



CHANCELLOR’S COUNCIL MINUTES
October 28, 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: Mary S. Spangler, Chancellor TIME: 8:45 a.m.

IN ATTENDANCE:

- | | |
|--|--|
| <input checked="" type="checkbox"/> D. Adams | <input 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 |
| <input checked="" type="checkbox"/> M. Spangler | |

I. PRESENTATIONS/SPECIAL GUESTS

Scott Killian distributed information regarding process review and documentation, and he requested Chancellor’s Council support of the project. Chancellor’s Council requested that Scott Killian work through Administrative Services in developing processes.

II. CHANCELLOR’S COMMENTS

A. Chancellor’s Request for Input

Mary Spangler distributed a compilation of input from employees regarding best experiences, core values, and wishes in response to her request. She asked Chancellor’s Council to review the document prior to future discussions regarding the strategic plan to determine how it will be incorporated into that process.

III. ACTION ITEMS/CRITICAL RECOMMENDATIONS

None

IV. INFORMATION ITEMS

A. Employee Exit Checklist

Catherine Rush distributed an employee exit checklist developed by a sub-committee of the Administrative Services Council for use when regular employees leave the College. The Human Resources department will work in conjunction with the PDTC to discuss the responsibility of supervisors in completing the checklist.

V. DISCUSSION ITEMS

A. Cost Reduction Recommendations

Clarence Brantley distributed the most recent document regarding cost reduction and revenue generation recommendations as submitted to the Board of Trustees. He noted that Administrative Services is preparing a process to gather suggestions for next fiscal year.

B. Administrative Management Workshop Participation

Linda Pososki provided an update on the Administrative Management meeting scheduled to be held on Thursday, October 30, 2003.

C. Managing the College Goals and Objectives

Chancellor's Council will meet on Thursday, October 30, to identify criteria that will be used to select objectives to meet the College goals. Mary Spangler shared an implementation grid with Chancellor's Council that she will give to the College Planning Council for their use as they begin working on the next steps in the process.

VI. COUNCIL REPORTS

A. Diversity Committee

George Keith will chair the Diversity Committee meeting scheduled today, October 28, on behalf of Sharon Blackman.

B. College Administrative Services Council

Clarence Brantley reported that the College Administrative Services Council is working on rewriting the College business travel guidelines and the College emergency closing procedures. They are also working on a code of responsibility for security and confidentiality. The College emergency response plan is almost complete. The child care operations sub-committee is working on their review. Administrative Services is reviewing copyright issues, and Clarence Brantley will discuss this with George Keith to ensure that Administrative Services and the College Academic and Student Services Council work together. George Keith invited Clarence Brantley to join a Chancellor's Cabinet subcommittee working on copyright issues.

C. College Academic and Student Services Council

No report.

D. College Planning Council

Martha Smydra noted that this is the last week employees have to make applications for new initiatives and fast track monies.

VII. FUTURE ITEMS

A. Retreat Issues

Mary Spangler noted that the planning cycle will be discussed after the strategic plan is presented in January.

B. Child Care Centers

The College continues to maintain the status quo on the child care centers while the College Administrative Services Council conducts their review.

C. Vision Statement

A sub-committee has been established to begin formulating a vision statement.

D. Higher Learning Commission Response

George Keith recommended that key players working on outcomes assessment discuss the progress report with Chancellor's Council in January.

E. Outcomes of Goals and Objectives Activity

Chancellor's Council will work to identify the criteria that will be used to select the final objectives.

Meeting adjourned at 11:15 a.m.

Respectfully submitted,

Pamela Kramer
Executive Assistant to the Chancellor