



**CHANCELLOR’S COUNCIL MINUTES**

**December 3, 2002**

**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: Richard T. Thompson, Chancellor TIME: 8:30 a.m.

IN ATTENDANCE:

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

- I. PRESENTATIONS/SPECIAL GUESTS
- II. CHANCELLOR’S COMMENTS
- III. MEETING’S FOCUS ITEM

I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Training Requirements

Draft letters were distributed for review. Meetings will be scheduled between supervisor and appropriate staff members before December 19, 2002 to review their obligatory training requirements.

B. Request for Title Change

A request to change the title from Clinical Coordinator to Director of Clinical Education was discussed. Human Resources will review and bring a recommendation to Chancellor’s Council in January.

C. Evening Administrator Compensation

President’s Cabinet recommendation to increase the evening administrator compensation to \$30.00 per hour, effective July 1, 2003, was approved due to the fact that the previous rate had not been reviewed in the past eight years.

II. INFORMATION ITEMS

A. Vacation Schedule Guidelines

The proposed guidelines for vacation and flexible schedules were reviewed. Human Resources will make the recommended revisions made by Chancellor's Council.

The CSS recommendations for professional development were distributed for review. Dick Thompson will meet with George Keith to present a recommendation at the December 17<sup>th</sup> Chancellor's Council meeting.

It was emphasized that the display of staff and faculty pictures on the InfoMart is to help all employees learn who their colleagues are.

III. DISCUSSION ITEMS

A. Proposed English Computer Laboratory

President's Cabinet, Clarence Brantley and Andy Hillberry will meet to develop an approach to deal with this proposal, in addition to other computer replacement issues.

IV. COUNCIL REPORTS (at discretion of each chair)

V. FUTURE ITEMS

1. Council Relationships & Organizational Charts
2. Leadership Follow Up
3. Retreat Issues
4. Goal Assignments for Five-Year Plan
5. Video Project

VI. PROCESS CHECK

1. What worked
2. What didn't work
3. What's missing

Meeting adjourned at 11:25 a.m.

Respectfully submitted,  
Pamela Dorris  
Executive 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  
5) College, based on the primacy of the student, in everything we do.