Fall. The current one will be placed at A.H. for a back up. The procedure for the enforcement of Pre-requisites is underway. They are currently doing testing and fixing problems.

4.2 Health and Safety Update

Terry McCauley asked for the continued support of CASC in the review and approval process for all the new safety procedure documents being prepared.

Other Business

The Chancellor's Cabinet is in the processing of selecting who will be on the Advisory Council and the membership for the 7 or 8 Strategic Planning Task Force teams. They are also looking at revising forms to address authorization requirements.

Future Agenda Items

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,
Jackie Boughner