



Chancellor's Cabinet

Mary S. Spangler, Ed.D.
Chancellor

Clarence E. Brantley
Vice Chancellor
Administrative Services

George F. Keith, Ph.D.
Vice Chancellor
Academic and Student Affairs

Andrew R. Hillberry
Chief Information Officer

Catherine J. Rush
Chief Human Resources Officer

David P. Adams, Ph.D.
Interim Campus President
Auburn Hills

Gordon F. May, Ph.D.
Campus President
Highland Lakes

Jacqueline A. Shadko, Ph.D.
Campus President
Orchard Ridge

Martha R. Smydra, Ph.D.
Campus President
Royal Oak/Southfield

Cheryl A. Kozell
Executive Director
Advancement

Pamela L. Kramer
Executive Assistant to the
Chancellor, (Resource)



Purpose: to keep the college community informed about issues addressed by the Chancellor's Cabinet.

Chancellor's Cabinet (CC)

The CC meets one day each month to discuss *strategic* issues and 1/2-day each month to coordinate *operational* issues. The strategic meeting was held at the Arab American Chaldean Council Youth Center in Detroit.

January 11, 2006 Strategic Meeting Topics

1. *January Board of Trustees (BOT) Agenda:* Prepared the draft for the BOT's Executive Officers to review, finalize and distribute the agenda according to BOT policy and the Open Meetings Act. Reviewed DO space planning options for presentation. Discussed February 8 agenda review conflict with trustees/officers at the National Legislative Summit. **Leaders:** entire CC
2. *Affirmative Action Plan Update:* Discussed process and draft recommendations on plan relative to OCC's hiring practices and college-wide strategies for monitoring and strengthening outcomes in hiring. Discussed opportunities for recruitment and training of search committees. **Leader:** C. Rush
3. *IR Initiatives Discussion:* Reviewed 5 research initiatives for integration with college-wide planning and decision making. Finalized CC input into Position Paper #5 to be distributed in February. **Leader:** M. Spangler
4. *Commencement Update:* Informed officers of invitation to speak at graduation. Reviewed status of contract for graduation site – still in process. **Leaders:** M. Spangler and P. Kramer
5. *Michigan Rehabilitation Services Agreement:* Discussed requested recommendation from PASS supervisors not to sign MRS agreement at this time. **Leader:** C. Rush
6. *Ferris State University Scholarship for Occupational Faculty:* Presented opportunity for tuition scholarship to FSU and deadline for response. CC recommended chancellor notifying faculty via e-mail with invitation to respond to Dr. Keith. For information and detail, contact campus president and/or vice chancellor. **Leader:** M. Spangler

December 13, 2005 Operational Meeting Topics

1. *PDTC:* Discussion of pilot training days, technology days, efforts to encourage attendance and assess response, faculty/staff orientations being revamped.
2. *July 4 Holiday:* Discussion about issues and options related to July 4 holiday falling on Tuesday. Decision pending following communication with OCCFA and will notify college shortly.
3. *Request from Part-Time Employee for Tuition Discount:* Noted request received from part-timer and college practice regarding not to extend the benefit. Request denied.
4. *Academic Senate Report:* Discussion on series of items raised at Senate Leadership along with effort to address them, including copier problems, IT "policy" on service packs, naming of campus locations, request for more information about ambassador program, and IT evening availability. CC's position on the sale of textbook to be presented at Senate meeting.
5. *Display of American Flag:* Directed issue to Vice Chancellor of Administrative Services and campus presidents to ensure proper procedures and condition of flags.
6. *Pilot Unit Assessment:* Discussion of possible template to provide consistent information to use in reviewing work units load. Recommendation the item be forwarded to the Staffing Task Force for review and input.
7. *Commencement:* Graduation will be at The Palace in Auburn Hills on June 23 this year with every effort made to relocate to another location under consideration for an earlier date in 2007. Possible speakers discussed.
8. *Consistent Practice for Campus Petitions:* As general election time approaches, presidents to consult in responding to requests for campus access.
9. *ETS Scholar:* Discussion of opportunity to submit faculty or administrator applications to ETS Scholar program for June 2006. Deadline February 10.
10. *Faculty Searches:* Process and training materials being developed in view of 14 hirings scheduled.

Chancellor's Campus Visit Schedule

Members of the OCC family are encouraged to visit the chancellor when she is on campus. All dates and times are subject to change. Please check your e-mail for updated changes.

DATE	CAMPUS/EVENT	TIME	LOCATION
Feb. 10	Orchard Ridge Campus/Faculty Discipline Day	12:30 – 1:15 pm	J-306
Feb. 14	District Office/Brown Bag Lunch	12:30 – 1:30 pm	Board Room
Feb. 15	Auburn Hills Campus Visit	1:00 – 2:00 pm	B-218
Feb. 16	Highland Lakes Campus Visit	1:00 – 2:00 pm	HH-305
Feb. 23	Southfield Campus Visit/College Senate	2:00 – 5:00 pm	SF-250/260

Chancellor's Advisory Council

Mary S. Spangler, Ed.D.
Chancellor

Clarence E. Brantley
Vice Chancellor
Administrative Services

Janice L. Brown-Williams
Director
Student Services

Beatrice V. Catherino
Faculty
Academic Senate

Lloyd C. Crews
Academic Dean

George F. Keith, Ph.D.
Vice Chancellor
Academic and Student Affairs

Tahir B. Khan
Faculty
Academic Senate

Cheryl A. Kozell
Executive Director, Advancement
Coordinator, Strategic Plan

Gordon F. May, Ph.D.
Campus President
Highland Lakes

Mary Ann McGee
Chairperson
College Academic Senate

Rocio Oxholm-Flores
International Student Advisor

Barbara A. Sadecki
Faculty Secretary

Advisory Students
Michele Berry
Suzanne Parini

Purpose: to keep the college community informed about issues addressed by the Chancellor's Advisory Council.

Chancellor's Advisory Council (CAC)

CAC generally meets the first Friday of each month to provide the chancellor an opportunity to gather input on strategic and operational issues. Minutes are recorded, approved at the next meeting, and then posted on InfoMart. CAC operates by consensus. Membership is representative. Meetings are open to the entire college community.

Chancellor's Comments

- 2nd year of 3-year contract with Preston, Gates, Ellis lobbying firm is up for renewal at the next Board of Trustees meeting.
- Preston, Gates, Ellis' annual report of their activities for 2005-06 distributed. Monthly reports have been regularly provided to the trustees.
- Auburn Hills search process on schedule with semi-finalists interviewed in January and finalists returning in March for campus forums, College Cabinet receptions, and trustee meetings.

Action Items

The November 11, 2005, minutes were approved without change.

Information Items

- Strategic Planning:* C. Kozell reported on status of task forces with a grid showing those not yet started, current activities, and recommendations being considered. Next round of task forces to be delayed 6 months.
- 2005-06 Suggestions for Reducing Cost or Increasing Revenue:* Brantley reviewed status of suggestions received by CASC and how suggestions are handled. Process is now institutionalized during budget development.
- Commencement:* P. Kramer reported on Commencement Committee's visit of potential new site and recommendation to chancellor (accepted) to move because of blackout dates from The Palace.
- OCC Annual Report:* M. Spangler reported that 2005 report will be available in February and focuses on progress with Strategic Plan goals.
- Institutional Dashboard:* M. Spangler distributed 2 pages of the 2005 report and described function of internally monitoring changes annually. Discussion focused on meaning of measures, how arrived at, and how to interpret. Next meeting will focus on one college purpose (General Education) to develop a deeper understanding of tool's usefulness and application.
- Status Report on Joint Legislative Committee on Performance Indicators:* N. Showers reported on meeting she attended as substitute for senior officers. Committee has mirrored university measures and narrowed indicators to 3 general areas: enrollment and business efficiency, completion, and local strategic value. Within each area are several measures still to be weighted and then forwarded to legislature for action. Final meeting of committee is January 19. Committee includes 4 elected senators and representatives and 4 college presidents and operates by consensus.

Discussion Items

- Student Member:* M. Spangler noted openings for 2 student representatives and sought recommendations for filling seats. CAC recommended inviting Student Ambassadors and PTK members initially. M. Spangler will follow up.
- BlackBoard for CAC:* B. Catherino brought forward suggestion that a site be opened for discussion of CAC members, especially when meetings have to be canceled because of other responsibilities. Members supported idea of trying out web forum to gather information prior to meetings and exchange ideas about issues raised. B. Catherino will move follow up.
- Marketing:* M. McGee raised questions about role of public relations (decentralized vs. centralized) and need for coherent approach to advertising and resources. Issues will be forwarded to Marketing Task Force for review and consideration.

Chancellor's Advisory Council 2005-06 Schedule

Members of the OCC family are invited to attend these open meetings with supervisor approval.

DATE	MEETING	TIME	LOCATION
Feb. 3	Scheduled	9:00 – 11:00 am	Board Room
Mar. 10	Scheduled	12:00 – 2:00 pm	Board Room
Apr. 7	Scheduled	9:00 – 11:00 am	Board Room
May. 12	Scheduled	12:00 – 2:00 pm	Board Room
June 9	Scheduled	12:00 – 2:00 pm	Board Room
July/August	Called if and when critical issues arise	TBD	TBA