



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 *½-day each month to coordinate operational* issues. The strategic meeting was held at Automation Alley in Troy.

February 1, 2006, Strategic Meeting Topics

- Team Achievement Discussion:** The 2-hour morning session used an Appreciative Inquiry approach to focus on achievements the CC has realized in the last three years in moving the college forward. The first hour focused on pair dialogues addressing notable experiences and values. The second hour was a brainstorming session to identify the major shared accomplishments to be used in the self-evaluation process.
- Continuing Action Plan:** Final review of action items still pending, including due dates, person(s) responsible, next steps. A revised list was disseminated later. **Leader:** M. Spangler
- Commencement Speaker Update:** Discussed possible speakers to invite to graduation. One speaker identified with several backups listed if necessary. **Leader:** M. Spangler
- February Board of Trustees (BOT) Agenda:** Agenda was reviewed separately February 8 in preparation for Agenda Review with officers on February 9. **Leaders:** entire CC

February 21, 2006, Operational Meeting Topics

- Legislative Luncheon:** Prepare slide presentation for attendees that follows *Price of Government's* nine categories of services/values. Lunch is scheduled for May 10 in Lansing. CC members will attend.
- OCC Sponsorship:** The college is one of the sponsors for the Birmingham/Bloomfield Chamber's Government Forecast Lunch on April 12.
- 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.
- Overview of Grants Process:** A review of the process by which grants requiring institutional match/support are submitted. **Key issue:** importance of showing that the grants fit with the college's goals and objectives.
- Procedure for Accepting Gifts-in-Kind:** Review of new policy with request for deans to communicate with their staff. New policy will be e-mailed to everybody.
- Appropriate Computer Use:** Discussion of appropriate computer use flyer to be displayed across the college. Document will be laminated. CASC will discuss its distribution.
- Military In-district Tuition Request:** Discussion of proposed policy regarding tuition for military designees. Some modified language to be inserted before distribution.
- Commencement:** Graduation will be at The Palace in Auburn Hills on June 23. Rhonda Walker confirmed as commencement speaker.
- United Way Schedule:** Review of timetable for United Way campaign.
- Business and Community Alliance Meeting:** Meeting is scheduled for newly formed BCA on March 15. It will be a facilitated roundtable discussion to discuss emerging trends.
- Presentations to the BOT:** Review of topics to present at monthly board meetings.
- CC Evaluations:** CC evaluations have been scheduled in June. Survey documents for 360° feedback are ready for distribution in early March.

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
Mar. 6	Auburn Hills Campus/Campus Forum	2:30 pm – 4:00 pm	F-123
Mar. 7	Auburn Hills Campus/Campus Forum	2:30 pm – 4:00 pm	F-123
Mar. 9	Auburn Hills Campus/Campus Forum	2:30 pm – 4:00 pm	F-123
Mar. 13	Auburn Hills Campus/Campus Forum	2:30 pm – 4:00 pm	F-123
Mar. 15	Orchard Ridge Campus/BCA	11:30 am – 1:00 pm	J-305
Mar. 16	Royal Oak Campus Visit	10:00 am – 11:00 am	TBA
Mar. 22	Highland Lakes Campus Visit	3:30 pm – 4:30 pm	HH-305
Mar. 23	Auburn Hills Campus/Academic Senate	3:15 pm – 5:00 pm	T-1
Mar. 29	District Office Brown Bag Lunch	Noon – 1:00 pm	Board Room

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
Maria Dominguez Gomez Farias
Frank Johnston
Kristina Lentz
Suzanne Parini
Miranda Webster

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

1. New Student Members: Welcomed new members to CAC – Maria Dominguez Gomez Farias, Frank Johnston, Kristina Lentz and Miranda Webster
2. Commencement Update: The Palace of Auburn Hills on Friday, June 23, 2006, at 7:00 pm.
3. District Office Update: BOT approved the renovation of District Office. IT and IR will be moved to G-building at AH. DO employees will be temporarily relocated to Rochester Hills and return by July, 2007.
4. Detroit Economic Club: updated handout of speakers distributed.
5. Auburn Hills search process on schedule with finalists named and invited to the college in March for one-on-one interview with the chancellor, campus forums, CC receptions, and trustee meetings.

Action Items

The January 13, 2006, minutes were approved without change.

Information Items

1. *Strategic Planning:* C. Kozell reported taskforces continue with their work. A chart identifying the status of each of the taskforces was distributed. M. McGee noted migration to ACT testing as a replacement for the MEAP. If most students have ACT scores coming out of high school, far fewer COMPASS tests will need to be administered.
2. *BlackBoard Site:* B. Catherino demonstrated use of a CAC BlackBoard site. CAC members will be able to access announcements, staff information, documents, projects, a discussion board, books and tools.
3. *Performance Indicators:* M. Spangler distributed *CCBenefits* data sources and provided an update on the performance indicators report. A taskforce created last year included 4 legislators and 4 presidents to develop a model for resource allocation to community colleges. Key points of the model were reviewed, including three categories to measure: enrollment and business efficiencies, completions, and local strategic value.

Discussion Item

1. *College's Response to Planned Closure of Ford Wixom Plant:* M. McGee encouraged the college to think proactively about a response to the planned closure of the Ford Wixom plant. A lengthy discussion included the following points: consider more levels of certificates of achievement which lead to a degree; send letter indicating the college would offer services; package an accelerated program for on-site workers; Workforce Development Services monitor UAW's consideration of money to workers who wish to complete a degree

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
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