



CHANCELLOR’S COUNCIL MINUTES
January 28, 2003
8:30 a.m. – 10:30 a.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:

- | | |
|---|--|
| <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"/> 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"/> L. Pososki |
| <input checked="" type="checkbox"/> C. Rush | <input checked="" type="checkbox"/> M. Smydra |
| <input checked="" type="checkbox"/> R. Thompson | <input checked="" type="checkbox"/> J. Wersching |

Guests: Robert Montgomery, David Dunshee

I. PRESENTATIONS/SPECIAL GUESTS

A. Web Advisor – Hillberry

Andrew Hillberry, Chief Information Officer, offered a report of online web advisor processes. The timeline for web advisor will be developed by the Data Management Team and will be presented to Chancellor’s Council for approval.

II. CHANCELLOR’S COMMENTS

Richard Thompson, Chancellor, will order copies of “Barriers to Distance Education” for Chancellor’s Council members and others who may find it useful.

III. MEETING’S FOCUS ITEM

None

I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Technology Appropriate Use Regulations

Chancellor's Council approved the recommended changes to the Technology Appropriate Use Regulations policy as presented by Jean Wersching, Information Technologies. The revised policy will be lodged at the February Board of Trustees' meeting and submitted for approval at the March Board of Trustees' meeting. A copy of the Technology Appropriate Use Regulations will be sent to the Board of Trustees for their review.

Gerald Faye will present the Technology Appropriate Use Regulations at the February College Academic Senate meeting.

Chancellor's Council discussed the importance of implementing the policy subsequent to the Board of Trustees' approval in March. Jean Wersching distributed a message that will appear when users log in to the system. Chancellor's Council reviewed and revised this message. Policies will also be placed on the info-mart and the College website. In addition, it will be printed in employee handbooks, student handbooks and the College catalog. It will also become a part of new employee orientation. In-service forums will be held, and the text will be framed and placed where computer systems exist. Other means of communicating the policy will also be explored.

B. Revised Job Description – Rush

Chancellor's Council reviewed, revised and approved the job description presented by Catherine Rush, Chief Human Resources Officer.

II. INFORMATION ITEMS

A. Nursing/Health Care Tech Staffing – Smydra

Martha Smydra updated Chancellor's Council about nursing and health care tech staffing, noting a change that will be made in the reporting structure.

Catherine Rush, Chief Human Resources Officer, requested that a memo confirming the changes be submitted to Human Resources.

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B. Touch Tone Hardware Failure Update – Hillberry

Andrew Hillberry, Chief Information Officer, reported on the hardware problems that created registration difficulties during the recent registration period.

George Keith, Vice Chancellor of Academic and Student Affairs, recommended that the College utilize six recommended targets to ensure a smooth registration process. It was decided that the six targets presented by George Keith are to be sent to the Data Management Team along with a copy of Andrew

Hillberry's report for review and suggestions.

Chancellor's Council agreed to review registration information following every registration period to ensure that difficulties are appropriately addressed.

C. MARSP Seminar – Rush

The Michigan Association of Retired School Personnel (MARSP) will hold a retirement planning seminar on March 25, 2003, at 4:00 p.m. MARSP will send seminar information to all employees. Catherine Rush, Chief Human Resources Officer, noted that because this is not a College sponsored function, employees will be required to use their own time if they wish to attend. Ms. Rush will distribute copies of the flyer to members of Chancellor's Council.

D. Temporary Faculty Benefits – Rush

Chancellor's Council tabled this item until the next meeting.

E. In-Service Forums – Rush

The Board of Trustees approved contracts for the AFSCME Classified Union and the Teamsters Union on January 27, 2003. In follow-up to these actions, Catherine Rush noted that separate in-service forums will be held for employees regarding the content of the contracts, one for the Classified unit and one for the Teamster unit. The Chancellor encouraged all Chancellor's Council members to attend the forums.

III. DISCUSSION ITEMS

A. Communication of Chancellor's Council Info - Brantley

Chancellor Thompson noted that when a Chancellor's Council member receives an inquiry, it should be forwarded to Pam Dorris who will include it on the Chancellor's Council agenda as a discussion item.

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B. Distribution of Reports – Brantley

Clarence Brantley, Vice Chancellor of Administrative Services, requested that a formal process be set up whereby College employees can be apprised of actions taken at Chancellor's Council meetings.

Chancellor's Council discussed potential formats for such communication and agreed that the minutes of today's meeting will be reviewed at the next Chancellor's Council meeting to determine a suitable format for communicating action items to College employees.

C. Updated Organizational Charts – Brantley

Clarence Brantley distributed copies of the revised organizational charts. He will work with David Adams and Catherine Rush to develop a procedure for updating the organizational charts. In addition, he will work with David Adams and Andrew Hillberry to develop a recommendation for making this information available on the info-mart and the College website. Both recommendations will be presented at the next Chancellor's Council meeting.

IV. COUNCIL REPORTS

Martha Smydra reported that the College Planning Council met last week and confirmed three proposed goals for this year including: reexamining new initiatives; organizing the planning process of the College; and looking at how the College is working towards its five year goals. A report will be presented to the College Academic Senate at the March meeting.

Clarence Brantley reported that employee recommendations for budget cutbacks are being reviewed and have been sorted into categories. The recommendations will be sent to the Administrative Services Council for review and subsequent recommendations will be brought back to Chancellor's Council by March with the intent of implementing recommendations during the next fiscal year.

Gerald Faye reported that a motion will be made at the next College Academic Senate meeting regarding course pre-requisites. The Chancellor recommended that other Colleges be surveyed to determine how they have dealt with pre-requisite issues in Colleague.

Ed Callaghan reported that the President's Cabinet met yesterday, but no formal recommendations have been made at this time.

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V. FUTURE ITEMS

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

VI. PROCESS CHECK

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

Meeting adjourned at 12:10 p.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.