



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

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 PM

Present

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

Absent

Kendall, Beth (on leave)

I. Presentations/Special Guests – None

II. Meeting Focus Item: Academic and Student Services – Discount Scholarship for

Military Personnel – C. Mathews/M. McCall – A proposed College Catalog Language change for Page 28.3.C. relating to members of the armed services currently on active duty receiving an in-district tuition rate was presented to CASC for their review. The Council discussed the issue and supported the change and move on for Academic Services review (if needed); also with the following resolution of financial services concerns: **ACTION:** Gail Pitts will verify that the accounting records are to show that these armed services students were actually charged the “out-of-district” rate then given a “credit” or “scholarship” to bring their tuition down to the “in-district” rate. She will report back to CASC with this verification.

III. Ongoing Items:

New Business

Action Items

- 1.1 **Approval of CASC Minutes** – The November 15, 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. **ACTION:** 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. **ACTION:** Jackie Boughner will send out the first CASC E-mail communication to the College community.

Discussion/Report Items

- 2.1 Cost Savings Recommendations-Chancellor's Cabinet Update – The updated list of recommendations was discussed. Mr. Brantley stated that these 3rd-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 for 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 for at least one more year.
- 2.2 Strategic Planning Process – Mr. Brantley stated that there was not too much to report to the Council. College Planning Council will make the final recommendations to the Chancellor, Chancellor's Cabinet then eventually to the Board of Trustees. Once that is done, the Council can again look at what its role will be in the strategic planning process. Many members will more than likely be serving on some of the various "task forces" that are being formed. **ACTION:** This item will remain on the agenda for future discussion.
- 2.3 Copier Update – Nothing new to report. Almost all installations have been done. Appreciation luncheons were 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. **ACTION:** Carla will provide an update to CASC.
- 2.5 Business Continuity Plan – Terry McCauley presented the revised BCP Completion Plan. The Council discussed the report and asked that the sub-committee go back and try to put the recommendations into the same "grid format" that was used to review the recently submitted 2005-06 Cost Saving Suggestions. **ACTION:** Terry McCauley and Jackie Boughner will revise the recommendations into the "grid format" and bring back to CASC for their review.
- 2.6 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – No update. **ACTION:** She will provide the revised "draft" for CASC's review at the December meeting.
- 2.7 Electronic Timesheets – Gail Pitts stated that Sharon Converse, Dave Dunshee and other financial services staff are still working on this issue. **ACTION:** Gail Pitts will share the summary on the feedback from the Datatel Management Team and financial services staff with CASC.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update. **ACTION:** Cathy Rush will provide the "draft" document for the January meeting.
- 3.2 Budget Update – C. Brantley informed the council 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 will present a "1st draft" overview for the Board at the December meeting. **ACTION:** 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 for possible improvement or resolution. Dave further stated that "patches" are being planned to update the system in the near future.
- 4.2 Mandatory Lock-downs for all IT Equipment - Dave Dunshee stated that the product received was not satisfactory, so they are seeking other samples. **ACTION:** He will keep CASC updated and inform them of the final products chosen.
- 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 there was nothing new to report. **ACTION:** Terry and Gheretta will continue to work together to explore combining this function with the copy cards. They will provide 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

FUTURE AGENDA ITEMS

- 6.1 Exploration of avenue for task forces to Councils.

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

Respectfully submitted,

Jackie Boughner