



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

Sharon L. Blackman, Ed.D.
Campus President
Auburn Hills

Edward D. Callaghan, Ph.D.
Campus President
Orchard Ridge

Gordon F. May
Campus President
Highland Lakes

Martha R. Smydra, Ph.D.
Campus President
Royal Oak/Southfield

Pamela L. Kramer
Executive Assistant to the
Chancellor, (Resource)

Purpose: to keep the College informed about new and on-going issues being addressed by the OCC leadership (Chancellor's Cabinet) and the OCC participative governance (Chancellor's Advisory Council) groups. Summary descriptions of the issues discussed in both groups are disseminated on a monthly basis on InfoMart, by e-mail, and in hard copy.

Chancellor's Cabinet

The Cabinet regularly meets twice a month. The one-day session is a *strategic* discussion of issues at an off-site location hosted by an educational or corporate organization. Meetings have already been held at Wayne State University, Oakland University, Walsh College, Lawrence Technological University, Central Michigan University, Marygrove College, Cranbrook Educational Community, SOC Credit Union, Borg Warner, Offices of the City of Troy, and Oakland County Intermediate School District. The half-day meeting, held at District Office, coordinates *operational* issues. Only Cabinet members attend except when individuals are requested to make special presentations. Minutes are not recorded, but a Continuing Action Plan is maintained.

December 2004 Strategic Meeting Topics

1. *December Board agenda:* Review the draft in preparation for a meeting of the Board's Executive Officers where the agenda is discussed and finalized for distribution according to Board policy and the Open Meetings Act. **Leaders:** entire Cabinet
2. *Institutional Dashboard:* Review all institutional dashboard goals and purposes and evaluate information in preparation for its implementation, the intended audiences, how the information might be integrated into College processes, and usefulness of outcomes and indicators relative to Collegewide decision-making. Future actions include presenting the dashboard to the Board, incorporating the tool into *Position Paper #3*, disseminating the information to the strategic planning task forces, and identifying distribution mechanisms. **Leaders:** George Keith and Sharon Blackman
3. *Lobbying Presentation:* Review of strategic lobbying plan to include determining key legislative messages based on funding priorities, inviting notable legislators to campuses, developing a legislative newsletter of OCC issues, and coordinating legislative efforts among the Cabinet. **Leaders:** Mary Spangler with Cheryl Kozell

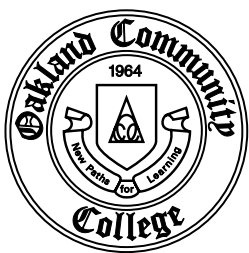
December 2004 Operational Meeting Topics

1. *Commencement 2005:* Identify, gather, and forward names of potential speakers for the ceremony. **Leader:** Mary Spangler
2. *Council Structure:* Conclude on-going discussion of how the Chancellor's Advisory Council (CAC) will integrate with other councils in the College's decision-making process. A draft flow chart will be reviewed by the CAC. **Leaders:** entire Cabinet
3. *2005-2006 Preliminary Budget:* Review the requested and required funding commitments and identify the fiscal gap. Review options to closing the gap in order to present a balanced budget to the Board by April. **Leader:** Clarence Brantley
4. *Strategic Plan Task Force, Phase 2:* Review task force invitation, timelines for next group of task forces, possible co-chairs. **Leader:** Andy Hillberry

Chancellor's Campus Visit Schedule

This schedule is provided as a means to encourage members of the OCC Family to have access and input to the Chancellor on a predictable basis. It is subject to last-minute change.

DATE	CAMPUS/EVENT	TIME	LOCATION
Jan 10	Auburn Hills - MEDC M-TEC SM Site Visit	11:00 am - 1:00 pm	M-TEC SM
Jan 13	Southfield - Campus Visit	10:30 am - 11:30 am	Room 130
Jan 13	DO — Academic Senate Meeting	2:30 pm - 4:00 pm	Board Room
Jan 14	Highland Lakes - Senator Deb Cherry	9:00 am - 11:00 am	HH 327
Jan 24	Orchard Ridge - President Selection Input	12:30 pm - 2:30 pm	TBA
Jan 26	DO - Brown Bag Lunch	12:30 pm - 1:30 pm	Board Room
Feb 7	PDTC — New Employee Orientation	11:45 am - 12:30 pm	Room 304
Feb 11	Orchard Ridge - Winter Faculty Discipline Day	12:30 pm - 2:00 pm	J-306
Feb 25	Orchard Ridge - College Academic Senate	3:15 pm - 5:00 pm	J-306



Chancellor's Advisory Council

Mary S. Spangler, Ed.D.
Chancellor

Clarence E. Brantley
Vice Chancellor
Administrative Services

Janice Brown-Williams
Director
Student Services

David Dell
Public Safety Officer

Gerald E. Faye
Chairperson
College Academic Senate

Andrew R. Hillberry
Chief Information Officer

George F. Keith, Ph.D.
Vice Chancellor
Academic and Student Affairs

Gordon F. May
Campus President
Highland Lakes

Mary Ann McGee
Chairperson
Academic Senate
Orchard Ridge Campus

Barbara Sadecki
Faculty Secretary

Mary Ston
Vice Chairperson
College Academic Senate

Advisory Students
Michele Berry
Suzanne Parini
Paul Salgado
Leah Yurasek

Chancellor's Advisory Council (CAC)

CAC regularly meets once a month, generally on the first Friday, for two hours. The session is open to the entire College community, with supervisor approval, and provides an opportunity for the Chancellor to gather input on issues that are strategic and operational. Meetings are held in the Board Room at District Office. Minutes are recorded and, after review by CAC members, are posted on InfoMart. Membership on CAC is representative, and recommendations to the Chancellor generally are based on consensus rather than a majority vote. Unless otherwise noted, recommendations are accepted by the Chancellor.

Consensus Items — July through December 2004

- *Commencement 2005*
Based on availability and seating requirements, it was recommended that graduation be held at The Palace of Auburn Hills on June 17, 2005.
- *Chancellor's Student Art Purchase Program*
CAC recommended supporting the idea of a Collegewide program to unify individual campus programs but not replace them. It relates directly to *Strategic Plan Goal #5.3* (Promote a Global Perspective by developing new intellectual and artistic activities for the community.) A meeting with faculty in the arts (ceramics, painting, media/graphic arts) will be scheduled with faculty participants identified by CAC. The details of the program should be completed within the next few months for dissemination to the campuses.
- *Community College Survey of Student Engagement (CCSSE)*
CAC recommended supporting the administration of this nationally normed instrument during Spring 2005 as a tool related directly to *Strategic Plan Goal #7.2* (Assess Institutional Effectiveness by developing and conducting student surveys to gather data.)
- *The Salzburg Seminar*
Based on the College's successful experience during the pilot project as reported by students who participated in the pilot, CAC recommended participation in the coming year's program. It relates directly to *Strategic Plan Goal #5.1* (Promote a Global Perspective by expanding the instructional programs to include courses and programs addressing global issues.) Material advertising the competitive application requirements for both faculty and student were developed and disseminated to the campuses through the Counseling offices. More information is available through Dr. Keith's office.

Discussion Items

For more details about the range of issues discussed under these items, please refer to the official minutes posted on InfoMart.

- *Detroit Economic Club*
The College is a supporting member this year and has purchased CD's of presentations made that are relevant to the instructional program. These items are now available in the Library at each campus. Presentations by Former Secretary of State Henry Kissinger, Harvard Business School Professor and author Rosabeth Moss Kanter, and Oakland University President Gary Russi have already been purchased for faculty and student use.

Chancellor's Advisory Council Meeting Schedule

This schedule is provided so members of the OCC Family have access to issues being considered by the Chancellor. Meetings are held in the DO Board Room unless otherwise noted. Agendas are posted on InfoMart a week before each scheduled meeting.

DATE	MEETING	TIME
Feb 4	Scheduled	9 am - 11 am
Mar 4	Scheduled	9 am - 11 am