



**CHANCELLOR'S COUNCIL MINUTES**

**January 20, 2004**

**8:30 a.m. – 12:00 p.m.**

**District Office, Board Room**

MISSION: "Create a vision and pursue strategies with fervor to implement it."

CALLED TO ORDER BY: Mary S. Spangler, Chancellor TIME: 8:30 a.m.

IN ATTENDANCE:

<u>  X  </u> D. Adams	<u>  X  </u> S. Blackman
<u>  X  </u> C. Brantley	<u>  X  </u> E. Callaghan
<u>  X  </u> D. Dunshee	<u>  X  </u> G. Faye
<u>  X  </u> A. Hillberry	<u>  X  </u> G. Keith
<u>  X  </u> C. Kozell	<u>  X  </u> G. May
<u>  X  </u> R. Montgomery	<u>  X  </u> L. Pososki
<u>  X  </u> C. Rush	<u>  X  </u> M. Smydra
<u>  X  </u> M. Spangler	

I. PRESENTATIONS/SPECIAL GUESTS

None

II. CHANCELLOR'S COMMENTS

A. Final Review of Strategic Plan Implementation Grid

Mary Spangler distributed an updated copy of the strategic plan implementation grid and noted that Chancellor's Cabinet had reviewed the grid and revised the implementation timeframes. She is also preparing an implementation manual for use by the taskforces responsible for completing each objective. A senior officer will be designated as chair of one taskforce during each calendar year. The indicators of success are in the process of being completed.

Mary Spangler also noted that she will make a presentation to the Board of Trustees at the January 26, 2004, meeting regarding the strategic planning process. The Board members will also receive the final strategic plan at that time.

B. Developing a Planning Cycle

Chancellor's Council agreed that they will review current College operational and strategic plans including how they fit together at the next Chancellor's Council meeting.

Mary Spangler noted that she is developing a position paper on strategic planning for distribution to College faculty and staff.

The American Association of Community Colleges has selected Mary Spangler to serve on an ad hoc task force on homeland security.

## I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

- A. Industrial Hygiene and Indoor Environmental Quality Program Approval  
It was the consensus of Chancellor's Council to approve the Industrial Hygiene and Indoor Environmental Quality Program as lodged at the November 25, 2003, Chancellor's Council meeting.
- B. Revised Travel and Mileage Guidelines and Forms Approval  
Chancellor's Council tabled the approval of the revised travel and mileage guidelines and forms until the next Chancellor's Council meeting.

## II. INFORMATION ITEMS

- A. Updated Cost Reduction Status Report

Clarence Brantley distributed an updated status report on the current budget cost reduction and revenue generation recommendations. Chancellor's Council was asked to review the document and submit revisions by Friday, January 23, 2004. The updated status report will be published to Info Mart.

- B. Childcare Center Report

Clarence Brantley noted that a committee of the College Administrative Services Council, chaired by Gheretta Harris, was charged with the responsibility of reviewing the Childcare Centers. Gary Casey, Karen Johnson, Mary Ston, and Cathy Raffle also served on the committee. Gheretta Harris distributed and discussed a report about the committee's findings.

The report will be distributed to the College Administrative Services Council on January 20, 2004, for discussion. Chancellor's Council will discuss the report at a future meeting.

## III. DISCUSSION ITEMS

- A. Proposed College Budget Reductions

Clarence Brantley distributed a listing of proposed College budget reductions to meet the \$3.7 million shortfall expected during the 2004-2005 fiscal year. He also distributed a listing of budget reductions that have been made by other Michigan community colleges.

Chancellor's Council came to agreement on several budget reductions, and will continue their discussion at the next Chancellor's Council meeting.

- B. Procedure for Use of Surveillance Cameras

Cathy Rush will electronically distribute the procedure for use of surveillance cameras.

It was the consensus of Chancellor's Council to continue sending the College's outstanding faculty to the NISOD conference.

George Keith distributed information regarding registration credit hours for the Winter 2004 term.

## IV. COUNCIL REPORTS

- A. Diversity Committee

No report.

- B. College Administrative Services Council

No report.

C. College Academic and Student Services Council

No report.

D. College Planning Council

No report.

## V. FUTURE ITEMS

- A. Survey of Student Engagement – Recommendation due in March
- B. Update on Position Paper #1 Including Distribution – February
- C. Discussion of Strategic Plan Implementation – February
- D. Possible Costs Related to Strategic Plan – February
- E. Strategic Plan Research Component - February
- F. Taskforce Discussion Points –
  - Taskforces on Grid
  - Planning Manual
  - Definition of Membership
  - Assignment of Responsibility
  - Operating Procedures
  - Relationships to Decision Making Body
- G. College Planning Cycle - February
- H. Revised Travel and Mileage Guidelines and Forms Approval – February
- I. Proposed College Budget Reductions - February
- J. Childcare Centers

Meeting adjourned at 12:20 p.m.

Respectfully submitted,

Pamela Kramer  
Executive Assistant to the Chancellor