



CHANCELLOR’S COUNCIL MINUTES

April 9, 2002

8:30 a.m. – 12:00 p.m.

District Office, Board Room

MISSION: “Create a vision and pursue strategies with fervor to implement it.”

CALLED TO ORDER BY: Richard Thompson, Chancellor TIME: 8:30 a.m.

IN ATTENDANCE:

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|--|--|
| <input checked="" type="checkbox"/> D. Adams     | <input checked="" type="checkbox"/> C. Brantley  |
| <input checked="" type="checkbox"/> C. Brown     | <input checked="" type="checkbox"/> E. Callaghan |
| <input checked="" type="checkbox"/> G. Faye      | <input checked="" type="checkbox"/> E. Harrison  |
| <input checked="" type="checkbox"/> G. Keith     | <input checked="" type="checkbox"/> C. Kozell    |
| <input checked="" type="checkbox"/> G. May       | <input checked="" type="checkbox"/> L. Pososki   |
| <input checked="" type="checkbox"/> M. Smydra    | <input checked="" type="checkbox"/> N. Stephens  |
| <input checked="" type="checkbox"/> J. Wersching |  |

Others: David Doidge and Letyna Roberts

I. PRESENTATIONS/SPECIAL GUESTS

A. 2002-2003 Perkins Plan

David Doidge and Letyna Roberts presented the 2002-2003 Perkins Plan. It was noted that OCC received \$45,000 less than last year due to the decrease in Pell grants last year. There is a good possibility that OCC will be reimbursed this amount.

II. CHANCELLOR’S COMMENTS

Chancellor Thompson provided an overview of the issues discussed at the MCCA Board of Directors meeting this past weekend.

III. MEETING’S FOCUS ITEM

A. Records Management Project

Millican & Associates present the records management project. Other steps need to be undertaken prior to going to Chancellor’s Council for consideration.

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I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Data Analyst Position

This item was approved as submitted.

B. Criteria for Cell Phone Distribution

All cell phone numbers will be listed on the Info Mart. A procedure will be developed to enable Purchasing Department to notify the Web Master of all changes/additions to the cell phone list.

C. Coaches Pay

Chancellor's Council approved the increase in coaches pay, effective this next fiscal year.

D. Facilities Manager Report

Changes made by Chancellor's Council previously were reflected in the report as distributed. New rental rates will be effective immediately.

E. Non-Credit Teaching Assignments

The document above document was lodged as an action item for the next Chancellor's Council meeting.

II. DISCUSSION ITEMS

A. Legislative Assignments

Cheryl Kozell distributed the list of legislative assignments.

B. Centers and Institutes

President's Cabinet will present to Chancellor's Council an inventory of definitions and procedures for implementing the titles of institute, academy and center.

C. July Agenda Review

Staff agenda review will be held on July 2 at 11:00 a.m. (immediately following Chancellor's Council) and Board agenda review will be held on Wednesday, July 3 at 6:00 p.m. Due to the college closing on July 4 & 5, the Board packets will be overnighted to the Board on Monday, July 8.

D. Teaching Class During Scheduled work Day

It was again emphasized that teaching assignments for employees will not be approved during the employee's regular work schedule; they cannot take vacation time to teach at OCC; nor can they take sick time in the morning and work overtime in the evening.

E. Non-Traditional Learning

The roles and responsibilities of non-traditional classified personnel was shared.

F. Student Bereavement

The protocol of handling student and staff bereavements was forwarded to the President's Cabinet.

G. OCC Graduation

The coordination of the commencement ceremony will be moved from the marketing department to enrollment services next year.

### III. COUNCIL REPORTS

None

The meeting concluded at 11:55 a.m.

Respectfully submitted,

Pamela Dorris  
Executive Assistant to the Chancellor

RESPONSIBILITIES: 1) Committing resources; 2) policy development; 3) benchmarking;  
4) organizational development; 5) creating a standard of accountability for all members of the College,  
based on the primacy of the student, in everything we do.