



## 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

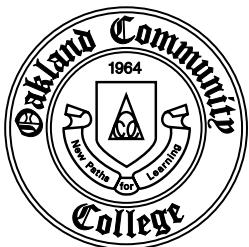
**Gordon F. May, Ph.D.**  
Campus President  
Highland Lakes

**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. The December meeting was held in the OCC Board Room.

#### November 30, 2005 Strategic Meeting Topics

- December 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
- Oakland Press Opportunity:* Discuss and accept offer from the *Oakland Press* to receive free copies on campus for distribution to students and for use in class discussions. **Leader:** G. May
- Board Presentations to Long-Term Retirees:* Review BOT's request to acknowledge at a board meeting all long-term (10 years or more), full-time employees who are retiring. Invite retirees to attend the meeting at which their separation is acted on and receive a certificate and gift. Those not attending will receive both items in the mail near the effective date of their retirement. **Leaders:** C. Rush and M. Spangler
- Parameters for CREST:* Discuss information needed as per action plan related to CREST recommendations. Identify type and amount of data needed for new College Planning Council to be able to address task force recommendations. **Leaders:** D. Adams and C. Brantley
- CC and Chancellor Accomplishments:* Consider opportunity for CC to identify impacts that senior leadership has had at OCC since September 2003 and how those impacts might be presented for evaluation purposes. Prepare questions for a facilitated discussion of the positive impacts. **Leader:** M. Spangler
- Affirmative Action Plan:* Review and discuss draft data gathered by Human Resources relative to OCC's hiring practices. Consider next steps in using the information to develop strategies to improve the college's outcomes in hiring. **Leader:** C. Rush

#### December 13, 2005 Operational Meeting Topics

- Limits of Authority:* Review of the current OCC Board of Trustees' policy regarding the source and limits of authority in committing the college to general purchases up to \$25,000 (Division III.3.4). Dissemination to direct reports requested. **Leader:** M. Spangler
- Commencement Location Endorsement:* Report on the Commencement Committee's site visit to a new location for graduation ceremony in June and endorsement of the move because of changed date imposed by The Palace at Auburn Hills. **Leader:** M. Spangler
- Evaluation Materials:* Review of 360° feedback survey materials and peer evaluation components. Review of process to solicit input and proposed timeline. Final changes made for March distribution. **Leader:** M. Spangler
- Vacancy Committee Meeting:* CC reconvened from December 8 meeting to discuss faculty position prioritization and job descriptions. **Leader:** C. Rush

#### 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.

| DATE    | CAMPUS/EVENT  | TIME                  | LOCATION                     |
|---------|---|-----------------------|------------------------------|
| Jan. 13 | Chancellor's Orchard Ridge Campus Visit               | 11:00 am - 12:00 noon | President's Conference Room  |
| Jan. 13 | Chancellor's Advisory Council (special time/location) | 12:00 noon - 2:00 pm  | Orchard Ridge/ J-305         |
| Jan. 13 | MLK Convocation                                       | 2:00 pm - 4:00 pm     | Orchard Ridge/ Smith Theatre |
| Jan. 17 | Highland Lakes Campus Visit                           | 9:00 am - 10:00 am    | Highland Lakes/ HH-305       |
| Jan. 17 | Chancellor's Brown Bag Lunch                          | 11:30 am - 12:30 pm   | Board Room                   |
| Jan. 18 | Chancellor's Auburn Hills Campus Visit                | 9:30 am - 10:30 am    | President's Office           |
| Jan. 18 | Articulation Agreement Signing w/Ferris State         | 11:00 am - 2:00 pm    | Auburn Hills/ T-1            |
| Jan. 31 | Chancellor's Royal Oak Campus Visit                   | 9:30 am - 10:30 am    | Counseling Offices           |

# 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, Ph.D.**  
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 generally 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.

The CAC meeting in December was canceled.

## 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      |
|-------------|--|----------------------|---------------|
| 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           |

\*Denotes a meeting time other than the regularly scheduled first Friday of the month.