



**COLLEGE ADMINISTRATIVE SERVICES COUNCIL**

Thursday, July 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, Dave  
Harris, Gheretta  
McCauley, Terry  
Schmidt, Debbie

**Absent**

Matthews, Carla  
Ston, Mary  
Ingram, Anthony  
Kendall, Elizabeth  
Rush, Catherine

**I. Presentations and Special Guests**

None

**II. Meeting Focus**

**III. New Business – Action Items**

**1.1 Approval of CASC Minutes**

Minutes from the June meeting were approved as presented.

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

The Council discussed the remaining 2004-005 Cost Reduction and Revenue Generation Recommendations.

**ACTION:** Jackie Boughner will prepare a spreadsheet with proposed CASC recommendations and e-mail to CASC members prior to August meeting. Discussion at the August meeting will include the final recommendations to Chancellor's Cabinet and how often the cost recommendations should be solicited from the college community and presented to Chancellor's Cabinet.

**1.3., 1.4. & 1.5 (Aerial Platform Safety Program, Ladder Safety Program and Regulated Waste Management Program Documents)**

These health and safety documents were discussed and approved by CASC to be moved forward for Chancellor's Cabinet approval.

**1.6 & 1.7 (Powered Industrial Truck Safety Program and Chemical Hygiene Program Documents)**

These health and safety documents were lodged for review and will be on the August agenda for approval.

**1.8 Security Report**

This item has been lodged and will be discussed in depth at a future meeting. CASC members should review and be prepared to discuss and recommended changes.

**Old Business- Action Items**

**3.1 Candidate Travel & Lodging Reimbursement Information**

This item was deferred.

**3.2 Budget Update**

Mr. Brantley stated that the budget document has been revised and agreed to by the Chancellor's Cabinet and will be distributed in the near future. He further stated that revisions have been made to assure that no more than 80% is spent on personnel related costs. Only one currently vacant position will not be filled at this time; however the budget was reduced by approximately \$630,000 to meet 80/20 ratio directive of the Board.

**3.3 Business Continuity Plan**

Terry McCauley stated the "draft" Plan is complete and will discussed at a future CASC meeting.

**3.4 Copyright Indemnification-Merge w/Acd. Serv. Team**

Mr. Brantley stated that this item is on the Chancellor's Council agenda. He will follow up and update CASC at the next meeting.

### **3.5 Standard Format for Charges for CASC "action items"**

Gheretta Harris stated that she will try to have a "draft" ready for the July CASC meeting.

### **3.6 Food Service Operations Review**

Mr. Brantley stated that the charge went back to Chancellor's Cabinet. Further review is being done and he again stated that it was his intent to confirm the charge of the task force at the next Chancellor's Cabinet. He will update CASC. Gheretta stated that 3-4 local catering companies have been identified and a proposal will be prepared for a one-year pilot at Orchard Ridge. At this time, Continental will still have to function for catering.

## **Discussion/Report Items**

### **4.1 College Support System Update**

Dave Dunshee stated that registration is going on now for Summer II, then Schedule adjustment, then early registration for Fall. The procedure for the enforcement of Pre-requisites is ongoing and they are currently doing testing and fixing problems. Overall progress is being made daily.

### **4.2 Health and Safety Update**

Terry McCauley again asked that the support of CASC in the review and approval process for all the new safety procedure documents being prepared.

## **Other Business**

Mr. Brantley stated that the Chancellor's Cabinet is reviewing the various council structures. Chancellor's Cabinet will be determining the functions of the councils and membership. They are will also be developing a clear template for the approval process to assure that the appropriate reviews by other affected councils have taken place prior to coming to the Cabinet for review.

## **Future Agenda Items**

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

Respectfully submitted,

Jackie Boughner