



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, July 19, 2005
District Office, Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 2:00 PM

Present

Brantley, Clarence
Dunshee, Dave
Pitts, Gail
Rush, Cathy
Ston, Mary

Absent

Cherewick, Daniel
Kendall, Beth (on leave)
Ingram, Anthony
Harris, Gheretta
Mathews, Carla
McCauley, Terry
Schmidt, Debbie

I. Presentations/Special Guests – None

II. Meeting Focus Items (see below)

1. Cost Savings Recommendations

Mr. Brantley explained the format changes on the Cost Savings Recommendations Report to the Council and the Council went over the report for a final review prior to being passed on to Chancellor's Cabinet at the September Operational meeting. **ACTION:** The minor changes noted will be made to the report and updated by Jackie Boughner and e-mailed to CASC members for their final review prior to being forwarded to Chancellor's Cabinet for their review.

III. Ongoing Items:

New Business

Action Items

- 1.1 Approval of CASC Minutes – The June minutes were approved with a change to item 2.4 (remove “by faculty) and to item 4.1(changing services to servers).

Discussion/Report Items

- 2.1 Copier Update – Mr. Brantley stated that many copiers have been distributed (mostly the smaller department ones). The other larger ones will be placed in the near future. The libraries will have pay copiers for student use. All libraries will have a card with a set dollar amount put them to use for exceptions. **ACTION:** Gheretta will be asked to provide an update to CASC.

- 2.2 Electronic Communication for Students (Kiosk) – No Update. **ACTION:** Carla will be asked to provide an update to CASC.
- 2.3 Business Continuity Plan (Chan. Cabinet Update) – Terry McCauley stated that the sub-committee will be meeting on July 28th. **ACTION:** Terry McCauley will provide an update to CASC.
- 2.4 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – The Council agreed that “by faculty” would be removed from item title. They further discussed the circumstances when such action could occur (i.e. death of faculty, administrative initiative to clean area). Cathy Rush stated she would prepare a “draft” to address this item for review by CASC. It will address possible circumstances, what constitutes “personal property” and “college-owned property” and action steps to be taken in such circumstances. She will attempt to fold this item into the Exit Interview form and procedures if possible. **ACTION:** Cathy Rush will “draft” language to address this item, revise the Exit Interview form and bring the revised form back to CASC for their review.
- 2.5 Electronic Timesheets – Gail Pitts stated that Sharon Converse has taken the lead on this issue. They have had staff meetings and will include a larger group in the future. Major issues are being identified and Datatel is being contacted for their input and assistance. **ACTION:** Gail Pitts will provide an update to CASC.

Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – Cathy Rush stated that the intent for the handling of this issue was to have a central fund with a budget. Also there will be a set of procedures with parameters on what costs are covered. **ACTION:** Cathy Rush will provide an update to CASC.
- 3.2 Budget Update – C. Brantley informed the council that there is still an uncertainty about the budget because no final appropriation has been approved at the State level. It is now being reviewed in the legislature who is dealing with a cut of .9 tenths of 1% of state appropriation. He further stated that there are many “structural problems” that have not been addressed. Mr. Brantley stated that the budget will be “revised” if necessary based on final state aid allocations. He will keep CASC updated.
- 3.3 Copyright Indemnification– Merge w/Acad. Services Team – Mr. Brantley stated that he will meet with George Keith to try to coordinate the effort being done by the administrative and academic areas. **ACTION: (1)** Mr. Brantley will meet with George Keith and update CASC **(2)** Gheretta will be asked to identify the copyright officers on each campus and update CASC.

Discussion/Report Items

- 4.1 College Support System Update – Dave Dunshee stated that registration is underway and that in the first hour 1,700 people were registered compared to approximately 600 last year. Dave stated that this increase is mostly due to new machines/servers and improved internet access. He further stated that during the “debriefing” process they will look at the various reports to determine things like; how many connected but were turned down; “fill-rate” or peak numbers to register, desirable number of sections, etc. Dave will keep CASC updated.
- 4.2 Mandatory Lock-downs for all IT Equipment - Dave Dunshee stated that the Request for Proposal had been done, a vendor was identified, and a “test” model was brought in but did not do the job. They are now pursuing other options. He will keep CASC updated.
- 4.3 Health and Safety Update – Mr. Brantley stated that Michael Schmidt gave a 3-4 page update to Chancellor’s Cabinet on safety items brought forward from the original safety audit. He stated that the update will be sent to the Board of Trustees and a formal presentation to Board will be planned at a later date. **ACTION:** Mr. Brantley will confirm that the report may be sent to the entire college community and update CASC.

- 4.4 ID's for Adjuncts – No update.
- 4.5 College-Wide Food Service Committee – A student and faculty representative still needs to be appointed. It was suggested that the student currently serving on the Chancellor's Advisory Council be asked to serve on this committee. **ACTION:** Mary Ston will provide Gheretta with the name of faculty and student representatives.

OTHER BUSINESS

- 5.1 Cancellation of August Meeting – CASC discussed same and agreed to cancel the August 16th meeting. The Council will meet as scheduled on September 20th. **ACTION:** Jackie Boughner will send out cancellation notice.

FUTURE AGENDA ITEMS

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Jackie Boughner