



**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**  
**Tuesday, October 18, 2005**  
**District Office, Board Room**  
**MINUTES**

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 PM

**Present**

Brantley, Clarence  
Dunshee, Dave  
Harris, Gheretta  
Ingram, Anthony  
Mathews, Carla  
McCauley, Terry  
Pitts, Gail  
Rush, Cathy  
Ston, Mary  
Vollbach, Michael  
Williams, Calvin

**Absent**

Cherewick, Daniel  
Kendall, Beth (on leave)  
Schmidt, Debbie

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

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

**III. Ongoing Items:**

**New Business**

Action Items

- 1.1 Approval of CASC Minutes – The September 20, 2005 minutes were approved.
- 1.2 Decision-Making Structure – Mr. Brantley distributed the Decision-Making Structure document he had developed for his Lead Team and discussed the concept of following a similar structure for CASC. The basic concept is: 1) If a new or revised policy, procedure or process affects only the Administrative Services Division, it must be presented as INFORMATION to CASC; 2) If a new or revised policy, procedure or process affects the entire College community, it must be presented to CASC as an ACTION item for approval. The Council was receptive to using this document as a guideline for their decision making process.
- 1.3 CASC Council Communication E-Mail Format - The Council reviewed the draft of an e-mail communication document which would be sent to “everyone” to advise them of recent decisions made by CASC. The Council agreed to some revisions to the form. Further, the Council supported C. Rush’s suggestion that other council adopt this practice. **ACTION:** Jackie Boughner will revise the form and send it out to CASC for their review. Also, the CASC agenda will be modified to allow time at the end of each meeting to determine which decisions, policies, or procedures will be included on the e-mail document.

## **Discussion/Report Items**

- 2.1 Cost Savings Recommendations-Chancellor's Cabinet Update – The updated list of recommendations was discussed. Mr. Brantley stated that these 3<sup>rd</sup>-year suggestions came through the Business Managers during the budget process and that there were several repeats from the previous cycle. The Council agreed to review the last two year's lists in order to address any outstanding issues. **ACTION:** The final list of recommendations will be put on Info Mart for the college community to see. Also, Mr. Brantley will discuss with the Business Managers the continuation of gathering these suggestions as part of the budget process.
- 2.2 Strategic Planning Process – Mr. Brantley addressed with the Council the potential role the Administrative Services Council in the strategic planning process dealing with proposed changes that come from the bottom-up or top-down(i.e., the College Planning Council will make a decision on whether it is an administrative or academic issue, send it to either CASC or CASSC). Information and communication will be shared between both councils on all issues. However, the College Planning Council will make the final recommendations to the Chancellor, Chancellor's Cabinet then eventually to the Board of Trustees.
- 2.3 Copier Update – Gheretta stated that in response to the issues raised on the new process and discussions she had with the Business Managers, appreciation luncheons are being held on the campuses with key operators to get feedback on how well the new process is working. A review of the card use and codes for the copiers will also be done. **ACTION:** Gheretta will be asked to do cost/benefit analysis on card use and report back to CASC in 6 months.
- 2.4 Electronic Communication for Students (Kiosk) – Carla Mathews stated she has again spoken with Dave Adams and gave him the names of Brent Myers and Mike Vollbach as potential members to his committee. She said Dave will schedule a meeting of the committee to discuss the various proposals to address this issue. She will provide an update to CASC.
- 2.5 Business Continuity Plan – Terry McCauley stated that the sub-committee has met and is making some final revisions to the BCP completion plan. Copies will be sent to CASC members prior to the November meeting for their review with action to be taken at the November meeting.
- 2.6 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – Cathy Rush stated she is reviewing the various set of circumstances when this situation could arise. **ACTION:** She will provide the revised “draft” for CASC's review at the December meeting.
- 2.7 Electronic Timesheets – Gail Pitts stated that she, Sharon Converse, Dave Dunshee and other financial services staff attended a demo presentation from Datatel based the questions that were gathered. **ACTION:** Gail Pitts will draft a summary for the Datatel Management Team to review and give feedback on and to address “next steps” to be taken. She will also share summary with CASC for their review and feedback.

## **Old Business**

### Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – Cathy Rush stated that there was no update at this time. She will have a “draft” of the set of procedures on the parameters of what costs are covered for CASC's review. **ACTION:** Cathy Rush will provide the “draft” document for the January meeting.
- 3.2 Budget Update – C. Brantley informed the council that at this time the State is telling us that the appropriation for 2006-07 will be the same as this year; however, he is still anticipating a reduction. He, along with the Interim Budget Director and the Business Managers, are beginning to start the process for the 2006-07 budget. He is planning on having a “1<sup>st</sup> draft” overview for the Board at the December meeting. He will keep CASC updated.
- 3.3 Copyright Indemnification– Merge w/Acad. Services Team – No update. This item will be moved to the January agenda.

## **Discussion/Report Items**

- 4.1 College Support System Update – Dave Dunshee stated that Fall registration was finished with approximately 65-70% web registration as opposed to 20% two years ago. He further stated that the amount of walk-in registration continues to go down. The Council agreed it was worth a review of the registration exceptions and problems and should be discussed at the November registration debriefing. It

was requested at the last Academic Senate that the system be taken down (for general access to operations) on Sunday afternoon instead of Saturday. **ACTION:** Carla Mathews and Dave Dunshee will discuss and provide an update to CASC.

- 4.2 Mandatory Lock-downs for all IT Equipment - Dave Dunshee stated that an approved vendor had been selected and the purchase order cut and that they should be receiving the product in the near future.
- 4.3 Health and Safety Update – Terry McCauley stated that there was nothing major to report.
- 4.4 ID's for Adjuncts – Terry McCauley stated that 17 people were polled and he received 5 responses, generally positive. No real conclusions however can be drawn. **ACTION:** Terry and Gheretta will work together to explore combining this function with the copy cards. They will report back to CASC with an update.
- 4.5 College-Wide Food Service Committee – The Council was informed that they now have a full committee and that a recurring meeting schedule will be developed. **ACTION:** Gheretta will provide CASC with periodic updates.

### **OTHER BUSINESS**

- 5.1 Higher Learning Commission - Mr. Brantley updated the CASC members on the preparations for the forthcoming self-study project. Cathey Maze has been named to oversee the project; sub-committees are being set up around the 5 criteria (1) Mission, 2) Future, 3) Assessment, 4) General Education and 5) Communication). He discussed the timeline with much of the work to be done in 2006, 1<sup>st</sup> draft of the document ready by approximately February, 2007, the final draft by December, 2007 and the visitation to take place in March, 2008. Mr. Brantley stated that he would talk to Cathey Maze about preparing a short synopsis to share with CASC and the college community. Ultimately, there will be a web site set up and articles in various college publications.

### **FUTURE AGENDA ITEMS**

- 6.1 Exploration of avenue for task forces to Councils (CASC, CASSC, CPC). Also representation on Councils.

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

Respectfully submitted,

*Jackie Boughner*