

## **CHANCELLOR'S ADVISORY COUNCIL**

**October 1, 2004**

**1:30 – 3:30 pm**

**Guest House**

**AGENDA**

### **A. CHANCELLOR'S COMMENTS**

1. DO Space Assessment
2. United Way Campaign (10/1/2004 through 10/15/2004)
3. Recommendations to the Cherry Commission
4. OCC Foundation Child Care Scholarship
5. TIAA-CREF Hesburgh Submission
6. Title for Office of Assessment & Institutional Effectiveness

### **B. PRESENTATIONS/SPECIAL GUESTS**

### **C. ACTION ITEMS/CRITICAL RECOMMENDATIONS**

1. Approval of minutes of the September 3, 2004 meeting

### **D. INFORMATION ITEMS**

1. Animals on Campus/C. Brantley
2. CCSSE Survey (web based administration)/M. Spangler
3. Food Service at OR/C. Brantley
4. Strategic Plan Report/A. Hillberry
5. Student presentations on Salzburg to classes/M. Berry

### **E. DISCUSSION ITEMS**

1. Student Art Purchase Award (continuing discussion)/M. Spangler
2. Student Tickets for Detroit Economic Club Events/G. Keith, G. Faye
3. "Hats Off To" Award – Highland Lakes Campus/G. May
4. Campus Feedback Boxes for Students

### **F. STAKEHOLDER ISSUES**

1. Faculty
2. Staff
3. Students
4. College Officers



**CHANCELLOR'S ADVISORY COUNCIL**

Friday, October 1, 2004  
District Office, Guest House  
1:30 p.m. – 3:00 p.m.

**MINUTES**

CALLED TO ORDER BY: MARY SPANGLER, CHANCELLOR

TIME: 1:30 P.M.

*Present:*

**CAC Members:**

Michele Berry, Student OR  
Clarence Brantley, Officer, DO  
Janice Brown-Williams, Staff, AH  
David Dell, Staff, AH  
Gerald Faye, Faculty  
Andy Hillberry, Officer, DO

Gordon May, Officer, HL  
MaryAnn McGee, Faculty, OR  
Alex Prokic, Student, HL  
Barbara Sadecki, Staff, RO  
Mary Spangler, Chancellor, DO  
Mary Ston, Faculty, HL  
Leah Yurasek, Student OR

**Guests:**

Gheretta Harris, DO  
Lloyd Crews, Resource Dean, RO  
Selvia Hines, DO  
Randy Ston, AH

*Absent:*

George Keith, Officer, DO (excused)  
Sandra Spicko, Student  
Suzanne Parini, Student, AH  
Paul Salgado, Student, OR (excused)

**Next Meeting:** November 5, 2004, 9:00 am – 11:00 am DO Board Room

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**A. Chancellor's Comments/Announcements**

1) DO Space Assessment:

Chancellor Mary Spangler advised that the consulting firm of Hobbs + Black was selected for the space assessment and that representatives from the firm will be presenting at the October 14<sup>th</sup> DO Senate meeting. They also plan to meet with department heads and the departments individually to look at options for the building. It is hoped that final options are received by the end of December or early January, with recommendations to go to the Board.

2) United Way Campaign (10/1/04 through 10/15/04)

An e-mail was sent out to everybody regarding the United Way Campaign dates and goals. This will be a short, intense 2 week campaign and any support the CAC members could give United Way in its efforts would be appreciated.

Suggestions/comments included:

- Donors should note that, if they are affiliated with more than one United Way organization, they may split their support between the different groups.

3) Cherry Commission

Two handouts were given regarding the Cherry Commission on Higher Education and Economic Growth, which Lieutenant Governor John Cherry has been appointed to oversee. The commission is now at its fourth of the six public hearings to be held regarding higher education. The hope with this commission is to produce usable information and ideas for Michigan to double the number of degree holders "of value"

(certificates and degrees) over the next ten years. Some of the issues and conclusions presented thus far are: the depletion of state aid and college funding, the lack of coordination between colleges for transferable credits, the need for the state to encourage non-traditional programs such as adult development in specific skills, and the need to broaden the definition of higher education to include technical programs.

Chancellor Spangler stated that the feeling is that something “politically significant” will come out of this commission due to the participation of several university presidents. On the surface it appears that it will assist OCC in creating efficiencies, reducing barriers and increasing student enrollment. The resulting information from these meetings should be kept in mind for OCC’s strategic planning, specifically with regard to Enrollment Management, Program Evaluation and New Program Implementation.

Suggestions/comments included:

- Both students and faculty members commented on the necessity to create a cooperative program with the universities to ensure that credits from OCC are transferable.

4) OCC Foundation Child Care Scholarship:

The Board of Trustees approved the tuition increase for the Child Care centers based on the expectation that scholarships would provide for the gap for those who cannot afford the increase and do not qualify for financial aid. Details of the scholarship will be worked out before Winter registration.

5) TIAA-CREF Hesburgh Award Submission:

Chancellor Spangler advised the faculty members that a call for submissions has been announced by TIAA-CREF in honor of Theodore Hesburgh, president emeritus of the University of Notre Dame to recognize exceptional faculty development programs designed to enhance undergraduate teaching and learning. The award is \$25,000 and is presented to the college or university judged to have the most effective faculty development program. The submission deadline is November 1, 2004 and more information can be found at [www.tiaa-crefinstitute.org](http://www.tiaa-crefinstitute.org).

Suggestions/comments included:

- For the faculty to take this and other awards like it to the Senate for consideration.
- For Chancellor Spangler to forward information received for these types of awards directly to Senate chair whenever she hears of them.

6) Discipline Day Video

Chancellor Spangler advised CAC members that she made an 11-minute video to be shown at the Discipline Day activities, due to her absence as a result of attending the ACCT Congress with five trustees.

**B. Presentations/Special Guests**

None

**C. Action Items**

- 1) Approval of Minutes of the September 3, 2004 meeting.

**D. Information Items**

- 1) Animals on Campus/C. Brantley

Vice Chancellor Brantley issued a statement concerning the college’s policy on whether pets/animals were to be allowed on campus, asserting that the only animals permitted on campus grounds are seeing-eye dogs. The issue was raised due to recent incidents concerning pets on campus. Brantley also advised that the Administrative Services Council was working on a specific procedure and set of rules to handle future occurrences.

## 2) CCSSE Survey (web based administration)/M. Spangler

Chancellor Spangler gave a handout to the members showing a timeline of the CCSSE Survey for both Quarter and Semester System to give members a more detailed outline on the process.

The Chancellor also reiterated that the sample was to be a random draw performed by the CCSSE administrators, not by OCC staff, and the faculty would have a chance to decline participation in the survey if they are chosen, should they feel they are unable to accommodate the ½ hour required for its administration. However, she reminded the faculty representatives that the more participation and support she could encourage from the faculty, the greater the possibility for un-skewed results and usable data for the college.

Comments/concerns included:

- A concern was raised on redundancy and whether some of the ACT components overlapped the CCSSE. It is not clear to faculty why the CCSSE would be substantively different from ACT.
- Faculty representatives agreed that it was better to administer the CCSSE every three years as opposed to yearly.

Suggestions included:

- Advising faculty members of their selection early in the semester so that the testing day can be planned around their lessons.
- Advising all faculty members to keep 30 minutes aside in consideration of a possible selection.
- Providing all faculty members with an informational packet showing an example of the test questions and the administration timeline.
- Having Chancellor Spangler provide information to the faculty regarding the CCSSE implementation process so that an action item can be included at the next Senate meeting.
- Developing a set of FAQs and distributing it to campus senate chairs in time for the next meeting.

## 3) Food Service at OR/C. Brantley

Vice Chancellor Brantley gave a brief history of the food service issue at the OR campus. Due to concern over food quality and price, the campus conducted a focus group of 22 students regarding Continental Services. The Cabinet passed the results to the Campus Administrators for dissemination and follow up. The administrators found the focus group was not representative of all of the campuses, or their services.

They began a sub-committee to formulate a pilot food service station at the OR campus. RFP's with invitations to attend a walk-through were sent to three vendors, yet none of the vendors responded favorably to the request, nor did they show for the walk-through. Due to this and other building code constraints, the pilot was delayed and thus OR made the decision to discontinue their relationship with Continental Services. The campus was thus left with only culinary art program service which provided food only during lunch on Tuesdays and Wednesdays.

Additional study is needed of all the campus services and also on using larger vendors. The preliminary observation is that the larger vendors would not want to supply OCC because we are a commuter college with closed campuses, and therefore profit margin would be low.

Comments/concerns included:

- Great concern about the fact that the students were presently without food service.
- That the students weren't being notified or updated on the food service status.
- That it was taking too long for a new food service to be implemented.

Suggestions included:

- To use "Blimpie Subs" as a vendor, since it is doing well at AH campus.
- To get Continental Services back in the interim while we are doing research on other vendors and a larger scale survey-study on Continental's quality of services.
- To temporarily use a traveling hot food truck service, such as "Gary's Food Service in Novi" (Gary's Catering in Wixom: [www.garyscatering.com](http://www.garyscatering.com)). This suggestion was very well received.

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

- Vice Chancellor Brantley/Gheretta Harris to look into:
  1. Utilization of traveling hot food cart.
  2. Getting back Continental Services to use in the interim.
  3. Conducting a more extensive survey with students on Continental's quality/service.

#### 4) Strategic Plan Report/ A. Hillberry

CIO Andy Hillberry gave a briefing on the Strategic Task Force happenings. The first meetings were held and the minutes will be posted on Infomart. The STF eNewsletter was disseminated to everybody.

The eNewsletter will be sent out on a monthly basis and may become weekly as the STF plans progress. The eNewsletter will provide recipients with links/directions to view the Strategic Planning Committee Minutes and information on upcoming events such as the one mentioned this month- the National Videoconference for Community Colleges entitled "International Studies in the Community College: Faculty, Courses and the Curriculum" to be held on Wednesday, November 10, 2004 from 2:00 to 4:00 pm at the Auburn Hills campus.

Suggestions/comments included:

- The CAC members were all very complimentary of the eNewsletter, commenting that the format was nice and links were user friendly.
- Suggestion was made to include a monthly or weekly highlight from different STF Chairs giving a "blurb" on their focus and what was happening currently with their task force.

#### 5) Student presentations on Salzburg to classes/M. Berry

Student representative Michelle Berry advised that, at the Board of Trustees last meeting, the Salzburg students gave a presentation on their trip, and Chairperson Dr. John Wangler suggested they give presentations to OCC classrooms where global concerns were relevant. Ms. Berry wanted the faculty representatives of CAC to give their input on whether this suggestion was one that could actually be carried out.

Comments/concerns included:

- The Faculty representatives agreed visiting classes was a good idea, especially at the end of the school year to raise awareness of the Salzburg trip.
- Class visits could help increase faculty/student involvement and awareness.
- A Student representative mentioned that it may end up being a waste of time for students who are not interested in Salzburg.

Suggestions included:

- For students to give a presentation to the Student Life Councils at the various campuses.
- For students to set up a booth/table at Student Appreciation Day to promote it.
- For students to give faculty a presentation at the next Senate meeting.

### **E. Discussion Items**

#### 1) Student Art Purchase Program/M. Spangler

Discussion occurred regarding the award to recognize achievement in visual arts by students. Winning students would have their art purchased by the college to help them build their resumes and increase OCC's art collection. Competition would be open only to OCC enrolled students and would be juried by external members of the art community. The award would require the creation of a committee with the intention of making an award selection at the end of spring term.

Suggestions/comments included:

- To ask a Senate member to speak with the art faculty at Discipline Day of their input and arranging a meeting afterward to decide on a point person and committee.

- For the faculty representatives to discuss the award with the Senate.
- To arrange for a formal award presentation in front of the Board of Trustees.

**Agenda Follow Up Items:**

- MaryAnn McGee to speak to Senate and art faculty on Discipline Day regarding Art Purchase Award.

2) Student Tickets for Detroit Economic Club Events/G.Keith, G. Faye

Faculty representative Gerald Faye informed the CAC that the list of selected faculty was finalized by Vice Chancellor George Keith. Mr. Faye also announced to the faculty that a student list must be submitted by Monday.

Chancellor Spangler advised that she would look into getting more tickets to increase opportunities for students and faculty.

3) "Hats Off To" Award- Highland Lakes campus/G. May

Gordon May announced the inception of the "Hats Off To" Award.

The recipient would gain intra-campus recognition for their "helping hand" via an email sent to all OCC staff announcing the good deed, in addition to being presented with a letter of praise and a "trophy" of a candy jar with a lid in the shape of a hat stating the words "Hats Off". The award would be hand-delivered by Highland Lakes campus President, Gordon May. The process for nominations will be via e-mail. Further information can be obtained by contacting the President's office at HL.

**F. Stakeholder Issues**

1) Faculty

None presented.

2) Staff

None presented.

3) Students

Student representative Michelle Berry stated she would like to encourage further discussion and brainstorming on ideas for student life.

4) Officers

None presented.

**F. Comments/Announcements**

Gordon May announced that he recently participated in the Waterford School District's district-wide Diversity Day wherein he was given the privilege to introduce Dr. Arun Gandhi, grandson of Mahatma Gandhi. Other OCC participants included Arlene Frank, Women's Program Coordinator of the Wellness Center at OR, Cathey Maze, Dean of Academic and Student Services at HL, Tony Ingram, Dean of Academic and Student Services at OR and Rocio Oxholm-Flores, International Student Advisor at HL.

Chancellor Spangler gave a reminder to members to disseminate the information discussed at the CAC meetings back to the groups they represent for discussion.

Staff Representative Janice Brown-Williams announced that she and the other two Staff Representatives, David Dell and Barbara Sadecki, had sent an email to the staff advising them of the CAC sessions to encourage attendance and open discussion of items relating to the staff.

**G. Agenda Follow Up Items**

- A. Follow up from Vice Chancellor Brantley and Gheretta Harris regarding the food service issue research.
- B. Feedback from MaryAnn McGee and the Senate and art faculty regarding Art Purchase Award.

**DEADLINE FOR SUBMITTING AGENDA ITEMS:** October 29, 2004, to Pat Funtik

**NEXT CAC MEETING:** November 5, 2004, 9:00-11:00 am, District Office Board Room

Minutes prepared by Jessica Newman  
October 5, 2004