



CHANCELLOR’S COUNCIL MINUTES

April 10, 2003

8:30 a.m. – 10:30 a.m.

PDTC

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:

- | | |
|---|--|
| <input checked="" type="checkbox"/> D. Adams | <input checked="" type="checkbox"/> S. Blackman |
| <input checked="" type="checkbox"/> C. Brantley | <input checked="" type="checkbox"/> E. Callaghan |
| <input checked="" type="checkbox"/> D. Dunshee | <input checked="" type="checkbox"/> G. Faye |
| <input checked="" type="checkbox"/> A. Hillberry | <input checked="" type="checkbox"/> G. Keith |
| <input checked="" type="checkbox"/> C. Kozell | <input checked="" type="checkbox"/> G. May |
| <input checked="" type="checkbox"/> R. Montgomery | <input checked="" type="checkbox"/> L. Pososki |
| <input checked="" type="checkbox"/> C. Rush | <input checked="" type="checkbox"/> M. Smydra |
| <input checked="" type="checkbox"/> R. Thompson | |

I. PRESENTATIONS/SPECIAL GUESTS

None

II. CHANCELLOR’S COMMENTS

None

III. MEETING’S FOCUS ITEM

None

I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Cost Reduction/Revenue Generation

Clarence Brantley distributed a copy of the current budget (2003-2004) cost reduction and revenue generation recommendations, potential long-term budget impact recommendations and good practice recommendations as presented by the College Administrative Services Council.

Chancellor’s Council reviewed and approved the following recommendations for immediate implementation.

- 1.) The Board Digest will be distributed in electronic format only at a savings of \$468.
- 2.) The College will reduce the quantity of printed schedules by 30,000 for a savings of \$24,000 in reduced printing and postage costs.
- 3.) The College will outsource electricity to an alternative supplier for a potential savings of \$170,059 to \$289,100.
- 4.) The College employees will utilize online flight arrangements for a potential savings of \$1900.
- 5.) The College will reduce committee meetings and utilize conference calls for a potential savings of \$11,000 in reduced mileage costs. Need to promote this concept internally so people are more aware of it.

- 6.) The capital budget expenditures will be reduced by an additional \$100,000. Chancellor's Council will evaluate processes for further reduction of capital budget expenditures in the future. A College-wide equipment review committee will be developed.
- 7.) The new initiatives budget will be reduced by \$350,000.
- 8.) The college will move to establish a College ticket enforcement revenue stream shifting ticket revenue from the county to the College. The potential revenue the first year is \$25,455 and \$32,653 for subsequent years.

The following potential long-term budget impact recommendations were approved:

- 1.) It was agreed to review the Arts & Entertainment brochure printing/ mailing costs.
- 2.) The College will review the use of the Career Focus Magazine. A plan to develop a College image piece in place of the Career Focus Magazine that would be more pervasive in the county will be reviewed as a part of the long-term recommendation.
- 3.) The College will proceed to distribute the College catalog on CD. Paper copies will still be available. Subsequent year savings will be realized due to reduced mailing costs.
- 4.) The College will review the function of mailing postcards announcing class schedules for a reduction in postage costs.
- 5.) Explore early retirement incentives.
- 6.) Tighten regulations on mailings.
- 7.) Establish continual review of cost effectiveness of all services such as the PDTC.
- 8.) The College should consider creating a policy for the control of space temperature set points and the use of individual heaters and fans.
- 9.) Review the need for motion sensitive light switches.
- 10.) Consider discontinuing the use of American Express for flight travel bookings.
- 11.) Look at reducing event and meeting expenses for all service areas including the OCC Foundation.
- 12.) Evaluate video conferencing alternatives to reduce travel between campuses.
- 13.) Fully implement the fixed asset system and evaluate future furniture, equipment and vehicle needs. Establish replacement guidelines.
- 14.) Consolidate/share the use of equipment across campuses.
- 15.) Look at alternative vehicles such as a Cushman for campus mail/maintenance needs.
- 16.) College Facilities Committee will review the need to renovate "C" building on the Orchard Ridge campus.
- 17.) Evaluate consolidation and or movement of Pontiac Place, Pontiac Center and District Office.
- 18.) Evaluate the need for special contracts, supplemental contracts on an on-going basis.
- 19.) Review and evaluate overtime and intersession needs on an on-going basis.
- 20.) Evaluate college programs on an on-going basis.
- 21.) Conduct routine reviews to reduce or restructure operations.
- 22.) Review staffing/overtime of Public Safety Department.
- 23.) Reduce the use of temporary employees.
- 24.) Review current health care providers/plans for possible consolidation.
- 25.) Review printing/copying use and potential fees in libraries.
- 26.) Investigate potential grants for energy conservation measures.
- 27.) Review possible increase in transcript fee.

The following immediate good practice recommendations were approved:

- 1.) Put more materials on the Blackboard system for students to print instead of OCC making copies.
- 2.) Stop sending out notices to employees announcing holidays.
- 3.) Utilize e-mail to share information and reduce postage, paper and copy costs.
- 4.) Financial Aid Departments should not send forms to students twice.
- 5.) Replace washers, as needed in all bathrooms, lounges and science labs.
- 6.) Turn off lights when there is no activity.
- 7.) Review and evaluate all travel needs.
- 8.) Encourage the use of onsite facilities whenever possible.
- 9.) Scale down food expenses for registrations, meetings and other functions.
- 10.) Assure that employees purchase from BOISE catalog.
- 11.) Look at the most efficient way to do data entry.
- 12.) Strive to settle labor/contract issues in a timely manner.
- 13.) Review cost cutting measures on an on-going basis.

14.) Encourage employees to secure computers and other equipment to reduce theft.

B. Lodge Sunsetting of Retail Management

Chancellor's Council lodged the sunsetting of the retail management program. Chancellor's Council will act on this item at the next Chancellor's Council meeting.

C. Faculty/Classroom Emergency Response Plan

Presidents were charged with the responsibility for securing building marshals in all buildings. The status will be reviewed at the end of April.

II. INFORMATION ITEMS

A. Travel Approval Guidelines

Chancellor's Council lodged the travel approval guidelines for approval at the next Chancellor's Council meeting. Chancellor's Council was asked to forward suggestions to Martha Smydra or Julie Kaufman.

B. Leadership Oakland

George Keith will coordinate the recommendations for the Leadership Oakland program. It was noted that nominations should be forwarded to the campus presidents.

III. DISCUSSION ITEMS

A. College Emergency Closing Procedure

Chancellor's Council lodged the College Emergency Closing Procedure. Suggestions regarding the procedure should be submitted to Clarence Brantley.

B. Leadership Program

Linda Pososki distributed a list of the OCC Leadership Program Participants.

C. Site-based Action Plan Presentations for Administrative/Management Meeting

Linda Pososki distributed information regarding preparations for the Administrative/Management meeting to be held on Tuesday, April 22, 2003.

IV. COUNCIL REPORTS

Sharon Blackman noted that April 7 – 11, 2003, is College Diversity Week. The book discussion at the Highland Lakes Campus has been postponed to a later date and activities may be extended at District Office due to the power outage. She encouraged Chancellor's Council members to send out an e-mail encouraging participation at each site. She also noted that brochures were distributed and posters were displayed at each site.

Gordon May reported that the Highland Lakes Cultural Diversity Day was excellent. Further, he attended the women's basketball team awards banquet on April 9, 2003. He also thanked Cheryl Kozell, Linda Pososki and Stella Malkowski for their work on the selection committee for the position of Executive Assistant to the Chancellor.

George Keith noted that candidates for the dean's positions have been conducted and the selection committee will be meeting to make final recommendations.

George Keith reported that diversity week has been very helpful in facilitating discussions.

V. FUTURE ITEMS

- A. Retreat Issues (RTT)
- B. Goal Assignments for Five-Year Plan (progress report 12/3 retreat)
- C. Video Project (4/03)
- D. Leadership Follow Up

VI. PROCESS CHECK

- A. What worked
- B. What didn't work
- C. What's missing

The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Pamela Kramer
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.