



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, February 15, 2005
District Office, Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 2:00 PM

Present

Brantley, Clarence
Cherewick, Dan
Dunshee, Dave
Harris, Gheretta
McCauley, Terry
Pitts, Gail
Rush, Cathy
Schmidt, Debbie
Ston, Mary

Absent

Kendall, Beth (on leave)
Ingram, Anthony
Mathews, Carla

I. Presentations/Special Guests – None

II. Meeting Focus Items (see below)

1. Business Continuity Plan

The Council began the initial review of the Executive Summary. Terry McCauley gave a brief overview of the summary which is the equipment, operations and services needed to keep the college functioning in a post disaster situation. It identifies preventative steps, back-up personnel, redundancy equipment, emergency vendor lists, etc. Through the review process it was determined that some key elements from the full plan needed to be pulled into the summary, and that the summary should be comprised of three sections (1) Summary to briefly summarize plan, people and process; (2) Implementation plan that identifies duties of specific personnel or functional areas, list strategies and timelines and (3) Identify priority issues, immediate problems which need to be addressed and budgetary issues. **ACTION:** Cathy Rush and Dave Dunshee volunteered to work with Terry McCauley and Jackie Boughner to restructure Executive Summary. Terry McCauley will update CASC on their progress.

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The January minutes were approved as presented.
- 1.2 Travel Procedures (Flight Bookings) – Gail distributed a document about the Corporate Credit Card Program. Council discussed the document and asked Gail to provide additional information relating to 1) who still uses the card; 2) the “pros” and “cons” of cash advances and 3) Payment of \$35 if airline ticket purchased on corporate card. Also, she will separate the “transportation” information from 2.7 and put into 2.8. **ACTION:** CASC approved distribution of document once revisions are made. Gail will make revisions and send to CASC for their information.
- 1.3 Interior Communication Monitors – Dave Dunshee stated that Dave Adams has been added to the committee and that they did meet. A draft of a “charge” has been prepared and will be sent to CASC. They will update CASC at a future meeting.
- 1.4 TB Notification Procedure(Add-in to Agenda) – Terry McCauley stated that the drafting of this procedure stemmed from an incident that occurred on the Royal Oak campus and from the protocols that are dictated by the Oakland County Health Dept. The Council discussed the detail and flowchart. CASC asked to clarify communication loop with M. Schmidt and resend for to members for their review. CASC approved document with revised edits and also approved moving item on to Chancellor’s Cabinet. **ACTION:** Terry will edit detail and chart and e-mail revised document to CASC members for electronic vote.

Discussion/Report Items

- 2.1 Mandatory lock-downs for all IT equipment - No update.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update.
- 3.2 Budget Update – C. Brantley informed the group that he, Jessica Irwin and the Business Managers are making budget presentations on the campuses. He further stated that the House & Senate sub-committee did issue an Executive Order but they have a 30-day window to finalize the report. Also, special maintenance dollars will be provided to community colleges, however; colleges must document what dollars were used for. He further stated that the Business Officers will be meeting in early March and they will get a “Lansing Update” then. He will update CASC.
- 3.3 Copyright Indemnification– Merge w/Acad. Services Team – No report.

- 3.4. Food Service Charge (College-wide Review) - Gheretta Harris distributed the edited charge to go to Chancellor’s Cabinet for the college-wide assessment to determine if what we currently have is working, do we need a change, what are the expectations of students, staff, etc. CASC approved moving on the Chancellor’s Cabinet. **ACTION:** Gheretta will e-mail charge to Mr. Brantley to take to Chancellor’s Cabinet to confirm charge. Mr. Brantley will update CASC.

Discussion/Report Items

- 4.1 College Support System Update – No update.
- 4.2 Health and Safety Update – No update.
- 4.3 ID’s for Adjuncts – No update.

Future Agenda Items

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,
Jackie Boughner