



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. SBC Communications hosted the November meeting at their offices in Troy.

November 2005 Strategic Meeting Topics

- November Board of Trustees (BOT) agenda:* Prepare the draft for the BOT's Executive Officers to review, finalize and distribute the agenda according to BOT policy and the Open Meetings Act. **Leaders:** entire CC
- 2006 Federal Appropriation Requests:* Review possible projects and assign individual officers responsibility for drafting one paragraph descriptions of those most viable for federal funding. Direct those projects better suited for state funding or grants to appropriate person or office. Consensus to request funding next year for Emerging Sectors Educational Consortium. Connect projects to College's Strategic Plan as closely as possible. Discuss timeline for 2006 funding cycle. **Leader:** C. Kozell
- BOT Presentations:* Review topics identified for presentation to the BOT and schedule upcoming months. Include economic impact study, preliminary budget, faculty international study, District Office options based on board direction from special meeting. **Leader:** M. Spangler
- Task Force Recommendations:* Discuss issues related to recommendations coming forward to new College Planning Council and how to integrate results with the planning/budget process. Continue work to clarify processes and outcomes to the college community and manage activities with other major efforts getting underway: accreditation self-study, labor negotiations, etc. **Leader:** C. Kozell
- Library Strategic Plan and Recommendations:* Review Library Strategic Plan forwarded to CC and discuss issues raised by it. Provide input on issues identified by CC relative to other plans. Recommend it be part of the Academic Master Plan. Forward comments and endorsement to Librarians. **Leader:** G. Keith
- Legal Activity Report:* Review status of pending legal actions. **Leader:** C. Rush

November 2005 Operational Meeting Topics

- Mid-Term Reviews:* CC officers notified to schedule individual meetings during January for mid-year reviews. Edits to 360° feedback survey reviewed. **Leader:** M. Spangler
- Auburn Hills Campus President Search Update:* Report on the committee's current and planned activities. **Leader:** M. Smydra
- Detroit Economic Club Memberships:* Discussion of recommendations regarding assigning college-wide memberships to attend DEC meetings.
- Research Agenda:* Discussion of Research Office priorities in providing information for decision-making. **Leader:** C. Kozell
- OCR Policies and Facilities Audit:* Discussion of scope of state mandated audit scheduled for 2006 and individuals to be involved in providing information. **Leader:** C. Rush

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
Dec. 8	Highland Lakes Visit/Academic Senate	2:30 pm - 5:00 pm	Student Center Arena
Dec. 9	Auburn Hills Visit	7:30 am - 8:30 am	G-Building Cafeteria
Dec. 12	Chancellor's Brown Bag Lunch	11:30 am - 12:30 pm	Board Room
Dec. 14	Orchard Ridge Visit	11:30 am - 1:00 pm	J-306

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 and posted on Infomart. CAC operates by consensus. Membership is representative. Meetings are open to the entire College community. The November meeting occurred November 11.

Chancellor's Comments

- Student Ambassador Program:* 11 students responded to invitation. 2 orientations scheduled (Nov. 10 and 14) with George Keith and Lane Glenn participating. Topics covered included: Program Concept and Structure, Directory of Information, Communications and Connections, Distribution of name badges and bookstore certificates, Benefits of being an Ambassador, and Scheduled events. Following the first orientation, students participated in *Your Child Coalition Conversation* at Oakland Schools.
- Washington, DC Update:* Brief report on the status of the Higher Education Reauthorization Act, Community Based Job Training Grants, Pell Grant Program, "single definition," and transfer of credit issues. In addition, the reception for the MI delegation staffers was noted as an important relationship-building event.
- Lloyd Meeds Policy Fellow:* Michele Berry was the student selected to spend the winter term in Washington, DC, as a fellow with the firm of Preston Gates Ellis, OCC's lobbyist. The nature of the fellowship outlined, and the type of activities she will participate in were briefly described. OCC hopes to have another fellowship next year.
- Michigan Community College Association Update:* The primary focus of MCCA, the lobbying organization in Lansing, was noted. The key issue being considered by an 8-member Legislative Task Force is performance indicators. How that will impact the current state allocation formula is not yet clear. Four presidents represent the community colleges.
- Strategic Plan Report:* Notice that Cheryl Kozell replaces Andy Hillberry as Coordinator; status of task force recommendations to be brought to CAC for information and dissemination; schedule of status reports to Board, faculty, administrators/managers, and staff on progress of the Strategic Plan.

Action Items

Minutes of the September 2 meeting were approved without change.

Information Items

- Strategic Planning:* Status report on task forces completing charges and distribution of Chancellor's Response to Recommendations. Discussion of next steps and process for recommendations to go from task force to Strategic Plan coordinator (C. Kozell) to College Planning Council. Discussion of need for broad participation and invitation sent to college community electronically. Possibility of lengthening timeline for plan to be completed because of major activities getting started that also need volunteers (accreditation self study & labor negotiations). Electronic newsletter to continue. Task force activities posted on InfoMart.

Discussion Items

- Faculty Recognition at Graduation:* Discussion focused on purpose of commencement primarily for students, not faculty, and noted faculty are acknowledged at Excellence Day annually. Consensus was not to add element.
- Optional Graduation Attire:* Discussion regarding allowing graduates to wear ethnic scarves was not supported. Request to clarify for graduates what is allowed goes to the Graduation Committee. Inquiry regarding how speakers are chosen was discussed with chancellor requesting recommendations be forwarded to her.
- CCBenefits Impact Study:* Slide presentation on results of economic impact study on OCC.

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
Jan. 13	Scheduled	12:00 noon - 2:00 pm	Orchard Ridge
Feb. 3	Scheduled	9:00 am - 11:00 am	Board Room
Mar. 10	Scheduled	12:00 noon - 2:00 pm	Board Room
Apr. 7	Scheduled	9:00 am - 11:00 am	Board Room
May 12	Scheduled	12:00 noon - 2:00 pm	Board Room
June 9	Scheduled	12:00 noon - 2:00 pm	Board Room
July/August	Called if and when critical issues arise	TBD	TBA