



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

David P. Adams, Ph.D.
Interim Campus President
Auburn Hills

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

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

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

Cheryl A. Kozell
Executive Director
Advancement

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. The strategic meeting was held on the Auburn Hills Campus.

May 3, 2006, Strategic Meeting Topics

- May Board of Trustees (BOT) Agenda:* Prepared the draft for the BOT's Executive Officers to review, finalize and distribute the agenda according to BOT policy and the Open Meetings Act. **Leaders:** entire CC
- College-Wide Diversity Committee Appointments:* Reviewed committee's vacancies, including the chair position, and identified possible replacements. Communications will be sent to new and retiring members following supervisory review. New chair named: J. Shadko. **Leader:** M. Smydra
- CC Evaluation Recommendations:* Five officers complete the performance evaluation process with a report to the BOT in June. **Leader:** M. Spangler
- Interim Positions:* Discussion of process, considerations, and timelines to fill vacant senior officer positions on an interim basis, effective July 1, and then to fill permanently. **Leader:** M. Spangler
- Diversity Taskforce Report:* TF completed work and report ready to go to Cheryl for formatting and then CPC. **Leader:** J. Shadko
- Enrollment Management Taskforce Report:* TF completed work and report ready to go to Cheryl for formatting and then to CPC. **Leader:** G. Keith
- Continuing Action Plan:* Review and update of status of action items, next steps, and due date. **Leader:** entire CC
- Pandemic Planning:* Discussion of need to supplement college's emergency planning activities with plans for possible future pandemic. CASC will discuss and include in the Business Continuity Plan with information being disseminated to college community. **Leader:** M. Spangler
- Annual Legislative Luncheon Talking Points:* Review and updating of talking points for May 23 lunch with legislators and staff in Lansing. **Leader:** C. Kozell

May 16, 2006, Operational Meeting Topics

- Community Chambers of Commerce and Organization Listing:* Presidents to submit list of top 3 to 5 chambers and organizations in their area for assessment of college involvement.
- Proposal for College Web Site Working Group:* Discussion of web page design consistency with college web initiatives. G. Keith was requested to assemble a team and develop a focused charge.
- Final Grades:* Improvement in grade collection despite challenges with IT system. Many employees involved in helping with the challenges. M. Spangler requested list of names to send personal notes of appreciation.
- International Conference Policy:* Update the policy guidelines, effective July 1, with CASC overseeing implementation, including identifying a college-wide budget for international travel.
- Leadership Oakland Cornerstone Program:* Decision not to submit names this year but will discuss next year.
- Pandemic Planning:* Information flyer prepared by the state will be disseminated to all. OCC planning has begun.
- Hourly Staff Adjunct Teaching:* College position on non-exempt staff teaching as adjuncts will be disseminated.
- Cost Reduction and Revenue Generation Recommendations:* CC will submit updates for recommendations assigned them for 03/04 and 04/05. The process of soliciting recommendations college-wide will continue.
- Chancellor's Advisory Council Assignments:* E-mail invitations for staff seats will be sent inviting expressions of interest by May 31.

Chancellor's Campus Visit Schedule

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

DATE	CAMPUS/EVENT	TIME	LOCATION
June 8	Southfield Campus Visit	10:00 am – 11:00 am	President's Office
June 14	Chancellor's Brown Bag Lunch	12:00 pm – 1:00 pm	Board Room
June 21	Highland Lakes Campus Visit	10:00 am – 11:00 am	HH-305
June 21	Orchard Ridge Campus Visit/ G. Keith Retirement	3:00 pm – 5:00 pm	J-306
June 22	College Academic Senate	3:30 pm – 5:00 pm	Royal Oak Campus
June 23	Auburn Hills Campus Visit	2:00 pm – 3:00 pm	President's Office

Chancellor's Advisory Council

Mary S. Spangler, Ed.D.
Chancellor

Clarence E. Brantley
Vice Chancellor
Administrative Services

Janice L. Brown-Williams
Director
Student Services

Beatrice V. Catherino
Faculty
Academic Senate

Lloyd C. Crews
Academic Dean

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

Tahir B. Khan
Faculty
Academic Senate

Cheryl A. Kozell
Executive Director, Advancement
Coordinator, Strategic Plan

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

Mary Ann McGee
Chairperson
College Academic Senate

Rocio Oxholm-Flores
International Student Advisor

Barbara A. Sadecki
Faculty Secretary

Advisory Students

Michele Berry
Maria Dominguez Gomez
Farias

Frank Johnston
Kristina Lentz
Suzanne Parini
Miranda Webster

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.

May 12, 2006, Report on CAC Activities

1. *Commencement* – Reminder to attend graduation and encourage college participation on June 23 at The Palace.
2. *UASI Consortium* – Urban Area Security Initiative, an affiliation of police, fire and emergency service in the 7-county region, are discussing working through a newly created educational consortium of 7 community colleges to identify shared homeland security resources. Several meetings have been held and a survey conducted to aggregate data on available resources. This concept will be a model for the Emerging Sectors project.
3. *Detroit Renaissance Benchmark Steering Committee* – This invitational group – which includes OCC – was developed to identify Detroit's resources and strengths to help recreate the city in a way to support the region. A number of higher ed institutions, along with Automation Alley and key corporations, are involved in the process.
4. *Legislative Luncheon* – On May 23, Chancellor's Cabinet and several Trustees will be going to Lansing for OCC's annual lunch with our legislators and staff. We will make a presentation on how OCC supports the state's objectives and priorities. We have the opportunity to discuss concerns regarding legislation and funding issues.
5. *Community College Caucus* – Four members of the House of Representatives are co-chairing the newly formed CC Caucus. 101 members of Congress have joined, including Reps. Levin and McCotter. Rogers and Knollenberg were invited. The intent is to keep national issues important to community colleges before Congress.
6. *Buy Michigan First* – An effort to increase awareness on how to do business with MI vendors involves the executive branch of state government working to stimulate local business. OR campus will provide a meeting location on May 25.
7. *Jack Kent Cooke Foundation Meeting* – Uof M invited MI colleges to attend a conference to learn about participating in a four-year project to increase the number of low income, high-achieving cc transfer students to the university. OCC is sending four individuals to learn more about how we can work to make these opportunities available to our students.
8. *Strategic Planning* – Cheryl Kozell reported CPC is defining its new role, preparing for the next planning cycle, and reconciling recommendations with current activities, including implementation of recommendations.
9. *Report from CPC* – Cheryl Kozell updated Strategic Planning and distributed a Strategic Planning Task Forces Status Summary. The progress of all of the taskforces continues to be monitored. George Keith provided a status report on the IIC Taskforce review of recommendations and the next steps in their implementation
10. *Student Report* – Miranda Webster reported as a PTK student it would be helpful to have an opportunity to have all campuses get together as means of learning college-wide processes. George Keith proposed a 2x annual leadership retreat for student leadership and will lodge it as a planning piece.
11. *Senior Officer Vacancies* – On the May Board agenda to give the Board an opportunity to provide direction for interim positions. Expect to bring recommendations for interims in June for a July 1 start. Three positions – AH, RO/SF, and Vice Chancellor.
12. *2006-07 CAC Meeting Calendar and Membership* – Dates for 2006-07 were identified and will be posted. First fall meeting: 9/14. Senate will invite nominations for open seats with voting in June; other open seats will be identified to constituency groups: staff (3), dean (1), and students. New members will begin in September.
13. *PACE* – The Personal Assessment of College Environment Survey will be mailed home to all full-time employees during the first week in June. Surveys will be bundled (unopened) and sent to a company to aggregated. This information is important to the accreditation self-assessment process and was conducted 10 years ago.

Chancellor's Advisory Council 2005-06 Schedule

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

DATE	MEETING	TIME	LOCATION
June 9	Scheduled	12:00 pm – 2:00 pm	Board Room
July/August	Called if and when critical issues arise	TBD	TBA
Sept. 14	Scheduled – 1st meeting of Fall 2006	12:00 pm – 2:00 pm	Board Room