



CHANCELLOR’S COUNCIL MINUTES

November 6, 2001

8:30 a.m. – 11:45 p.m.

District Office, Board Room

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

CALLED TO ORDER BY: Richard T. Thompson, Chancellor TIME: 8:30 a.m.

IN ATTENDANCE:

D. Adams
 C. Brown
 G. Faye
 G. Keith
 G. May
 M. Smydra
 J. Wersching

C. Brantley
 E. Callaghan
 E. Harrison
 C. Kozell
 L. Pososki
 N. Stephens

I. PRESENTATIONS/SPECIAL GUESTS

None.

II. CHANCELLOR’S DISCUSSION

None.

III. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Computer Decals

George Keith discussed placing computer decals on College computers for the purpose of displaying computer usage standards. This program will be delayed until the College standards are developed.

IV. ITEMS FOR DISCUSSION

A. September 11

Linda Pososki reported that mail personnel have been trained at each site. Every employee will be offered the opportunity to attend training called, “Identifying and Handling Suspicious Mail.”

George Keith noted that the Highland Lakes campus is reviewing emergency procedures, evacuation plans and hazardous materials handling.

Richard Thompson noted that the College will reimburse the cost of flu shots at the Oakland County Health Department, and an e-mail will be sent to everyone as soon as the shots are available.

B. Kiosks

Jean Wersching and Carol Brown discussed college kiosks, noting that the College Academic and Student Services Council (CASSC) will discuss the kiosks. Campuses were advised to send ideas or proposals regarding college kiosks to the CASSC.

C. Decision Protocols

It was noted that the Auburn Hills Campus responded appropriately after the incident at that campus. David Adams was designated as a point person for Chancellor's Council members for information if such incidents occur in the future.

D. Chancellor's Council Retreat (Review of "In 2006...")

Chancellor's Council reviewed the number of documents related to strategic issues. Richard Thompson will merge the documents.

V. INFORMATION ITEMS

A. Update on Outcomes Assessment

Carol Brown noted that a workshop on base level assessment has been conducted. On Friday, November 16, Jeff Seybert will conduct a workshop on institutional outcomes. It was also noted that the student outcomes assessment committee received an excellent response to the assessment survey sent out to faculty over the summer.

B. Communication Items

Richard Thompson discussed the status of labor negotiations.

George Keith noted that the Dean's search is moving forward.

Linda Pososki noted that budget report training is currently being conducted for College employees.

Ernest Harrison asked Chancellor's council to let their staff know if they are scheduled to work during the winter break. Such schedules need to be approved by the employee's supervisor and appropriate Chancellor's Council member. This information needs to be returned to Human Resources by December 1, 2001.

Richard Thompson updated Chancellor's Council on the search for a CIO.

David Adams noted that the winter schedule is currently on the web-site, and a tentative spring and summer schedule will be added.

Jean Wersching noted that the College will be applying for an ".edu" designation on the

web address.

Cheryl Kozell updated Chancellor's Council about the CREST campaign, noting that a contract to a firm for PR and fund raising will be submitted to the Board of Trustees for their approval at the November Board meeting.

VI. ITEMS FOR FUTURE MEETINGS

A. Chancellor's Council Summer Retreat

The meeting concluded at 11:45 a.m.

Respectfully submitted,

Pamela Kramer
Assistant to the Chancellor

RESPONSIBILITIES: 1) Committing resources; 2) policy development; 3) benchmarking; 4) organizational development; 5) creating a standard of accountability for all members of the College, based on the primacy of the student, in everything we do.