



COLLEGE ADMINISTRATIVE SERVICES COUNCIL
Monday, November 24, 2008
DO Guest House
MINUTES

CALLED TO ORDER BY: Clarence Brantley

TIME: 1:00 p.m.

Present

Brantley, Clarence (Chair)
Arnold, Jay
Baughman, Jessica
Boughner, Jackie
Crews, Lloyd
McCauley, Terry
Pitts, Gail
Rush, Catherine

Absent

Cham, Kathleen
Dunshee, Dave
Cherewick, Daniel
Harris, Gheretta
Ingram, Anthony
Mathews, Carla
Ston, Mary

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- I. Presentations/Special Guests ---None. Mr. Brantley did, however introduce Jay Arnold to the other CASC members. Jay will be replacing Jessica Baughman while she is on family leave.
- II. Meeting Focus Item(s) None

Ongoing Items:

New Business

Action Items:

1.1 Approval of CASC Minutes

The September 16, 2008 minutes were approved as presented.

1.2 CASC's Role in the Registration Process

Mr. Brantley stated that CASSC is looking at the full registration process. Lloyd Crews will represent CASC at CASSC and bring forward any concerns. Members of CASC should think about our areas and address what impact they have on the registration process. Some suggestions were: Ombudsman on each site, look at things in a "site" fashion. Clarence will set up periodic meetings with Lloyd and Cathy Maze to address issues and keep CASC updated. Cathy Rush stated that this review will dovetail the Cabinet's discussion on immediate steps to help students (i.e. open more sections, deferred tuition (through a 3rd party administrator), etc.)

1.3 Checklist for New Proposed Programs or Agreements with Third Parties

This item was addressed at Cabinet level and determine which agreements the College will support, develop a clear process for how contracts come through for approval, and how these agreements/contracts tie into the College Mission and Goals. It is currently in a "working stage". C. Rush and C. Brantley will keep CASC updated.

1.4 Department Name Changes – C. Rush

Cathy Rush distributed a draft "charge" and asked for suggestions and support. CASC approved charge. The focus of the group will be to develop a comprehensive review and to ensure all related areas are changed, system codes, etc.) ACTION: Cathy Rush will ask Dave Dunshee or other IT representative to serve, also ask Carla or other enrollment service representative. Jay Arnold will be asked to serve for Jessica Baughman. C. Rush will keep CASC updated.

1.5 Info Mart Information – C. Rush

Cathy Rush asked that this item be added. She talked about the process to update information on Info Mart. Currently information is taken from the Board papers but is not standardized or consistent. She will keep CASC updated and eventually an e-mail will be sent to the College community.

Discussion/Report Items:

2.1 College Security - C. Brantley

Terry McCauley gave an update on the progress of the four Security Task Teams. At this point the teams are in the assessing/evaluating stage, finding new issues. They have developed and recommended some “quick fixes”. A meeting will be held with the “chairs” of the four teams to look at “next steps and tentative completion dates”. Terry stated that if anyone on CASC has any ideas, questions or concerns they should e-mail him or Mr. Brantley and they will refer them to the appropriate team. ACTION: Periodic reports on the teams’ progress will be given to CASC.

Old Business

Action Items

3.1 Candidate Travel & Lodging Reimbursement Information – (C. Rush)

No report

3.2 Budget Update - (G. Pitts)

Mr. Brantley stated that he and Jay will be working on the preliminary budget. With new members coming on the Board, the budget will not be presented to them until the January meeting. He stated that the Governor has announced she will do an Executive Order (December?) She will try not to cut K-12 funding but higher education will probably face at least a 1% reduction and probably a reduction in the 09-2010 budget. The impact of the “financial crisis” and the job losses (especially in MI) is not known at this time. Considerations are being looked at for a 3yr. to 5yr. budget. CASC will be kept updated on any changes to the budget situation in Lansing.

Discussion/Report Items:

4.1 Student ID Cards – L. Crews

Lloyd stated that they have kind of changed the approach to this issue. They are now looking at a more (one-card with multi-functionality). They will be looking at some broader systems. Gheretta Harris will look at vendors that are compatible with our Datatel system. A RFP will be developed. ACTION: Lloyd and Gheretta will keep CASC updated on progress.

4.2 Document Imaging – (G. Pitts)

Gail stated that the project was going well and that they are on target. They are still working on personnel files. An RFP has been put out to vendors for the destruction services. Dave Dunshee will be asked to write up where they are today but believe that about 90% complete with backlog. As opposed to taking on more departments, the group will develop a process on “how we want to look in a few years”. Bee Chen will oversee this project. She will work with Dave, Gail and Gheretta. ACTION: Gail will ask Dave to do a write-up from the committee for a communication piece to the College community. CASC will be kept updated.

4.4 College Support System Update - (D. Dunshee)

No update

4.5 On-line Application – (C. Mathews/D. Dunshee)

No update

4.6 CMMS (Comprehensive Mechanical Maintenance Software) Task Force- (D. Cherewick) -

No update. ACTION: Mr. Brantley will check with Dan to see if he and Mike Halaburda will do a CMMS presentation to CASC in the near future.

4.6 Public Safety/Health and Safety Update – (T. McCauley)

Terry McCauley stated that the Public Safety annual report is on line. The Panic Alarm Criteria has been moved to Chancellor’s Cabinet and approved and will be followed for future requests.

4.7 College-Wide Food Service Update - (G. Harris) - Mr. Brantley stated that there will be some discussion at the Cabinet level. He will meet with Gheretta to address some concerns coming from the College Academic Senate before Winter Term. ACTION: He will keep CASC updated.

4.8 Records Retention – (J. Boughner)

Jackie Boughner stated that a final draft had been sent to the State contact for review also. Some comments/corrections are still being completed by a few departments. Once all changes have been received the final document will be submitted to the State for approval.

Other Business

5.1 Items for CASC E-Mail Communication- None

5.2 Internal Control Document-(G. Pitts)

Gail stated that Jessica did meet with a variety of staff in preparation for the audit, and that the auditors stated that they were satisfied we are compliant. Mr. Brantley stated that the Board has an established Audit committee. He will be working with them on what are the expectations of the committee, what it means to all departments, the rules and for the College. It was agreed by all CASC members that the departments needed to do a better job documenting their processes. ACTION: CASC will be kept updated on the Board Audit committee progress and any other audit requirements.

Future Agenda Items

6.1 Annual Report- CASC topics addressed & Action Taken

The meeting was adjourned at 2:45 p.m.

Respectfully submitted, *Jackie Boughner*