



**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**  
**Tuesday, January 17, 2006**  
**District Office, Board Room**  
**MINUTES**

CALLED TO ORDER BY: Clarence Brantley

TIME: 3:00 PM

**Present**

Brantley, Clarence  
Baughman, Jessica  
Cherewick, Daniel  
Dunshee, Dave  
Harris, Gheretta  
Ingram, Anthony  
Mathews, Carla  
McCauley, Terry  
Pitts, Gail  
Rush, Cathy  
Vollbach, Michael

**Absent**

Cham, Kathleen  
Kendall, Beth(on leave)

**Guest:** McCall, Maurice

**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. Dr. McCall stated that he had confirmed with recruiters that military personnel are issued ID's with dates defining their status and eligibility(i.e., on "active duty, etc.). The Council approved the change and agreed to move on the Chancellor's Cabinet as an "informational item". The change will become effective in Fall '06. **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 also review the various types of invoices issued. She will report back to CASC.

**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 discussed with the Council the Decision-Making Structure document that was developed for his Lead Team and the concept of CASC following a similar structure. 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. Some questions were raised whether any area that can make a change was represented as part of CASC. **ACTION:** The Council was receptive to using this document as a "guideline" for their decision making process, however, the communication issues warrant further discussion so it will be kept on the agenda. \_
- 1.3 Discount Scholarship for Military Personnel- Approved as stated in "Focus Item" above.
- 1.4 Appropriate Use Language for Computer Labs/Libraries – The draft of the flyer was distributed and

discussed by the Council. Some minor language changes were suggested. CASC approved the flyer with the additions and agreed to move it on the Chancellor's Cabinet as an "informational item".

**ACTION:** Graphics will be requested to make the changes and the flyer will be distributed to CASC and moved to Chancellor's Cabinet. Postings will be put in all appropriate classrooms, computer labs and libraries.

- 1.5 College creation of student E-mail accounts - There was discussion as to whether the Council should pursue the review of the creation of student e-mail accounts. All agreed it was a worthwhile issue and that a subcommittee should be formed to analyze the pros/cons, cost implications and report back to CASC. **ACTION:** Sub Committee should consist of: S. Linden, S. Walter, S. Dyer, D. Fisher, J. Ragle, B. Chen, 2 faculty reps(M. Vollbach ask for rep. at the College Senate), 2 HR reps. (C. Rush will appoint), 2 IT reps.(D. Dunshee will discuss with Web-Advisor group), and a Marketing rep.(C. Rush will ask D. Adams to appoint someone). Dave Dunshee will draft a clear charge for CASC to review at the February meeting along with a committee member list.

### **Discussion/Report Items**

- 2.1 Cost Savings Recommendations-Chancellor's Cabinet Update – The updated list of recommendations will be put on Info Mart for the college community to see. was discussed. The Council also agreed to review the last two year's lists for any outstanding issues. **ACTION:** Jackie Boughner will send final list of the Cost Savings Recommendations to Judy Yerkes to put on Info Mart. Also cost savings recommendations will continue to be gathered as part of the budget process for at least one more year.
- 2.2 Strategic Planning Process – Mr. Brantley stated that at this point discussions are still not finalized through the College Planning Council and once they make the final recommendations to the Chancellor, Chancellor's Cabinet and eventually to the Board of Trustees, it will be more clear what role CASC will have( probably only dealing with operational issues). **ACTION:** This item will be taken off the agenda and brought back for periodic updates.
- 2.3 Copier Update – Nothing new to report. . **ACTION:** This item will be taken off the agenda until May when Gheretta will be asked to give her cost/benefit analysis on card usage update.
- 2.4 Electronic Communication for Students (Kiosk) – Carla Mathews stated she went to a conference and brought back some information on this topic which she sent on the Dave Adams. Some options were discussed to get the established subcommittee started on this issue. **ACTION:** Mr. Brantley will meet with Dave Adams to discuss getting this subcommittee started on the review of this issue. He will report back to CASC.
- 2.5 Business Continuity Plan – Terry McCauley stated that the BCP Planning Committee is working on putting 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 finalize the revisions of 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.
- 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 ask Sharon for an update and share with CASC.

### **Old Business**

#### **Action Items**

- 3.1 Candidate Travel & Lodging Reimbursement Information – No update. **ACTION:** Cathy Rush will provide the "draft" document for CASC's review.
- 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. All the "factors" have been received from the campuses and he and Jessica Baughman will be meeting with the Business Managers on Friday to discuss the site presentations. **ACTION:** 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 – No Update.
- 4.2 Mandatory Lock-downs for all IT Equipment - No update. **ACTION:** Dave Dunshee will keep CASC updated and inform them of the final products chosen.
- 4.3 Health and Safety Update – No Update.

- 4.4 ID's for Adjuncts – No Update. **ACTION:** Gheretta will look at exploring options for combining this function with the copy cards. She 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 5:10 p.m.

Respectfully submitted,

*Jackie Boughner*