



OAKLAND
COMMUNITY
COLLEGE

CHANCELLOR'S COUNCIL MINUTES

August 7, 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: George Keith, Interim Chancellor TIME: 8:30 a.m.

IN ATTENDANCE:

- D. Adams
- C. Brantley
- D. Dunshee
- A. Hillberry
- C. Kozell
- R. Montgomery
- C. Rush

- S. Blackman
- E. Callaghan
- G. Faye
- G. Keith
- G. May
- L. Pososki
- M. Smydra

I. PRESENTATIONS/SPECIAL GUESTS

None

II. CHANCELLOR'S COMMENTS

Chancellor's Council supported participating in Walsh College's Alliance for Excellence in Online Education.

Chancellor's Council supported sponsoring Walsh College's Jeffrey W. Berry Tribute Dinner.

George Keith offered an update on the Board Agenda Review held Wednesday, August 6, 2003.

The Roundtable Reporter issued its final issue.

Governor Granholm appointed Harvey Bronstein to the Michigan Higher Education Assistance Authority representing community colleges for a term expiring in 2007.

Cheryl Kozell noted that the Tony Angelo Cement Construction Company is conducting a fund raising program which to date has raised over \$24,000 for the endowed scholarships for students enrolled in the concrete construction program at the Orchard Ridge Campus.

Chancellor's Council was notified of a Woodward Dream Cruise Charity event to be held on August 14th. Money raised at the event will support charities in the Pontiac area.

III. MEETING'S FOCUS ITEM

None

I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Cost Reduction Recommendations

Clarence Brantley distributed information regarding cost reduction and revenue generation recommendations as approved by Chancellor's Council on April 10, 2003. He noted that the Administrative Services Council will monitor the status of the items in the document. Clarence Brantley will meet with Beth Kendall regarding items for which the entire Chancellor's Council is responsible, and he will provide more information at the next meeting. The document will be distributed to the College community requesting recommendations before the fall semester. A mid-year status report will be provided to Chancellor's Council in December.

B. Financial Services – Brantley

It was the consensus of Chancellor's Council ordinarily not to provide stipends for temporary additional work loads assigned to staff, unless stipulated by staff master labor agreements. If stipends are recommended for extraordinary circumstances, they must be reviewed and approved by Chancellor's Council.

II. INFORMATION ITEMS

A. Board of Trustees' Policy and Procedure Manual

Pam Kramer notified Chancellor's Council that the Board of Trustees' Policy and Procedure Manual will be available on the Info Mart for all employees. Chancellor's Council members, however, will continue receiving updates.

III. DISCUSSION ITEMS

A. Emergency Response Plan Execution

Clarence Brantley discussed the execution of the Emergency Response Plan and requested that it be executed as per the procedures.

B. New Chancellor Welcome

Clarence Brantley discussed the Board's directions for welcoming Mary Spangler to the College. College welcomes will be held at each Campus and District Office, the selection committee will meet with Dr. Spangler and a community welcome will be planned under the direction of the College Foundation.

C. Mandatory Training

Cathy Rush discussed mandatory training noting that those who failed to comply with mandatory training requirements have until August 30, 2003, to complete the requirements.

Cathy Rush requested that employees contact Public Safety if there is a crime at the College and noted that the Human Resources Department should be notified when a crime involves an employee.

Clarence Brantley noted that District Office will be receiving a new boiler; and once a date is set for installation, he will notify those affected.

Sharon Blackman requested that a September 11 observance be placed on a future agenda for

discussion.

On August 20, the British police will be conducting training at the CREST site.

The Pontiac Summer Enrichment Program will conclude tomorrow, Friday, August 11, 2003.

Ed Callaghan noted that the State of Michigan authorized the Pontiac Schools to proceed with their bond issue.

Andy Hillberry noted that Arts, Beats and Eats will be held in Pontiac on Labor Day Weekend.

IV. COUNCIL REPORTS

None

V. FUTURE ITEMS

- C. Retreat Issues
- D. Video Project
- E. Child Care Centers

VI. PROCESS CHECK

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

Meeting adjourned at 10:15 a.m.

Respectfully submitted,

Pamela L. 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.