

**CHANCELLOR'S ADVISORY COUNCIL**  
**August 20, 2004**  
**9:00 – 11:00 am**  
**District Office, Board Room**

I. CHANCELLOR'S COMMENTS

- A. Guidelines and Ground Rules
- B. Position Paper #2
- C. Electronic Communication/Distribution

II. PRESENTATIONS/SPECIAL GUESTS

- A. Nancy Showers – CCSSE Survey

III. ACTION ITEMS/CRITICAL RECOMMENDATIONS

- A. June 2005 Graduation Date/D. Adams and S. Linden
- B. Student Art Purchase Program

IV. INFORMATION ITEMS

- A. Strategic Planning Report
- B. Monthly Meeting Schedule – Master Meeting Chart
- C. Detroit Economic Club Membership

V. DISCUSSION ITEMS

VI. STAKEHOLDER REPORTS

- A. Faculty
- B. Staff
- C. Students
- D. College Officers



OAKLAND  
COMMUNITY  
COLLEGE

## CHANCELLOR'S ADVISORY COUNCIL

Thursday, August 20, 2004  
District Office, Board Room  
9:00 a.m. – 11:00 p.m.

### MINUTES

CALLED TO ORDER BY: MARY SPANGLER, CHANCELLOR

TIME: 9:00 A.M.

#### *Present:*

#### **CAC Members:**

Michele Berry, Student OR  
Clarence Brantley, Officer, DO  
Janice Brown, Staff, AH  
David Dell, Staff, AH  
Gerald Faye, Faculty  
Cathy Heard, DO  
Andy Hillberry, Officer, DO  
George Keith, Officer, DO

Suzanne Parini, Student, AH  
Barbara Sadecki, Staff, RO  
Paul Sagado, Student, OR  
Mary Spangler, Chancellor, DO  
Mary Ston, Faculty, DO  
Leah Yurasek, Student, OR

#### **Guests:**

Dave Adams, DO  
Cheryl Blake Bagley, DO  
Steve Linden, DO

#### *Absent:*

Gordon May, Officer, HL (excused)  
Alex Prokic, Student  
Sandra Spicko, Student (excused)

*Next Meeting:* September 3, 2004, 9:00-11:00 am, District Office

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Chancellor Mary Spangler called the meeting to order and opened by welcoming and thanking the group for their participation in the first meeting of the Chancellor's Advisory Council.

## **I. Chancellor's Comments/Announcements**

### **A. Guidelines and Ground Rules**

Chancellor Mary Spangler advised that the meetings will take place the first Friday of each month from 9-11 am, and while attendance is not mandatory, members will not be permitted to send a substitute. They were to be used for information gathering and sharing, and not for decision making. They were not to be used as a forum to discuss collective bargaining issues at any time. The opinions and issues presented should be garnered by the CAC member from the "group" (Students, Officers, Faculty) that he or she represents, and should take into consideration the college's mission to serve its students. A "Call for Agenda Items" or "Draft Agenda" will go out the Monday before each meeting. The guidelines, format and results of these meetings should be scrutinized continuously with the question: "Is this working"?

Suggestions included:

- Putting the meeting agendas and minutes/briefs on the campus website to encourage off campus viewing by students and other interested parties.
- That the group opinion or consensus be formulated through open discussion and recommendation, rather than by vote. Response was favorable to these suggestions.
- Meeting at different campuses each week; however, concern was raised for travel and time constraints. Response was favorable.
- Deans should be given separate, though informal, notice and/or advisement to attend the CAC meetings. Response was favorable.
- CAC Agenda should provide time at the end of meeting (last 5 minutes) to give "unchallengeable comments" to be put on the table without opposition. Response was favorable.

### **Agenda Follow Up Items:**

To determine whether the meeting sites should rotate between the campuses and what the membership rotation policy should be.

#### B. Position Paper #2:

Chancellor Mary Spangler distributed Position Paper #2 regarding the new OCC model for participative organization, which presented information and a diagram to show the interactive relationship of the CAC in relation to the governance bodies and stakeholders of the college.

#### C. Electronic Communication/Distribution:

Chancellor Mary Spangler asked the council if they felt that an email distribution list would be helpful for all members to receive for contact and information purposes. The group response was favorable.

A suggestion was made to post hard copies of the CAC meeting notices on each of the campus student bulletin boards to provide a larger scale of notice to the students. The response was favorable.

## **II. Presentations/Special Guests**

#### A. Nancy Showers, CCSSE Survey:

Ms. Showers gave a presentation and distributed material which weighed the pros and cons of the ACT and the CCSSE. Presentation was intended to outline the two main surveys used by the colleges as a student input vehicle and to measure student success.

Chancellor Mary Spangler noted that a decision will need to be made by Nov. 1<sup>st</sup> as to whether the college intends to use the Survey, so further input will be expected from the CAC by next meeting.

Suggestions included:

- That since the two surveys are basically Engagement v. Outcomes, but they shouldn't be looked upon as an either/or choice, but rather should include an option to use them both, if necessary.
- That due to time constraints for the administering of the survey, the college should be cognizant of avoiding classroom interruption, if possible.
- That it should be recognized that the clientele in Winter semester is different compared to that of Spring/Summer (i.e. university students mostly in the spring/summer).

### **Agenda Follow Up Items:**

A review of CCSSE/ACT Survey Presentation materials to determine whether OCC should participate.

## **III. Action Items/Critical Recommendations**

#### A. June 2005 Graduation Date/D. Adams and S. Linden.

Steve Linden stated that since the 2004 commencement had to be moved to the 3<sup>rd</sup> Friday in May due to June booking issues at the Palace for the Pistons Playoffs, questions should be raised for the 2005 graduating class. Such as: Should the college keep this date for future commencements? Or, should we look to different venues to keep a June date?

Suggestions included:

- Pushing up the graduation date since the wait from April when classes end to June was difficult for students.
- Faculty involvement should be considered since many leave after the Winter semester.
- Using the Silverdome; however, the facility cannot provide the college with the necessary equipment, and therefore the cost for renting these items would be a factor.
- Looking into DTE's pavilion for rental.
- Calling the facilities to find out their availability on every day of each week in May and June, and then weighing other pros and cons with this information.
- Splitting the graduation day into two dates.

**Agenda Follow Up Items:**

S. Linden and D. Adams to look into DTE rental, and also to draw up a pro v. cons list with specified costs for each of the three facilities suggested.

B. Art Purchase Award Implementation:

Chancellor Mary Spangler gave a handout regarding the implementation of a plan to purchase artwork done by students to display throughout campus. She further noted that the art work was to become the property of the college.

A suggestion was made to change the dollar figure to state: "up to \$750 per work". Response was favorable.

**Agenda Follow Up Items:**

Review the Art Purchase Award handout and provide comments at next meeting.

**IV. Information Items**

A. Strategic Planning Report:

Andy Hillberry, CIO, advised that the process of the implementing the Strategic Task forces was underway with the kickoff orientation meetings on Sept 8<sup>th</sup> and 9<sup>th</sup> from 2-4 pm.

A suggestion was made to give a 10 minute overview of the Task Force happenings at each CAC meeting. Response was favorable.

**Agenda Follow Up Items:**

To place Task Force Happenings on the running Agenda.

B. Monthly Meeting Schedule:

Master schedule was distributed.

C. Detroit Economic Club Membership:

Chancellor Mary Spangler suggested that through the college's Detroit Economic Club Membership we should offer students and staff the ability to get seats for some of the speaker presentations. Response was favorable.

**V. Open Discussion Items/Suggestions**

A request was made to have the student members of the CAC give feedback for the next meeting: web registration process, and campus student life (What is perceived of the whole operation? What types of organizations do you have? What type do you want to have?).

**VI. Stakeholder Reports/Issues**

No comments to report.

**VII. Agenda Follow Up Items**

- A. CAC meeting site rotation and policy
- B. Review of CCSSE/ACT Survey presentation materials
- C. Review of Art Purchase Award handout
- D. Task Force Happenings