



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Tuesday, September 20, 2005
District Office, Board Room
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 2:00 PM

Present

Brantley, Clarence
Cherewick, Daniel
Mathews, Carla
McCauley, Terry
Pitts, Gail
Rush, Cathy
Ston, Mary

Absent

Dunshee, Dave
Harris, Gheretta
Kendall, Beth (on leave)
Ingram, Anthony
Schmidt, Debbie

I. Presentations/Special Guests – None

II. Meeting Focus Items (see below)

III. Ongoing Items:

New Business

Action Items

- 1.1 Cost Savings Recommendations-Chancellor's Cabinet Update – Mr. Brantley stated that the Cabinet did a cursory review of the recommendations. There were many repeats from the previous cycle. The Cabinet agreed with all items marked (#4-No further Action) and agreed not to pursue. They individually discussed the other items marked (#3-Recommended for Longer Term Evaluation-Too complicated for 05-06 Budget). **ACTION:** Jackie Boughner will revise list to delete #4's and add a column for Status Updates from Chancellor's Cabinet. Mr. Brantley will present updated list at next Operational Meeting.
- 1.2 Change in CASC Meeting Time – Mr. Brantley stated that he had received a request that there might be a desire for other faculty to come and be a part of CASC and asked CASC members to consider changing the start time of the meeting. The Council discussed and it was agreed to change the start time to 3:00p.m. **ACTION:** Jackie will send out notice of new start time and add Michael Vollvach to CASC member distribution list.
- 1.3 The July minutes were approved with a change to add Dan Cherewick to the list of members absent at that meeting.

Discussion/Report Items

- 2.1 Copier Update – Mr. Brantley stated that almost all the copiers have been put in place. He did comment however that there has been some unfavorable feedback on the decision-making process and particularly the lack of communication to the affected areas both before and after implementation. It was agreed that this issue did come to CASC as a discussion item but there was no formal decision-making process followed. It was suggested that perhaps the written procedure developed by his Administrative Lead Team regarding how changes in processes or procedures that affect numerous areas or college-wide are made should be brought back to CASC for review and future implementation. Also, the Council agreed that it should be the responsibility of the person who is bringing forth the change to send out a one-page bulleted sheet detailing change(s), timeline, etc., and attach this information piece to an “everyone e-mail” to affected areas. Mary Ston requested that a cost/benefit analysis be done on the use of the copier cards on the campuses within the next 6 months. Also, that a note should be sent out on how to use the “codes” on the cards when the cards are not available. **ACTION:** (1)Gheretta will be asked to do cost/benefit analysis on card use and report back to CASC in 6 months. Also, she is to send out note on use of “codes”. (2) The decision-making format document previously developed by the Administrative Lead Team will be reviewed by CASC for modification and future implementation.
- 2.2 Electronic Communication for Students (Kiosk) – Carla Mathews stated that there has been no activity due to Dave Adams transfer to Auburn Hills at Interim President. Mary Ston said she would like to suggest that Brent Myers be contacted to serve on this committee. **ACTION:** Carla will talk to Dave Adams on status of committee and the suggestion that Brent Myers be contacted to serve on the committee. She will provide an update to CASC.
- 2.3 Business Continuity Plan (Chan. Cabinet Update) – Terry McCauley stated that the sub-committee has met and is making progress on developing the “completion plan” for BCP. Another meeting is scheduled for next week. **ACTION:** Terry McCauley will provide an update to CASC.
- 2.4 Procedure or Protocol for Handling of Property (Personal and College Owned) by Faculty – Cathy Rush stated she had no update but will attempt to complete the “draft” to address the changes previously discussed by CASC. **ACTION:** Cathy Rush will “draft” language to address these changes 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 and Dave Dunshee have been diligently working on this issue. They are gathering questions and working with Datatel for their input and assistance. **ACTION:** Gail Pitts will check with Sharon Converse and provide an update to CASC.
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Old Business

Action Items

- 3.1 Candidate Travel & Lodging Reimbursement Information – Cathy Rush stated that there was no update at this time. She will attempt to have an “draft” of the set of procedures on the parameters of what costs are covered for CASC’s review in the near future. **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 still making its

way through the legislature. The college is moving to start the process for the 2006-07 budget. The normal process will be followed and a first review is planned for at the November Board of Trustees meeting. 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.

4.3 Health and Safety Update – Terry McCauley stated that there was nothing major to report but a lot of activity was going on. CASC gave “kudos” to Michael Schmidt and Terry’s staff for all the good work they do and all the procedures that have been written.

4.4 ID’s for Adjuncts – Terry McCauley stated that Royal Oak and Southfield were very pleased with the “pilot” for assigning ID’s to adjuncts. The Council discussed some obvious logistical issues (tracking, collecting cards, turnover, etc.). Other issues were compliance and getting some feedback from faculty, staff, business managers and department chairs. **ACTION:** Terry will try to poll some staff to get feedback and report back to CASC with 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:** Mr. Brantley will check on student representative and Mary Ston will ask for a faculty representative at the next Senate meeting.

OTHER BUSINESS

FUTURE AGENDA ITEMS

6.1 Exploration of avenue for task forces to Councils (CASC, CASSC, CPC). Also representation on Councils.

The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Jackie Boughner