



COLLEGE ADMINISTRATIVE SERVICES COUNCIL

Thursday, March 16, 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.
Harris, Gheretta
Rush, Catherine
McCauley, Terry
Pitts, Gail

Absent

Cherewick, Dan
Kendall, Elizabeth
Ingram, Anthony
Ston, Mary
Matthews, Carla
Schmidt, Debbie
Dunshee, Dave

I. Presentations and Special Guests

None

II. Meeting Focus

III. New Business – Action Items

1.1 Approval of CASC Minutes

Minutes from the February 17th meeting were approved.

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

Mr. Brantley stated that the categorized recommendations were not finalized. ACTION: Chairman Brantley requested that G. Pitts instruct Beth Kendall to prepare a listing of all recommendations and categorize into “like groups”. These should be given to Mr. Brantley for review. He will present and discussed them at the next Lead Team meeting to stay within previously established timeline. A copy of the recommendations will also be sent to CASC members.

1.3 Food Service Operations Review

Mr. Brantley stated that Chancellor’s Council has requested that CASC look at the College’s food service operations and use Orchard Ridge as a pilot for this review and study. ACTION: Mr. Brantley will draft a charge; Gheretta Harris will chair the review committee; committee representation will be: 1 student, 1 mgt. Staff, 1 classified and 1 faculty (request through G. Faye). It was further agreed that the review will include but not be limited to: A survey of students/faculty/staff (developed by IR); Current snapshot of operations(current revenue/expenses, services provided, etc.); Prepare RFI and request quotes from potential food service franchises(costs and under what conditions they will operate); What are expectations of students, staff. Also, a copy of any previous “focus group” report will be requested. Gheretta Harris will provide updates to CASC at future meetings.

Old Business- Action Items

3.1 Candidate Travel & Lodging Reimbursement Information

This item was deferred until April.

3.2 Health & Safety Procedures

- Personal Protective Equipment Program Child
- Respiratory Protection Program
- Spill Response Procedures
- Hazard Communication Program

Terry McCauley stated that all procedures are being sent to a variety of staff to gather comments before being presented to Lead Team and CASC. Also, Michael Schmidt and Cathy Rush have met with Classified staff to discuss how their responsibilities could differ, personal liability, and address any other concerns they may have.

Further, the implementation of these procedures could possibly impact future reduction of coverage costs.

ACTION: The Council approved all the above procedures and directed that they be moved forward to Chancellor's Council.

3.3 Code of Responsibility for Security and Confidentiality of Data Files

Mr. Brantley stated that this item was approved and agreed upon by Chancellor's Council at Tuesday's meeting.

ACTION: Mr. Brantley will request the Dave Dunshee send to all employees.

3.4 Budget Update

Mr. Brantley stated that an e-mail will be sent to all employees to summarize budget activity to date. This summary will include: "Thank You" for working through budget process, overview of budget recommendations, and the actions that are being taken to address anticipated facility needs and new initiatives.

ACTION: Mr. Brantley will work to get out summary within the next week. **College Security Review Update**

Terry McCauley stated that the committee has finalized "draft" and will present it to Mr. Brantley and to CASC in the near future.

3.6 Business Resumption Plan

Terry McCauley stated that the committee is working on an "Executive Summary". Once complete, a meeting will be called of the full BCP oversight committee to review the entire plan.

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

No update

3.8 Issue of Badges or ID's for Adjuncts

Terry McCauley restated that this issued will be addressed in the Security Committee's Report, which will be presented to CASC in the near future.

Old Business-Discussion/Report Items

4.1 College Support System Update

Gail Pitts stated that they were beginning to do student billing via e-mail. Also, there were some 1st day registration "quirks", but they were addressed as necessary. Overall, registration went well.

4.2 Health and Safety Update

No update

Other Business

Childcare Recommendations

Mr. Brantley stated that the item was still on the Chancellor's Council agenda as an "Action Item". He will provide update to CASC. Item will be taken off CASC agenda.

Future Agenda Items

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

The Council discussed this issue. Gheretta Harris stated that she would prepare a "draft charge format" and bring back to CASC for review.

The meeting was adjourned at 4:20 p.m.

Respectfully submitted,
Jackie Boughner