



CHANCELLOR’S COUNCIL MINUTES

January 14, 2003

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 T. Thompson, Chancellor TIME: 8:30 a.m.

IN ATTENDANCE:

- D. Adams
- C. Brantley
- G. Faye
- G. Keith
- G. May
- C. Rush
- J. Wersching

- S. Blackman
- E. Callaghan
- A. Hillberry
- C. Kozell
- L. Pososki
- M. Smydra

Others: Bob Montgomery

I. PRESENTATIONS/SPECIAL GUESTS

II. CHANCELLOR’S COMMENTS

III. MEETING’S FOCUS ITEM

A. Matrix Management Workshop Responses

The matrix management workshop responses were distributed and reviewed. District Office administrators will review the responses and determine next steps.

I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Diversity Membership

With the passing of the chairpersonship from Dr. Marty Smydra to Dr. Sharon Blackman, Chancellor’s Council felt it timely to re-commission and repopulate the committee. It was agreed that the committee membership will be drawn from new and previous members for the sake of continuity. Dick Thompson and Sharon Blackman will meet to finalize the committee membership.

B. Job Descriptions

The revised job descriptions for the Human Resources Assistant, Human Resources Specialist and Public Safety Sergeant were approved. Clarence Brantley did not agree with the decision to modify the educational requirements in the Specialist position.

C. Dean's Cabinet

Chancellor's Council endorsed the recommendation to identify the Dean's monthly meetings as Dean's Cabinet. Deliberations of student issues and contract maintenance will be added to the functions of the Cabinet.

D. Dean's Hiring Process

Minor changes were made to the Dean's hiring process as it related to multiple campus vacancies and the representation on the selection committee.

II. INFORMATION ITEMS

A. Workforce Development Services

Sharon Blackman distributed the new program brochures.

B. Emergency Response Plan

The training schedule for the emergency response procedures was approved. Night administrators will be training with this schedule. The procedures will be posted in all classrooms and departments. This falls under obligatory training and will require documentation of attendance

C. Technology Appropriate Use Regulations

This item was lodged for action at next Chancellor's Council meeting.

III. DISCUSSION ITEMS

A. Scanning

Chancellor's Council agreed to have Marty Orlowski continue to share information with them regarding political/legislative issues and topics relating to College goals.

IV. COUNCIL REPORTS (at discretion of each chair)

Administrative Services Council is focusing on the 113 cost cutting recommendations.

Diversity Committee is looking at a college-wide week for diversity activities.

President's Cabinet will discuss community education and the effect professional education has on the matrix organization. This topic will be added to the February 25th Chancellor's Council meeting.

Cathy Rush indicated that the Teamsters contract was ratified by its membership on January 13, 2003.

Chancellor's Council agreed that the \$13.75 American Express card monthly service fee will be paid by employees who want to continue use of the card.

Facility Managers will be added to the process of reviewing the class schedules to aid in proof reading prior to printing them.

Gordon May distributed nursing brochures.

V. FUTURE ITEMS

1. Leadership Follow Up
2. Retreat Issues
3. Goal Assignments for Five-Year Plan
4. Video Project

VI. PROCESS CHECK

1. What worked
2. What didn't work
3. What's missing

Meeting adjourned at 11:50 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
5) College, based on the primacy of the student, in everything we do.