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**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**  
**Tuesday, June 21, 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  
Mathews, Carla  
Pitts, Gail  
Rush, Cathy

**Absent**

Ingram, Anthony  
Kendall, Beth (on leave)  
Schmidt, Debbie  
Ston, Mary

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**I. Presentations/Special Guests – None**

**II. Meeting Focus Items (see below)**

1. Cost Savings Recommendations

The Council reviewed the updated “worksheet” and made some additional minor changes.

**ACTION:** The worksheet will again be updated by Jackie Boughner and e-mailed to CASC members for their final review prior to being forwarded to Chancellor’s Cabinet for their review.

**III. Ongoing Items:**

**New Business**

Action Items

1.1 Approval of CASC Minutes – The May minutes were approved as presented.

**Discussion/Report Items**

2.1 Copier Update – Gheretta Harris stated that about 29 machines have been installed (all department machines). She has scheduled to finalize the workflow and placement. She is also looking at the flexibility of the software to address the libraries needs. She will continue to provide updates to CASC.

2.2 Electronic Communication for Students (Kiosk) – Carla Mathews stated that she had spoken with D. Adams and that the sub-committee had not met. **ACTION:** Carla will request that Dave Adams (chair of sub-committee) call a meeting and report back to her on their progress. She will provide an update to CASC.

- 2.3 Business Continuity Plan (Chan. Cabinet Update) – Mr. Brantley stated that the Chancellor’s Cabinet officially endorsed the Business Continuity Plan. They requested that the BCP subcommittee develop an “implementation plan” and “timeline” and bring them back for review by CASC. **ACTION:** Terry McCauley will call a meeting of the BCP subcommittee to begin development of “implementation plan” and “timeline”. He will keep CASC updated.
- 2.4 Procedure or Protocol for Handling of Property (Personal and College Owned) – Cathy Rush asked if CASC wanted to take this issue on to write a policy addressing the removal of property and associated liability issues. The council discussed the issue and determined this item could be folded into the Exit Interview form and procedures. **ACTION:** Cathy Rush will “draft” language to address this item, revise the Exit Interview form and bring the revised form back to CASC for their review.

## **Old Business**

### Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update.
- 3.2 Budget Update – C. Brantley informed the council that the Board approved the budget at presented. Final state appropriation is still uncertain however. It is now being reviewed in the legislature who is dealing with a 1% reduction in the current state aid budget for community colleges. Mr. Brantley stated that the budget will be “revised” if necessary based on final state aid allocations. He stated that he will keep CASC updated.
- 3.3 Copyright Indemnification– Merge w/Acad. Services Team – No update.

### **Discussion/Report Items**

- 4.1 College Support System Update – Dave Dunshee stated that they gearing up for registration in about 4 weeks. He further stated that they were “switching out” servers as part of the Business Continuity Plan. The old server will be taken to AH for a back-up. They are also retiring some old Dell servers.
- 4.2 Mandatory Lock-downs for all IT Equipment - Dave Dunshee stated that they were moving forward and a Request for Proposal is being prepared to various companies. They are still testing some samples of lockdowns. He will keep CASC updated.
- 4.3 Health and Safety Update - Terry McCauley stated that the Environmental Health & Safety website should be on line later in the week. He further stated that a condensed version of all the procedure for the various programs will be on the site. He encouraged everyone to take a look at the site and send him any comments they may have.
- 4.4 ID’s for Adjuncts – Terry McCauley stated that the information is being compiled regarding the various categories of adjuncts given ID’s at RO/Slfd. He further stated that he has received positive feedback from the campuses on this pilot program. CASC discussed the possibility of expanding to all campuses.
- 4.5 College-Wide Food Service Committee – Gheretta Harris stated that the committee will be meeting next week. A student and faculty representative still needs to be appointed. The committee intends to go over the current data collected and put together an action plan to address the issues. She will keep CASC updated. **ACTION:** Gheretta will contact Mary Ston regarding naming a faculty representative.
- 4.5. Travel Procedures (Pre-Authorization) – Gail stated questions had been answered and documentation distributed to CASC. **ACTION:** Item will be removed from agenda.

## **OTHER BUSINESS**

- 5.1 Electronic Timesheets – Gail Pitts stated the first meeting with the consultant, Financial Services, Human Resources was a good start. Dave Dunshee asked that Bee Chen be added to the team. Gail further stated that they went through a lot of up-front training and was pleased that the system generated a lot of reminders. She will contact Linda Pososki on the training

piece at a later date. **ACTION:** Gail will keep CASC updated as to the progress on this project.

**FUTURE AGENDA ITEMS**

The meeting was adjourned at 4:10 p.m.

*Respectfully submitted,  
Jackie Boughner*