



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

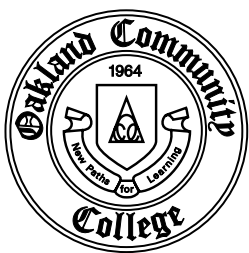
Sharon L. Blackman, Ed.D.
Campus President
Auburn Hills

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 Chancellor's Cabinet.

Chancellor's Cabinet

The Cabinet regularly meets one day each month to discuss *strategic* issues and 1/2-day each month to coordinate *operational* issues.

February 2005 Strategic Meeting Topics

1. *February 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. *Review Strategic Plan Task Force charges:* Discuss charges for 2005; identify possible co-chairs and committee makeup to ensure no duplication of members, review timeline and sequencing of activities, consider possible combining of task forces with related interests, discuss need for new task force orientation, review intended results and indicators. **Leader:** Hillberry. **Participants:** Adams, Kozell, Pososki
3. *IIC Task Force status report:* Discuss overview of progress being made, material gathered, and possible due date for recommendations to go to interim CPC. **Leader:** Smydra
4. *2nd Semester Fast Tracks:* Approve to open period to file for new projects with the notation that new projects need to connect to the Strategic Plan and its activities directly. Announcement to follow college-wide. **Leader:** Smydra
5. *WDS Annual Report:* Review annual report in preparation for presentation at Board meeting in February. **Leader:** Blackman
6. *Program Assessment status report:* Discuss Higher Learning Commission report due in view of instructional programs with and without assessment plans or assessment outcomes. Consider consequences to accreditation outcome and ways to ensure programs comply in a timely way. **Leader:** Keith

February 2005 Operational Meeting Topics

1. *OCC Officer Evaluation:* Report on process to distribute 360° feedback survey.
2. *Organizational change:* Cheryl Kozell to report directly to chancellor effective 3/1/05.
3. *Chancellor's Cabinet Retreat:* June 7 and 8 selected as dates for annual retreat.
4. *Centralize Legal Opinions:* Review procedure, policy, collection site, and authorizations on requesting legal opinions from external counsel.
5. *PDTC Obligatory Training:* Discuss recommendations for next year and consider changes where appropriate.
6. *Institutional Dashboard:* Conclude discussion on presentation to Board (May), how information can be used, how to integrate the model into college processes.

Chancellor's Campus Visit Schedule

Members of the OCC Family are encouraged to visit the Chancellor when she is on campus.

DATE	CAMPUS/EVENT	TIME	LOCATION
March 3	Auburn Hills/Global Trade Mission Welcome	8:00 am - 9:00 am	F-Building
March 23	Highland Lakes/Chancellor's Campus Visit	1:30 pm - 2:30 pm	HH-305
March 24	Orchard Ridge/Foundation Scholarship Luncheon	12:00 pm - 2:00 pm	J-306
March 24	Royal Oak/College Academic Senate	3:15 pm - 5:00 pm	B-249/251
March 30	District Office/Brown Bag Lunch	12:00 pm - 1:00 pm	Board Room
April 4	PDTC/New Employee Orientation	12:00 pm - 1:00 pm	Pontiac Center

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

Alex Prokic
Paul Salgado
Leah Yurasek

Purpose: to keep the College informed about new and on-going issues being addressed by the Chancellor's Cabinet.

Chancellor's Advisory Council (CAC)

CAC regularly meets on the first Friday of each month. The session is open to the entire college community and provides an opportunity for the Chancellor to gather input on issues that are strategic and operational. Minutes are recorded and posted on InfoMart. Membership is representative, and recommendations to the Chancellor are based on consensus.

Chancellor's Comments

- National Legislative Summit:* a delegation of 3 trustees, the Chancellor, and the legislative relations administrator will travel to Washington, D.C., for several days in February to attend meetings, review higher education priorities, meet with elected officials, and present two projects for appropriation consideration. The college's legislative advocate consultant will assist. (Spangler, Kozell)
- Orchard Ridge Selection Process:* a review of the activities to date include conducting a national search, sending out personal contacts to 400 CEOs, meeting with OR faculty/staff/administrators to develop desirable characteristics, develop a schedule to conclude in time for a July 1 start date, and name a 12-member selection committee headed by Dr. George Keith. Applications are beginning to be received. (Rush, Spangler)

Information Items

- Strategic Plan report:* Cabinet is reviewing 8 objectives for 2005. 65 individuals have volunteered to be on a task force. Chairs and co-chairs are being identified. Draft charges are being developed for the task forces. March is the start for several new task forces. The eNewsletter is disseminated monthly on InfoMart and by e-mail to keep the college community informed about activities. Minutes of individual task forces are posted on InfoMart. (Hillberry)
- CCSSE update:* The purpose for administering the *Community College Survey of Student Engagement* is to gather information for future planning. Plans are moving forward to conduct the classroom survey with notices to be sent to selected faculty. The survey period is scheduled for 4 - 6 weeks in March and April. (Keith)

Discussion Items

- College-wide Staff Report on CAC Activities:* Staff representatives to the Chancellor's Advisory Council (CAC) reported on their efforts to hold meetings with all the campuses and DO to report on CAC activities. They will rotate meetings among campuses to gather information to bring forward at CAC meetings. They will distribute information shared at CAC. This process has begun and individual campuses will have meeting dates announced. Staff is encouraged to attend with their supervisor's approval. (Brown-Williams, Dell, Sadecki)

Chancellor's Advisory Council Meeting Schedule

Members of the OCC Family are invited to attend these open meetings. Supervisor approval is required.

DATE	MEETING	TIME/PLACE
Mar 4	Canceled	Faculty on break
Apr 1	Scheduled	9:00 - 11:00 am / Board Room
May 6	Scheduled	9:00 - 11:00 am / Board Room