



## Chancellor's Cabinet

**Mary S. Spangler, Ed.D.**  
Chancellor

**Clarence E. Brantley**  
Vice Chancellor  
Administrative Services

**George F. Keith, Ph.D.**  
Vice Chancellor  
Academic and Student Affairs

**Andrew R. Hillberry**  
Chief Information Officer

**Catherine J. Rush**  
Chief Human Resources Officer

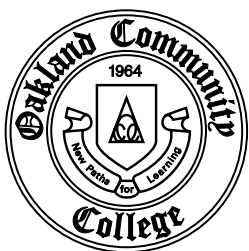
**Sharon L. Blackman, Ed.D.**  
Campus President  
Auburn Hills

**Edward D. Callaghan, Ph.D.**  
Campus President  
Orchard Ridge

**Gordon F. May**  
Campus President  
Highland Lakes

**Martha R. Smydra, Ph.D.**  
Campus President  
Royal Oak/Southfield

**Pamela L. Kramer**  
Executive Assistant to the  
Chancellor, (Resource)



**Purpose:** to keep the College informed about new and on-going issues being addressed by the Chancellor's Cabinet.

### Chancellor's Cabinet

The Cabinet regularly meets one day off-site each month to discuss *strategic* issues and 1/2-day at DO each month to coordinate *operational* issues.

### May 2005 Strategic Meeting hosted by Baker College

1. *May Board agenda:* Reviewed the draft in preparation for the Board's Executive Officers meeting on May 5 where the agenda was finalized according to Board policy and the Open Meetings Act. **Leaders:** entire Cabinet
2. *President's Search:* Reported on the status of the search process for the OR president. Three finalists forwarded by the search committee returned to the College to meet trustees (at posted public meetings) and Cabinet officers; an offer was made with the intention to recommend approval at the May board meeting. **Leader:** Spangler
3. *Performance Indicators for Community Colleges:* Discussed emerging issue of accountability at the Michigan Community College Association (MCCA) that connects funding to performance and the need to monitor the discussion closely because of its implications for OCC. **Leader:** Keith
4. *Institutional Dashboard:* Previewed the Board presentation on the dashboard model. **Leaders:** Keith/Blackman
5. *June Retreat:* Distributed materials and agenda for the June retreat. Topics: a conversation on listening, review of the June Board agenda, and revision of the Cabinet's performance evaluation model for 2005-06. **Leader:** Spangler
6. *Diversity Committee:* Discussed membership openings and committee recommendations. **Leader:** Blackman
7. *Scheduling:* Reviewed the upcoming year's schedule with regard to presentation topics to the Board, including a special board planning session in the summer, and assignments for locating Cabinet meetings. **Leader:** Spangler

### May 2005 Operational Meeting

1. *CCbenefits:* Reviewed briefly the tool's potential to enhance IR's projections with regard to labor market, grant writing, and emerging sectors. The College's decision-making in areas of academic programs and advisement in relation to demands will be supported by data that is updated every 6 months. **Leaders:** Orlowski and Showers
2. *Talking Points for Legislative Lunch:* Three main points to review with legislators at the meeting in Lansing on May 26, including the funding formula's limitations, core indicators of success, and OCC's uniqueness. **Leader:** Kozell
3. *Employee Recognition Program:* Discussed need for improved communication to notify supervisors vs. keeping honors a surprise as long as possible. Clarification of the process that administrators and managers, especially at DO, can be selected by the committee and recognized at the lunch celebration. **Leader:** Rush
4. *ADA Compliance Plan:* Discussed the need to update the plan because of administrative changes since 1996. A committee will be convened and charged to conduct of work expected in September 2005. **Leader:** Rush
5. *Business Continuity Plan:* Lodged BCP developed by CASSC committee for review and approval. **Leader:** Brantley
6. *Special Board Meeting:* Scheduled a planning meeting for the special meeting this summer focused on major upcoming facilities projects throughout the college for the trustees and discussed attendees. **Leader:** Spangler
7. *Chancellor's Advisory Council:* Discussed membership for 2005-06, including administrators, students, and staff. Faculty will be named by Senate in May. Ensuring representation from each campus and DO along with maintaining some continuity of membership is important. An email inviting volunteers for the staff opening will be sent out with the Cabinet identifying the person finally selected. The topic of Safety and Security raised at the May CAC meeting was discussed. **Leader:** Spangler

### Chancellor's Campus Visit Schedule

Members of the OCC Family are encouraged to visit the Chancellor when she is on campus.

DATE	CAMPUS/EVENT	TIME	LOCATION
June 9	Orchard Ridge/College Academic Senate	3:15 pm - 5:00 pm	J306

# Chancellor's Advisory Council

**Mary S. Spangler, Ed.D.**  
Chancellor

**Clarence E. Brantley**  
Vice Chancellor  
Administrative Services

**Janice Brown-Williams**  
Director  
Student Services

**David Dell**  
Public Safety Officer

**Gerald E. Faye**  
Chairperson  
College Academic Senate

**Andrew R. Hillberry**  
Chief Information Officer

**George F. Keith, Ph.D.**  
Vice Chancellor  
Academic and Student Affairs

**Gordon F. May**  
Campus President  
Highland Lakes

**Mary Ann McGee**  
Chairperson  
Academic Senate  
Orchard Ridge Campus

**Barbara Sadecki**  
Faculty Secretary

**Mary Ston**  
Vice Chairperson  
College Academic Senate

**Advisory Students**  
**Michele Berry**  
**Suzanne Parini**

**Alex Prokic**  
**Paul Salgado**  
**Leah Yurasek**

**Purpose:** to keep the College informed about new and on-going issues being addressed by the Chancellor's Cabinet.

## Chancellor's Advisory Council (CAC)

CAC regularly meets on the first Friday of each month. The session is open to the entire College community and provides an opportunity for the Chancellor to gather input on strategic and operational issues. Minutes are recorded and posted on Infomart. Membership is representative; recommendations to the Chancellor are on consensus.

## Chancellor's Comments

1. *Graduation Reminder:* June 17 date with speaker William Emerson, CEO of Quicken Loans/Rock Financial, at The Palace of Auburn Hills.
2. *Orchard Ridge Campus President Selection Process* – An offer has been made and accepted, contingent upon Board approval at the May board meeting, with a start date of July 1, 2005. Many people were involved in this process and spent significant time in reaching this decision. That participation was important and appreciated.
3. *Nanotechnology:* Lake Michigan College is hosting a conference in the fall on nanotechnology and its relation to curriculum development. OCC should send at least one faculty representative and a dean to attend and gather information on the progress in this area.

## Information Items

1. *Strategic Planning Report:* The Steering Committee met in March and will focus on coordination and process-related decisions. An orientation session for 2 new TF 1.4 and 7.1 was held; TF 5.1 and 5.2 will combine efforts. Recommendations from TF 6.2 were forwarded to CPC for review in April.
2. *Summer meeting schedule:* It was agreed that the meetings for June, July, and August would be cancelled since faculty would not be available to attend. However, it was the consensus that, should unanticipated but pressing issues arise, the members would be convened as necessary and appropriate. The next meeting is scheduled for the first Friday in September.

## Discussion Items

1. *Selection of New CAC Members:* The Senate is encouraging all faculty to express interest in volunteering for two seats on CAC for the 2005-06 year. At the May meeting, the Senate faculty will select the two individuals for the open seats. The Senate president will hold the third seat.
2. *State Level Issues/Governor Granholm's Speech:* At the Detroit Economic Club, the governor laid out her five approaches to addressing/solving the state's economic challenges. These were presented and followed by a lengthy discussion on the implications for OCC's future funding, curriculum development, and enrollment management. The approaches include restructuring the way MI taxes single businesses, accelerating infrastructure projects to create new jobs, closing the skills gap by working with Michigan Works to train unemployed workers in areas where there are vacancies and needs, communicating that college is a universal value for every Michigan child, and diversifying the economy to make Michigan a magnet state. Throughout the speech, she stressed the importance of higher education in helping to accomplish these tasks.
3. *Interrelationship of College District and Campuses:* A discussion addressed safety and security on the campuses. Topics covered included recent equipment thefts, communicating to faculty and staff that the administration is addressing the matter, and questions about how information is gathered. Suggestions were made to improve communication, including encouraging the presidents to work with the campus leadership and disseminate information and having college-wide meetings on ways for employees and students to participate in supporting safe and secure practices throughout the college. The discussion on this topic will be continued.

## Chancellor's Advisory Council Meeting Schedule

Members of the OCC Family are invited to attend these open meetings. Supervisor approval is required.

DATE	MEETING	TIME/PLACE
June, July, August	Cancelled but will be called if or when critical issues arise	TBD/TBA