



Chancellor's Cabinet

Mary S. Spangler, Ed.D.
Chancellor

Clarence E. Brantley
Vice Chancellor
Administrative Services

Steven J. Reif, Ph.D.
Vice Chancellor
Academic Affairs (Interim)

Andrew R. Hillberry
Chief Information Officer

Cheryl A. Kozell
Chief Strategic
Development Officer (Acting)

Catherine J. Rush
Chief Human Resources Officer

David P. Adams, Ph.D.
Campus President
Royal Oak/Southfield (Interim)

Patricia A. Dolly, Ed.D.
Campus President
Auburn Hills

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

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

Lloyd C. Crews
Executive Director
of Student Services (Acting)



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 ½-day each month to coordinate *operational* issues. The strategic meeting was held at Pontiac Center.

January 10, 2007, Strategic Meeting Topics

- *January Board of Trustees (BOT) Agenda:* Draft agenda prepared for BOT's officers to review and finalize.
- *Sun-setting Programs:* Discussion about data sources and process in reviewing programs considered for elimination. Issues of courses continuing after sun setting, indicators to monitor, timelines, strategies to support continuation, creation of a watch list, and consistent process were discussed. Conversation will continue and include faculty, Senate, and other stakeholders.
- *Early College High School Program:* Brief report on activities involving Brother Rice HS pilot and update on other activities of Special Assistant to Chancellor.
- *Commencement Speakers:* Names of speakers reviewed. Chancellor's Office to contact individuals for availability.
- *Review of Search Committees activities:* Reviewed timeline. Job announcements posted in national publications. Committee members invited. Meetings to launch activities scheduled by end of January by J. Shadko and G. May.
- *BOT Meeting Schedule:* DO still in renovations. Future meeting sites will cycle through campus sites again.
- *Institutional Dashboard:* Report from committee (C. Kozell, C. Rush, S. Reif, M. Spangler). Subcommittee will meet again and make recommendations to CC.
- *PDTC Update:* Report on recent issues and actions in table form addressing service, policy, products, measures, needs assessment, and partnering. Consensus that PDTC is making excellent progress.
- *Continuing Action Plan:* Quarterly review of grid of CC tasks, responsible individuals, next steps, and timeline.
- *Emeritus Process:* Discussion about creating appeal process and/or changing nomination process in recommending emeritus status.
- *Review Distribution Lists:* Campus/site designations on Outlook distribution lists to provide guidance to college staff in considering eligibility for college-wide organizations and events.

January 23, 2007, Operational Meeting Topics

- *Continuing Action Plan:* Review of status of CC's operational activities previously discussed and assigned.
- *Senior Positions:* Review of draft job descriptions (duties, skills, requirements) for senior administrative positions.
- *New Logo:* Discussion of appropriate uses for alternate logo with decision to limit use to merchandise when other design will not "fit" and instruct Graphics on making it accessible.
- *Commencement Speaker Status:* Report on responses to inquiries and importance of resolving issue asap.
- *Registration & Enrollment Management Plan:* Assignment to design priority registration plan (with broad stakeholder input) along with clarifying contractual requirements regarding late enrollment and strategies for responding to student needs.
- *External Organization Requests:* 4th Fridays sponsorship; Michigan Heart Gallery display; Leadership Oakland participation; Birmingham Bloomfield Chamber mentoring opportunities.
- *Time and Motion Review:* Status of software package to identify time-on-task outcomes.
- *Reducing Costs Update:* Materials for 2004/05, 2005/06, and 2006/07 were reviewed with comment that most efficiencies were realized in first two years and many suggestions are now being duplicated. Recommendation to put out the request with list of previous requests submitted to avoid duplication and added work for staff.
- *Document Imaging Report:* Discussion of importance to address backlog of archived documents and convert them to digital form. CC supported need to move forward with RFP process.

Chancellor's Campus Visit Schedule

Members of the OCC family are encouraged to visit the chancellor when she is on campus. Dates and times are subject to change. Please check your e-mail for the latest information.

DATE	CAMPUS/EVENT	TIME	LOCATION
February 5	Royal Oak Campus Visit	11:00 am – 12:00 noon	B-122
February 9	Orchard Ridge Campus – Discipline Day	12:30 am – 2:00 pm	J-306
February 15	Auburn Hills Campus Visit	11:30 am – 12:30 pm	B-218
February 15	Chancellor's Brown Bag Lunch	1:00 pm – 2:00 pm	RH Board Room
February 15	Chancellor's Highland Lakes Campus Visit	4:00 pm – 5:00 pm	HH-305

Chancellor's Advisory Council

Mary S. Spangler, Ed.D.
Chancellor

Clarence E. Brantley
Vice Chancellor
Administrative Services

Tina M. Felcyn
Admissions Recruiter

Muriel M. Gray
Faculty Secretary

Tahir B. Khan
Faculty
Academic Senate

Cheryl A. Kozell
Chief Strategic
Development Officer (Acting)
Coordinator, Strategic Plan

Jayne H. Lobert
Faculty
Academic Senate

Mary Ann McGee
Chairperson
College Academic Senate

Carla R. Mathews
Dean of Enrollment Services

Rocio Oxholm-Flores
International Student Advisor

Steven J. Reif, Ph.D.
Vice Chancellor
Academic Affairs (Interim)

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

Advisory Students

Susan Haight
Jason Hale
Shirantha Kannangara
Kim Newton

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, approved at the next meeting, and then posted on InfoMart. CAC operates by consensus. Membership is representative. Meetings are open to the entire college community.

January 12, 2007, Report on CAC Activities

CAC members were encouraged and invited to attend the MLK Convocation at 2 pm at OR Smith Theater following the meeting.

- *Vice Chancellor and RO/SF Campus President Searches:* Reviewed status including timeline for July 2007. Job announcements were posted in national publications. Committee members (12 per search) were named and invited. Meetings to launch activities are scheduled in January with committees chaired by J. Shadko and G. May.
- *Commencement Speakers:* Names of speakers reviewed. Several additional names recommended. Chancellor's Office is in process of contacting individuals for their availability.
- *Strategic Planning:* Membership lists for 2007 Task Forces 2.2, 2.3, and 5.3 were distributed. Invitations have gone out to individuals named. All but 2 remaining activities will be addressed during 2003-07 planning period. *2006 Annual Report* on strategic planning activities was distributed and is also available on Infomart.
- *Report from CPC:* December meeting was cancelled to provide members opportunity to read and review data reports prior to informed discussion in January on preliminary directions for next planning process. Input will be gathered from all stakeholders, including the BOT, to assist CPC in identifying top priorities.
- *Student Report:* K. Newton distributed a copy of *Blueprint*, a new newsletter created by AH architectural students. S Haight raised a question about student issues involving instruction time. J. Hale inquired about status of virtual website for OCC students to communicate.
- *Status on Budget Savings:* Over previous 4 years, college has solicited cost-saving ideas from all employees. Early years saw greatest opportunities to save. This year college instituted print management system in all libraries and issued 50 free copies to each student. Project has saved about \$75,000 with no major problems.
- *State Assessment of ICT Literacy:* OCC was pilot site for Educational Testing Services (ETS) Information and Communication Technology Literacy Test. Two articles discussing test conclusions were distributed. Findings indicate research and critical thinking skills still need to be taught.
- *AACC and Entrepreneurship Week USA:* American Association of Community Colleges invited all colleges to join growing partnership of students to explore their potential as innovative thinkers. Material will be shared with Business faculty. Week runs from Feb. 24-March 3. Sign up at www.EntrepreneurshipWeekUSA.com
- **NOTE: 2/2/07 CAC Meeting cancelled because of schedule change/conflict with MCCA Presidents Council**

Chancellor's Advisory Council 2006-07 Schedule

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

DATE	TIME	PLACE
February 2, 2007	No Meeting	Cancelled due to MCCA conflict
March 9, 2007	12:00 noon – 2:00 pm	DO Board Room
April, 2007	No Meeting	–
May 11, 2007	12:00 noon – 2:00 pm	DO Board Room
June 2, 2007	9:00 am – 11:00 am	DO Board Room

Vision 2002 - 2007

Oakland Community College puts students first so they reach their highest potential. We are a caring college that values innovation, high quality service, and professionalism at every level.