

CHANCELLOR’S COUNCIL MINUTES

June 19, 2001

8:30 a.m. – 11:00 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:

- D. Adams
- C. Brown
- G. Faye
- G. Keith
- C.B. Martin
- O. Person
- M. Smydra

- C. Brantley
- E. Callaghan
- E. Harrison
- C. Kozell
- G. May
- L. Pososki
- N. Stephens

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I. PRESENTATIONS/SPECIAL GUESTS

None

II. CHANCELLOR’S DISCUSSION

The Chancellor updated Chancellor’s Council on the outcome of his evaluation on June 18, 2001 by the Board of Trustees.

III. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Job Description

Chancellor’s Council reviewed and approved the position of Director of Training Activities.

B. Administrative/Management Staff Development

A matrix detailing SDUs completed by employee groups was distributed. A report, “2000-2001 Mandatory Requirements for OCC Groups,” was also distributed and reviewed.

C. College Business Travel Guidelines

A summary of comments and suggestions regarding College business travel guidelines was distributed for review.

D. Everyone E-mail

Chancellor’s Council members and their designees will have the capability to distribute an e-mail to everyone.

An updated internet site and intranet site will be implemented by July 1. The intranet site will include such things as the OCC InfoMart, telephone information, committee minutes, forms, events, publications/news, PDTC information, manuals & contracts and schedules.

Employees who prepare minutes will be responsible for updating the intranet site. A meeting will be scheduled for those who will be responsible for posting minutes on the appropriate intranet locations.

IV. ITEMS FOR DISCUSSION

A. Participation by Employees/Staff Development

Discussion about this item was combined with item III. B. Administrative/Management Staff Development.

V. INFORMATION ITEMS

A. Council Reports

College Planning Council

The College Planning Council has not met this month.

Administrative Services Council

The Administrative Services Council has not met this month.

Academic Services Council

The next meeting of the Academic Services Council will be held in September.

President's Cabinet

Norman Stephens reported that ways to improve internal signage has been discussed in the President's Cabinet. An outline of recommendations will be sent to the Facilities Committee. He also reported that organizational charts are being developed and recommended developing a council organizational chart. The need for ATM machines at each campus was also discussed and will be explored.

B. Technology Update

Bruce Martin noted that DATATEL plans are moving forward.

C. Communication Items

Updates concerning the Deans, CIO and IR Director searches were provided.

Clarence Brantley discussed the procedures of offering two informal training sessions for those who did not take the original DATATEL electronic authorization training.

VI. WRAP-UP

VII. ITEMS FOR FUTURE MEETINGS

The meeting concluded at 11:00 a.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.