



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

David P. Adams, Ph.D.
Interim Campus President
Auburn Hills

Gordon F. May
Campus President
Highland Lakes

Jacqueline A. Shadko, Ph.D.
Campus President
Orchard Ridge

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

Cheryl A. Kozell
Executive Director
Advancement

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



Purpose: to keep the college community informed about issues addressed by the Chancellor's Cabinet.

Chancellor's Cabinet (CC)

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

August/September 2005 Strategic Meeting Topics

1. *September Board of Trustees (BOT) agenda:* Prepare the draft for the BOT's Executive Officers to review, finalize and distribute the agenda according to BOT policy and the Open Meetings Act. **Leaders:** entire CC
2. *Annual Report:* Review materials and provide input for January publication. **Leader:** M. Spangler
3. *Task Force Recommendations:* Review template for responding to CPC recommendations received from task forces. Determine number of administrative representatives to new CPC. Identify C. Kozell as chair and start date as October. Finalize charges and task force memberships where not completed. **Leader:** M. Smydra
4. *ETS Testing Sites:* Identify status of OCC interest in being a testing site and follow-up actions. **Leaders:** M. Spangler and C. Kozell
5. *Student Ambassador Program:* Solicit CC's suggestions for program and develop final information in flyer format to disseminate. **Leaders:** G. Keith and M. Spangler

September 2005 Operational Meeting Topics

1. *Diversity Committee:* Diversity Committee will be a resource to Diversity Task Force with efforts between them coordinated at October Diversity Committee mini-retreat. Diversity speaker at ACCT Congress in Seattle recommended to be invited to OCC. Prepare for February BOT report. **Leaders:** M. Smydra & J. Shadko
2. *CCSSE:* Distribute general informational letter on survey procedure to the college. **Leader:** G. Keith
3. *Research Agenda:* CC reviewed the process and priorities for college-wide research with the intention to develop an Institutional Research Agenda for 2005-07 that identifies research priorities. **Leader:** C. Kozell
4. *AH President Search Update:* Final committee membership reviewed, with faculty reps provided by Senate. Review of national recruitment efforts and review of pool in early September. **Leaders:** M. Spangler & M. Smydra
5. *Strategic Plan:* Staff will be updated on status at chancellor's campus visits in October. Template for task force recommendations reviewed and finalized for distribution in October. Membership of new task forces reviewed for overlap and representation. New administrative chairs for #4.2 and 7.1. **Leader:** C. Kozell
6. *Possible Position Statements:* Considered need for clarification and/or new policy on textbook solicitation by textbook buyers, in-district rates for active military personnel, and religious holiday observances and student attendance. **Leader:** G. Keith
7. *2005-06 Suggestions for Reducing Costs/Increasing Revenue:* Reviewed and identified practical employee suggestions for 05/06 budget savings as prepared by CASC. **Leader:** C. Brantley
8. *Research Agenda Priorities:* Prepare list of research questions for prioritization based on research areas for 2005-07 and strategic planning performance indicators. **Leaders:** C. Kozell & M. Spangler
9. *Hurricane Katrina Relief Effort:* Compile report of what college has done to support relief efforts from information forwarded regarding efforts at individual sites. **Leaders:** entire CC

Chancellor's Campus Visit Schedule

Members of the OCC Family are encouraged to visit the chancellor when she is on campus. All dates and times are subject to change. Please check your e-mail for updated changes.

*An update on strategic planning will be provided during each campus visit this month.

DATE	CAMPUS/EVENT	TIME	LOCATION
Oct. 3	New Employee Orientation	11:30 am - 1:00 pm	PDTC
Oct. 14	Orchard Ridge Senate Leadership	9:00 am - 11:00 am	Pres. Conf. Rm.
Oct. 14	Orchard Ridge Discipline Day	12:00 noon - 2:30 pm	J-306
Oct. 14	Orchard Ridge Campus Visit*	12:00 noon - 2:30 pm	J-306
Oct. 19	Highland Lakes Campus Visit*	2:30 pm - 3:30 pm	HH-305
Oct. 25	Royal Oak Campus Visit*	10:00 am - 11:00 am	D-201
Oct. 26	DO Chancellor's Brown Bag Lunch*	12:00 noon - 1:00 pm	Board Room
Oct. 27	Auburn Hills College Academic Senate	3:00 pm - 5:00 pm	T-1

Chancellor's Advisory Council

Mary S. Spangler, Ed.D.
Chancellor

Clarence E. Brantley
Vice Chancellor
Administrative Services

Janice L. Brown-Williams
Director
Student Services

Beatrice V. Catherino
Faculty
Academic Senate

Lloyd C. Crews
Academic Dean

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

Tahir B. Khan
Faculty
Academic Senate

Cheryl A. Kozell
Executive Director, Advancement
Coordinator, Strategic Plan

Gordon F. May
Campus President
Highland Lakes

Mary Ann McGee
Chairperson
College Academic Senate

Rocio Oxholm-Flores
International Student Advisor

Barbara A. Sadecki
Faculty Secretary

Advisory Students
Michele Berry
Suzanne Parini

Purpose: to keep the college community informed about issues addressed by the Chancellor's Advisory Council.

Chancellor's Advisory Council (CAC)

CAC meets the first Friday of each month to provide the chancellor an opportunity to gather input on strategic and operational issues. Minutes are recorded and posted on InfoMart. CAC operates by consensus. Membership is representative. Meetings are open to the entire college community.

Chancellor's Comments

- Welcome New Members:*
 - Beatrice Catherino, Lloyd Crews, Tahir Khan, Cheryl Kozell, Rocio Oxholm-Flores
 - Brief review of operating guidelines and mission of CAC
 - Review of stakeholder membership, term of office, and new seat for academic deans
- Legislative Update:* Review of current situation with Higher Education Act reauthorization, meetings with Washington, DC staffers and lobbying efforts.
- Strategic Plan Report:* Notice that Cheryl Kozell replaces Andy Hillberry as coordinator; status of task force recommendations to be brought to CAC for information and dissemination; schedule of status reports to the Board of Trustees, faculty, administrators/managers, and staff on progress of the Strategic Plan.
- Chancellor's Update:* Requested input on whether this document is worthwhile and useful to the OCC community. Consensus was affirmative with the suggestion the *Update* be provided quarterly or bi-monthly.

Action Items Dates and times for the 2005-06 CAC calendar were selected and agreed upon.

Information Items

- Higher Learning Commission:* Process, timeline to conduct the self-study, and Steering Committee membership were reviewed. A shift from historical perspective of how OCC achieved its current position to where OCC intends to go and how it will get there has occurred. The Strategic Plan places us on the right path to address the shift. *Position Paper #4* will describe an overview of accreditation. (G. Keith)
- Student Ambassador Program:* The purpose, functions, qualifications, and benefits of this new program to encourage student involvement was reviewed and received strong support. Additional suggestions were taken under advisement with advertising materials to be available soon. (G. Keith and M. Spangler)
- Lloyd Meeds Policy Fellowship:* The college has the opportunity to select one student for a paid semester internship in Washington, DC, with the firm of Preston Gates Ellis, OCC's lobbying firm.

Discussion Items

- Printed Schedules:* Both issues of the reduced number of fall schedules and the process by which collegewide decisions are made and disseminated were raised. The topic will have further attention. (M. McGee)
- Request to Reduce Driving:* In view of Hurricane Katrina's impact, a request to reduce driving to meetings that might be conducted by carpooling or using phone or e-mail whenever possible for the next 6 weeks was made and received general support.

Future Items

- Detroit Economic Calendar Dates and Speakers
- Faculty Recognition at Graduation

Chancellor's Advisory Council 2005-06 Schedule

Members of the OCC family are invited to attend these open meetings with supervisor approval.

DATE	MEETING	TIME	LOCATION
Nov. 11	Scheduled	12:00 noon - 2:00 pm	Board Room
Dec. 2	Scheduled	9:00 am - 11:00 am	Board Room
Jan. 13	Scheduled	12:00 noon - 2:00 pm	Orchard Ridge
Feb. 3	Scheduled	9:00 am - 11:00 am	Board Room
Mar. 10	Scheduled	12:00 noon - 2:00 pm	Board Room
Apr. 7	Scheduled	9:00 am - 11:00 am	Board Room
May 12	Scheduled	12:00 noon - 2:00 pm	Board Room
June 9	Scheduled	12:00 noon - 2:00 pm	Board Room
July/August	Called if and when critical issues arise	TBD	TBA