



## 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

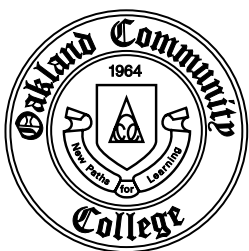
**Sharon L. Blackman, Ed.D.**  
Campus President  
Auburn Hills

**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 each month to discuss *strategic* issues and 1/2-day each month to coordinate *operational* issues.

### January 2005 Strategic Meeting Topics

1. *January Board agenda:* Review the draft in preparation for a meeting of the Board's Executive Officers where the agenda is discussed and finalized for distribution according to Board policy and the Open Meetings Act. **Leaders:** entire Cabinet
2. *DO Space Planning report:* Review consultant's materials and prepare for Board. **Leaders:** Mary Spangler and Clarence Brantley
3. *CPC:* Review recommendation flow chart on task force and new initiatives outcomes. Establish interim CPC with 4 administrative representatives. The Senate will forward 4 faculty representatives elected from their respective campuses. **Leader:** Marty Smydra
4. *Institutional Dashboard:* Review measures developed for Strategic Plan goals and objectives. **Leaders:** George Keith and Sharon Blackman
5. *Budget Adjustment 05-06:* Finalize preliminary budget to reduce \$1.6M gap between projected income and proposed expenditures. **Leader:** Clarence Brantley

### January 2005 Operational Meeting Topics

1. *Pre-Engineering Program:* Will move from HL to AH campus effective 9/05. (Keith)
2. *CCSSE:* Distribute general informational letter on survey procedure to the College. (Keith)
3. *CASC Information Items:* Review draft documents on a series of Collegewide CASC- approved procedures. Will be reviewed by CAC with **reminder that it is employee's responsibility to report potential hazardous situations to supervisors.** (Brantley)
4. *Proposed OR Selection Committee:* Review membership, including faculty reps provided by Senate. Identify committee chair (Keith) and full committee to include diversity and campus representation issues. Report on OR campus visit by C. Rush, M. Smydra, M. Spangler. Report on national recruitment efforts and proposed timeline. (Spangler)
5. *40th Anniversary:* Consider internal activities to recognize College anniversary. Committee will review ideas for presentation to CAC. (Spangler/Kramer)
6. *Strategic Plan Task Forces, Phase 2:* Discuss upcoming task forces, list of volunteers, charges for each task force to be drafted for later discussion. Identify administrative co-chairs; e-mail invitations to participate. (Hillberry)
7. *Performance Evaluation Forms:* Distribute notebook of evaluation materials developed for several employee groups, including contractual issues related to evaluation. (Rush)

### 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
Feb 2	Highland Lakes - Basketball doubleheader	5:30 pm - 7:30 pm	Gym
Feb 7	PDTC - New Employee Orientation	11:45 am - 12:30 pm	Room 304
Feb 10	Royal Oak Campus Visit	1:30 pm - 2:30 pm	B-115
Feb 11	Orchard Ridge - Winter Faculty Discipline Day	12:30 pm - 2:00 pm	J-306
Feb 17	Orchard Ridge - Big Band Bash Dinner	6:15 pm	J-Bldg
Feb 23	Auburn Hills Campus Visit	11:00 am - 12:00 pm	TBA
Feb 24	Orchard Ridge Campus - College Senate Mtg	3:15 pm - 5:00 pm	J-Bldg
Feb 28	District Office - Brown Bag Lunch	12:00 pm - 1:00 pm	J-Bldg

# 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)

The 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 issues that are strategic and operational. Minutes are recorded and posted on InfoMart. Membership is representative, and recommendations to the Chancellor are based on consensus.

The January meeting was canceled because faculty members were on winter break.

### Consensus Items

NA

### Discussion Items

NA

### 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
Mar 4	Scheduled	9:00 - 11:00 am / Board Room
Apr 1	Scheduled	9:00 - 11:00 am / Board Room
May 6	Scheduled	9:00 - 11:00 am / Board Room