



## Chancellor's Cabinet

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

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

**Steven J. Reif, Ph.D.**  
Vice Chancellor  
Academic Affairs (Interim)

**Andrew R. Hillberry**  
Chief Information Officer

**Cheryl A. Kozell**  
Chief Strategic  
Development Officer (Acting)

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

**David P. Adams, Ph.D.**  
Campus President  
Royal Oak/Southfield (Interim)

**Patricia A. Dolly, Ed.D.**  
Campus President  
Auburn Hills

**Gordon F. May, Ph.D.**  
Campus President  
Highland Lakes

**Jacqueline A. Shadko, Ph.D.**  
Campus President  
Orchard Ridge

**Lloyd C. Crews**  
Executive Director  
of Student Services (Acting)

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



**Purpose:** to keep the college community informed about issues addressed by the Chancellor's Cabinet.

### Chancellor's Cabinet (CC)

The CC meets one day each month to discuss *strategic* issues and ½-day each month to coordinate *operational* issues.

#### September 6, 2006, Strategic Meeting Topics

The strategic meeting was held at District Office.

- *September Board of Trustees (BOT) Agenda:* Prepared the draft agenda for the BOT's Executive Officers to review, finalize and distribute according to BOT policy and the Open Meetings Act. **Leaders:** entire CC
- *CPC Recommendations:* Thorough discussion of Strategic Objectives 1.4 (Enrollment Management Taskforce), 4.2 (Diversity Taskforce), and 6.1 (Technology Master Plan Taskforce) forwarded for chancellor's response from CPC after their review. Activities assigned to CC officers and will be disseminated via InfoMart to entire college community. **Leaders:** entire CC
- *Status Review of Strategic Plan:* Thorough review of all taskforce recommendations forwarded to chancellor and accepted to date. Where appropriate, activities added to officers' annual goals or noted for further work through strategic planning process. Discussion of providing updated report where activities are continuing or need further action. **Leaders:** C. Kozell and M. Spangler
- *2007 Federal Appropriations Cycle:* Brainstorming on potential projects to consider for upcoming appropriations cycle. Ideas with strongest possibilities will be developed into white papers for next review stage and presentation to lobbyist for assessment. **Leader:** C. Kozell

#### September 19, 2006, Operational Meeting Topics

- *Ordinances for OCC:* Review of proposed ordinances for campus parking regulations.
- *Bereavement Protocol:* Discussion of procedures for addressing announcements of faculty, staff, and family members who have died.
- *OCC Catering:* Discussion of the name chosen to identify the college's food services and confusion with the OCC Culinary Program. Decision to change the name to *OCC Food Services*.
- *Deans Performance Goals/Evaluation:* Form and manner of evaluation process for deans was tabled to next meeting while HR documents are provided to new CC members. Future discussion will focus on the matrix structure supervisor responsibility for direct reports.
- *OCC Athletics:* Review of athletic programs and staffing. More information needed regarding budget and academic implications for moving sports. Decision to move Women's Volleyball from HL to OR Campus. Decision not to create a Roller Hockey team.
- *Environmental Report to BOT:* Written status report (Jan. 2006) to date to be provided to BOT in early October.
- *Administrative/Management In-Service:* Topics for ½-day program distributed with assignments recommended.
- *Disease Prevention and Control Program and Industrial Hygiene and Indoor Environmental Quality Program:* Documents developed and reports in above areas accepted and distributed for information purposes.

#### Chancellor's Campus Visit Schedule

Members of the OCC family are encouraged to visit the chancellor when she is on campus. Dates and times are subject to change. Please check your e-mail for the latest information.

DATE	CAMPUS/EVENT	TIME	LOCATION
October 24	Auburn Hills Campus Visit/ Strategic Planning Update	2:00 pm – 3:00 pm	President's Office
October 26	Brown Bag Lunch/ Strategic Planning Update	Noon – 1:00 pm	Conference Room 1 (RH)
October 26	Highland Lakes Campus Visit/ Strategic Planning Update	2:00 pm – 3:00 pm	Student Center Arena
October 30	Orchard Ridge Campus Visit/ Strategic Planning Update	11:00 am – Noon	President's Conference Room
October 30	Royal Oak Campus Visit/ Strategic Planning Update	1:30 pm – 2:30 pm	A101
October 31	Southfield Campus Visit/ Strategic Planning Update	9:00 am – 10:00 am	SF260

# Chancellor's Advisory Council

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

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

**Tina M. Felcyn**  
Admissions Recruiter

**Muriel M. Gray**  
Faculty Secretary

**Tahir B. Khan**  
Faculty  
Academic Senate

**Cheryl A. Kozell**  
Chief Strategic  
Development Officer (Acting)  
Coordinator, Strategic Plan

**Jayne H. Lobert**  
Faculty  
Academic Senate

**Mary Ann McGee**  
Chairperson  
College Academic Senate

**Carla R. Mathews**  
Dean of Enrollment Services

**Rocio Oxholm-Flores**  
International Student Advisor

**Steven J. Reif, Ph.D.**  
Vice Chancellor  
Academic Affairs (Interim)

**Jacqueline A. Shadko, Ph.D.**  
Campus President  
Orchard Ridge

## Advisory Students

**Susan Haight**  
**Jason Hale**  
**Shirantha Kannangara**  
**Kim Newton**

**Vision 2002 - 2007**  
Oakland Community College puts students  
first so they reach their highest potential.  
We are a caring college that values  
innovation, high quality service, and  
professionalism at every level.

OCC is an affirmative action/equal  
opportunity institution. BR 549

**Purpose:** to keep the college community informed about issues addressed by the Chancellor's Advisory Council.

## Chancellor's Advisory Council (CAC)

CAC generally meets the first Friday of each month to provide the chancellor an opportunity to gather input on strategic and operational issues. Minutes are recorded, approved at the next meeting, and then posted on InfoMart. CAC operates by consensus. Membership is representative. Meetings are open to the entire college community.

## September 15, 2006, Report on CAC Activities

- *Welcome:* Visitors and new members, including **Tina Felcyn, Muriel Gray, Carla Mathews, Steve Reif, Jackie Shadko**, and students **Susan Haight, Jason Hale, Kim Newton**, and **Shirantha Kannangara**, were welcomed. CAC's mission, membership, operating guidelines, and calendar were reviewed. Items can be placed on the agenda by any OCC member through his/her representative. The person requesting the item on the agenda should also attend the meeting.
- *Accreditation:* An overview of the Higher Learning Commission's visit in March 2008 along with OCC's preparation efforts was presented by **M. McGee**. This topic will continue to be discussed as appropriate at future meetings.
- *District Office Temporary Move to Rochester Hills:* Purpose, timing and future meeting locations were discussed.
- *Detroit Economic Club:* Opportunities and ways to sign up to attend presentations were reviewed with a note the college community has access via their website ( [www.econclub.org](http://www.econclub.org) ) to meetings via OCC's sponsorship.
- *CCBenefits Socioeconomic Impact Study:* The recent aggregated study of the impact of Michigan community colleges on the economy was distributed.
- *Graduation Update:* Because of increasing costs associated with moving to a new location, graduation ceremonies will continue at The Palace at Auburn Hills. June 8 is the reserved date.
- *New Temporary Positions:* Two temporary positions approved by the BOT will enable strategic planning and student services to receive direct attention. **C. Kozell** is Chief Strategic Development Officer and **L. Crews** is Executive Director of Student Services. An assessment of the assignments will occur in the coming year.
- *Strategic Planning:* **C. Kozell** reported that monthly e-newsletters will return now fall classes have begun. CAC reviewed a status summary on task force activities to date, including those scheduled for Fall 2006 start (2.2, 3.3, 5.3, 6.3). The feedback loop from task force to CPC to chancellor was also reviewed.
- *Report from CPC:* **C. Kozell** reported that CPC has received and forwarded task force recommendations to the chancellor for response. During the summer, CPC met twice a month to conduct operational and strategic activities and now returns to once-a-month meetings. Minutes are posted on InfoMart.
- *Student Report:* **J. Hale** suggested considering a web location for OCC students to communicate. The item will be taken to CASC by **C. Mathews**.
- *Process for Selection and Review of Programs and Supporting Courses:* **S. Haight** asked about Court Reporting disciplines and OCC's ability to receive accreditation and expand program. Suggestions included developing an advisory committee and presenting a proposal for the Senate and Academic Affairs to review. **M. McGee** and **S. Reif** are prepared to provide support as appropriate.
- *Public Comments:* **J. Brown-Williams** requested review of OCC's United Way Campaign efforts to raise funds from external sources. Matter was directed to **C. Kozell** for working through the Foundation.

## Chancellor's Advisory Council 2006-07 Schedule

Members of the OCC family are invited to attend these open meetings with supervisor approval.

DATE	TIME	PLACE
October 6, 2006	9:00 am – 11:00 am	DO Board Room
November 3, 2006	9:00 am – 11:00 am	DO Board Room
December 1, 2006	9:00 am – 11:00 am	DO Board Room
January 12, 2007	12:00 noon – 2:00 pm	DO Board Room
February 2, 2007	9:00 am – 11:00 am	DO Board Room
March 9, 2007	12:00 noon – 2:00 pm	DO Board Room
April, 2007	No Meeting	
May 11, 2007	12:00 noon – 2:00 pm	DO Board Room
June 1, 2007	9:00 am – 11:00 am	DO Board Room