



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

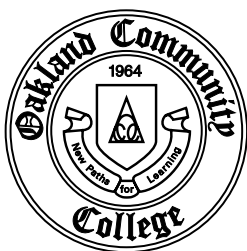
Sharon L. Blackman, Ed.D.
Campus President
Auburn Hills

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.

April 2005 Strategic Meeting hosted by Automation Alley

1. *April Board Agenda:* Reviewed the draft in preparation for the Board's Executive Officers meeting on April 8 where the agenda was finalized according to Board policy and the Open Meetings Act. **Leaders:** entire Cabinet
2. *President's Search:* A report on the status of the search process for the OR president was provided. Six candidates were invited; each candidate will participate in an open forum on the OR Campus. **Leader:** Keith
3. *Leadership Oakland:* Chancellor's Office will solicit recommendations from the administration and managers with the intention of submitting two names for participation. **Leader:** Spangler
4. *Legal Opinions:* Clarify which officers and administrators are authorized to seek opinions and advice from legal counsel representing the college in order to coordinate the activity and promote efficient and cost-effective use of these services. Legal opinions to be held in Chancellor's Office. **Leader:** Rush

April 2005 Operational Meeting

1. *Cabinet Review of Strategic and Operational Meetings:* The following dates were changed for various reasons occurring during the summer months. Cancel July 19 and September 7; hold August 3 and September 6 meetings to review the Board meeting agenda only.
2. *CCbenefits Contract:* Information drawn from the database needs to be cleared with company prior to publishing it. Future uses, oversight responsibility, and access through the licensing agreements need to be reviewed.
3. *Mourning Dove Petition:* The college is open to individuals collecting signatures on non-partisan petitions, according to advice of counsel. A review of current policy will ensure alignment with the public nature of the institution.
4. *Report on AACC Convention:* 2,500 attendees were at the annual convention in Boston where OCC was honored by having a graduate recognized as one of the "Outstanding Community College Alumni" at the award ceremony.
5. *Employee Solicitation Request:* Cabinet reviewed a request to solicit funds for Race for the Cure and needs additional clarification on how the solicitation will be presented to the college community.
6. *Strategic Planning Task Force 5.1.2:* Report on the status of the merger of TF 5.1 and 5.2 with action deferred.
7. *College Food Services:* Continental's licenses control what happens in OCC's campus kitchens. Address with employees as appropriate and encourage use of those services. An Administrative Services Council Subcommittee will conduct a food services program review to assess current food services operations to determine their effectiveness and efficiency.

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
May 2	PDTC/New Employee Orientation	12:00 pm - 1:00 pm	PDTC
May 9	Auburn Hills Tour with Brigadier General Shenk	2:00 pm - 3:30 pm	CREST Site
May 25	DO/Brown Bag Lunch	12:00 pm - 1:00 pm	Board Room
May 25	Royal Oak/Campus Visit	2:00 pm - 3:00 pm	B-252
May 26	Highland Lakes/College Academic Senate	3:15 pm - 5:00 pm	Student Center Arena

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. *Orchard Ridge Campus President Selection Process* – The search committee invited 6 candidates to interview and participate in open forums and forwarded 3 finalists who return to meet the Cabinet and trustees. Background checks are being conducted. The naming of the next president is on schedule.
2. *Student Art Purchase Award* – The Senate endorsed the program with the recommendation that each campus receives \$3000 to enable one piece from each site to be displayed at DO. The recommendation was accepted; information will be posted on InfoMart by May 1.
3. *Lansing Testimony* – The chancellor reported on the invitation to speak to the House Appropriations Subcommittee on Community Colleges in March regarding the impact of funding reductions.
4. *The Chancellor of U of M-Dearborn* visited to discuss opportunities to expand articulation agreements and facilitate transfers from OCC.

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. **Leader:** Hillberry
2. *CCSSE Progress Report:* The student survey was handled at each campus under the leadership of the Director of Enrollment Services. There was good cooperation from all faculty and students. Results will be in during the summer and access to the results will be available. **Leader:** Brown-Williams
3. *Staff Representative Report:* Staff representatives have traveled to all campuses to facilitate information sharing. A key issue is low staff morale. Meetings will continue, and suggestions for responding to staff concerns will be brought to CAC for discussion and possible adoption. **Leaders:** Sadecki and Brown-Williams
4. *Imminent Environmental Health and Safety Danger Procedure:* The procedure for all employees to take responsibility for reporting imminent dangers was briefly reviewed. It involves working internally to resolve problems as a first step. The procedure will be posted on InfoMart. **Leader:** McCauley

Discussion Items

1. *Economic Impact Study:* Report on OCC entering into contract with *CCbenefits* to conduct a comprehensive study of the community college's impact on the local and regional economy with focus on emerging jobs and job placement. The study will be useful for curriculum development, millage elections, and the emerging sectors project. **Leaders:** Spangler and Orlowski

Upcoming Discussion Items

1. Relationship of DO to Campus Sites
2. Membership on Chancellor's Advisory Council, July 2005

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
May 6	Scheduled	9:00 am - 11:00 am / Board Room