

COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, January 20, 2004

District Office, Board Room

2:00 p.m.

MINUTES

CALLED TO ORDER BY: Clarence E. Brantley

TIME: 2:00 p.m.

Present

Brantley Clarence E.
Cherewick, Dan
Dunshee, David
Harris, Gheretta
Ingram, Anthony
Kendall, Elizabeth
Matthews, Carla
McCauley, Terry
Pitts, Gail
Rush, Catherine
Ston, Mary

Absent

Schmidt, Debbie

I. Presentations and Special Guests

None

II. Meeting Focus

A. Child Care Operations

Gheretta Harris distributed the subcommittee's report. The Council discussed at length. Some highlights include: revised rates in line with the external service market, new rates to become effective with the Fall 2004 term; reconfigure the A.H. center to service only two groups (infants and toddlers); do a feasibility study of adding infants and toddlers at the H.L. center; investigate implementing a childcare software management system; name change to Children's Center (more modern). The Council approved the subcommittee's report. ACTION: Gheretta Harris will monitor changes in the operation, compile a year's work of data of expenses and how proposed changes impact the cost of running the centers and report back to CASC on findings.

III. New Business – Action Items

1.1 Approval of CASC Minutes

Minutes from the November 18 meeting were approved.

1.2 Cost Reduction/Revenue Generation Recommendations – 2004-05 Budget Year

Updated Status Report as of 1/20/04 was distributed. Beth Kendall stated that the budget meetings are on-going and campus visits are starting. A suggested "draft" for this year's submission of cost savings or revenue enhancements was distributed. The deadline for submission is March 5, 2004. The form will be available on Infomart in the near future. It was also noted that previously submitted suggestions and their disposition are now available on Infomart.

Old Business- Action Items

3.1 Candidate Travel & Lodging Reimbursement Information

Catherine Rush asked that this item be moved to the February 17th meeting. Actions that still need to be

finalized are: 1) The word “faculty” will be dropped from the title; 2) A Detroit City and Flint airports to pg. 21; 3) on pg. 3 under “reimbursements”, change wording to state that “check will be mailed within 2 weeks”. C. Rush will make corrections.

3.2 College Emergency Closing Procedures

This item has been finalized and will be taken off the agenda.

3.3 Code of Responsibility for Security and Confidentiality of Data Files

The Guidelines for OCC Data Privacy were distributed and discussed by the Council. With a few minor corrections (take off “always” and “similarly”), the document was approved. Mr. Brantley will discuss with Andy Hillberry about moving this item forward to Chancellor’s Council.

3.4 Budget Update

Mr. Brantley stated that we are again looking at a shortfall for next year. However, until it is know if there is going to be another “executive order” from the State, the College will not prepare a Revised Budget at mid-year. He will update the Board of Trustees on budget status and schedule for forthcoming year in the near future. He further stated that the Chancellor will be attending the MCCA meeting in February and he will be attending the MCCBOA meeting in March where further budget updates will be made. It is anticipated that there will be a 2% increase in MSPERS contributions for the 04-05 year. Again, campus budget presentations are planned and Beth Kendall will have budget worksheets out to all areas in early February. The Council will be kept updated.

3.5 College Security Review Update

Terry McCauley stated that the committee is going through the final review stages.

3.6 Business Resumption Plan

Terry McCauley stated that the committee is going through the final review stages.

3.7 Copyright Indemnification-Merge w/Acad. Serv. Team

No update

Old Business-Discussion/Report Items

4.1 College Support System Update

Dave Dunshee stated that registration was run over the break. Payments are being taken over the web. W2’s, 1099’s and 1098’s will be sent out by January 31st. Faculty load stipends will be the next big push. Codes are in place to help identify problems. A lot of progress has been made, but there is room for improvement.

4.2 Health and Safety Update

Terry McCauley stated that over 60% of audit items have been addressed. He would like to extend his compliments to the Operating Engineers for their assistance in taking the needed corrective actions. 40% is still pending, primarily documentation. He will continue to provide updates as documentation is developed for other programs.

Other Business

Future Agenda Items

6.1 Standard Format for Charges for CASC “action items” (C. Brantley)

6.2 Issue of Badges or ID’s for Adjuncts

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,
Jackie Boughner