



CHANCELLOR'S COUNCIL MINUTES

April 27, 2004

8:30 a.m. – 12:30 p.m.

District Office, Board Room

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

CALLED TO ORDER BY: Catherine Rush, Chief Human Resources Officer TIME: 8:30 a.m.

IN ATTENDANCE:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> D. Adams     | <input type="checkbox"/> S. Blackman             |
| <input type="checkbox"/> C. Brantley             | <input checked="" type="checkbox"/> E. Callaghan |
| <input type="checkbox"/> D. Dunshee              | <input checked="" type="checkbox"/> G. Faye      |
| <input checked="" type="checkbox"/> A. Hillberry | <input checked="" type="checkbox"/> G. Keith     |
| <input type="checkbox"/> C. Kozell               | <input checked="" type="checkbox"/> G. May       |
| <input type="checkbox"/> R. Montgomery           | <input checked="" type="checkbox"/> L. Pososki   |
| <input checked="" type="checkbox"/> C. Rush      | <input checked="" type="checkbox"/> M. Smydra    |
| <input type="checkbox"/> M. Spangler             |  |

I. PRESENTATIONS/SPECIAL GUESTS

None

II. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Identification Procedure at District Office

Chancellor's Council reviewed the *Identification Procedure at District Office*. This item was tabled until the next Chancellor's Council meeting.

B. Security and Identification Procedure at Guest House

Chancellor's Council reviewed the *Security and Identification Procedure at Guest House*. This item was tabled until the next Chancellor's Council meeting.

C. Identification Procedure at Pontiac Center

Chancellor's Council reviewed the *Identification Procedure at Pontiac Center*. This item was tabled until the next Chancellor's Council meeting.

D. Identification Procedure at Pontiac Place

Chancellor's Council reviewed the *Identification Procedure at Pontiac Place*. This item was tabled until the next Chancellor's Council meeting.

E. Cellular Phone Emergency Procedure

Chancellor's Council approved the *Cellular Phone Emergency Procedure* as presented.

### III. CHANCELLOR'S COMMENTS

None

### IV. INFORMATION ITEMS

David Adams announced that the CREST dedication will be held on May 12, 2004, beginning at 10:00 a.m., at the CREST site. All Chancellor's Council members are invited to attend.

Linda Pososki announced that an administrative/management spring training event will be held in May. Also, four slots will be available to OCC for a great teachers conference to be held at Hillsdale College this fall.

The College Senate meeting on May 27, 2004, will be held at the Orchard Ridge Campus instead of the Highland Lakes Campus. The room location is yet to be determined.

### V. DISCUSSION ITEMS

#### A. Employee Solicitation Guidelines

Chancellor's Council approved the procedure regarding *Employee Solicitation or Acceptance of Funds or Gifts* as distributed by Cathy Rush. A draft form developed for employees' use if they seek to solicit funds on behalf of an external organization or individual on College property will be referred to the Chancellor for her revision and approval.

#### B. InfoMart Pictures

It was the consensus of Chancellor's Council that faculty and staff can have their picture removed from InfoMart if a valid reason can be documented. Requests should be submitted to the Human Resources Department.

#### C. Awards for Emeritus Status, Outstanding Faculty and Outstanding Staff

Chancellor's Council reviewed the awards given for emeritus status recipients, outstanding faculty and outstanding staff.

### VI. COUNCIL REPORTS

#### A. Diversity Committee

No report.

#### B. College Administrative Services Council

Catherine Rush reported that the College Administrative Services Council continues to review cost reduction procedures. Ed Callaghan is in the process of identifying individuals to sit on a committee to pilot a food service program at the Orchard Ridge Campus.

#### C. College Academic and Student Services Council

No report.

#### D. College Planning Council

Martha Smydra reported that the minutes of the last College Planning Council meeting have been published on InfoMart. Clarence Brantley chaired the last meeting at which time he presented the College budget.

VII. FUTURE ITEMS

- A. Childcare Centers - Completed Project by June [Objective 1.7]

Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Pamela L. Kramer  
Executive Assistant to the Chancellor