



CHANCELLOR'S COUNCIL MINUTES

July 8, 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: Clarence Brantley, Interim 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 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 type="checkbox"/> R. Montgomery | <input checked="" type="checkbox"/> L. Pososki |
| <input checked="" type="checkbox"/> C. Rush | <input checked="" type="checkbox"/> M. Smydra |

I. PRESENTATIONS/SPECIAL GUESTS

None

II. CHANCELLOR'S COMMENTS

Clarence Brantley requested that Chancellor's Council members ensure that their employees have met mandatory training requirements.

Clarence Brantley noted that some grade reports recently sent to students were incorrect. Corrected grade reports will be mailed to students

It was noted that the College's fall schedule incorrectly listed the tuition rate for 12 credit hours. All employees will receive a communication regarding the correction.

III. MEETING'S FOCUS ITEM

None

I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Cost Reduction & Revenue Generation Recommendations

Clarence Brantley distributed information regarding cost reduction and revenue generation recommendations as approved by Chancellor's Council on April 10, 2003. Chancellor's Council members were asked to review the document.

B. User Account Procedure

Clarence Brantley distributed the user account procedures and asked Chancellor's Council to review it.

C. Miscellaneous Salary Increases

Catherine Rush discussed miscellaneous salary increases. Chancellor's Council approved maintaining the current rates of pay and noted that they will become a part of the regular budget cycle with the exception of Institutional Research. A committee was formed to develop a proposal for Institutional Research for Chancellor's Council consideration at the next meeting.

D. Salary Adjustments for IR

This item was discussed under miscellaneous salary increases.

II. INFORMATION ITEMS

Clarence Brantley updated Chancellor's Council on the status of the Child Care Centers noting that the Board of Trustees directed everything to remain status quo at this time until a review could be conducted regarding rate structures. This review is currently being done.

David Adams requested that Chancellor's Council help identify sponsors for the golf outing.

III. DISCUSSION ITEMS

A. College Emergency Closing Procedure

Clarence Brantley distributed the College Emergency Closing Procedure for Chancellor's Council members to review.

B. Cell Phone Procedure

Information regarding cell phone assignments and procedures was distributed by Clarence Brantley.

IV. COUNCIL REPORTS

None

V. FUTURE ITEMS

- A. Retreat Issues
- B. Video Project
- C. Child Care Centers

VI. PROCESS CHECK

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

Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Pamela Kramer
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.