



## 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

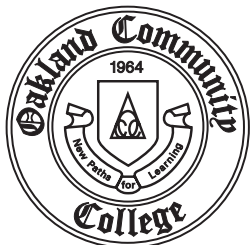
**David P. Adams, Ph.D.**  
Campus President  
Royal Oak/Southfield (Interim)

**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)



**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 at District Office in Rochester Hills (during renovation of DO).

#### November 29, 2006, Strategic Meeting Topics

- *December 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.
- *Review of Vice Chancellor job description:* Discussion about current description and proposed duties, including support structure, cost implications, desired outcomes, next steps.
- *Review Search Committee activities:* Approved timeline, dates for posting job announcement, committee appointments from Senate due.
- *Update on Contractual Negotiations:* Status of negotiations with Teamsters provided.
- *Institutional Dashboard:* Review of 2006 dashboard report; discussion of current focus and need to maintain current indicators to provide trend data; consideration of need for additional focus on outputs; agreement to convene committee to discuss possible additional metrics.
- *Strategic Plan Task Force membership:* Review of volunteers and potential composition of newly established task forces. Acknowledgment of need to review faculty nominees with Senate prior to invitation. Acknowledgment of need to review staff nominees with supervisors prior to invitation.

#### December 12, 2006, Operational Meeting Topics

- *Mid-Year Review Meetings:* January meetings are scheduled; evaluation materials were distributed for input.
- *Early College Partnership:* Support for submitting proposal by end of December to Brother Rice HS for spring implementation of on-line courses for dual enrollment as pilot project.
- *Food and drinks in Labs:* Review of need to post notice in classroom labs to prohibit food/drink for safety reasons.
- *Dislocated Worker Task Force:* Review of OCC's response to dislocated workers presented by invitation by S. Miller. Components and next steps of task force discussed, including strategies to set in place by mid-February.
- *Food Service:* Intention to announce RFP for food services contract throughout the college. Review of next steps and alternatives, including identifying a college-wide committee.
- *Search Process:* Memberships on two search committees reviewed for balance and finalized. Chancellor to send letters of invitation with copies to supervisors to individuals named or recommended.
- *Proposal to Sunset Pre-engineering Program:* Responding to declining enrollments and focus on applied technologies; recommendation was discussed and supported to determine new direction for instructional program.
- *Print Management Assessment:* Review of status of print management project and next steps to implementing college-wide with need to announce an RFP for bidding 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
January 12	Orchard Ridge/ Chancellor's Advisory Council	12:00 noon – 2:00 pm	President's Conference Room
January 17	Highland Lakes/ Chancellor's Campus Visit	10:00 am – 11:00 am	HH305
January 17	Auburn Hills/ Chancellor's Campus Visit	2:00 pm – 3:00 pm	President's Office
January 24	Rochester Hills/ Chancellor's Brown Bag Lunch	12:00 noon – 1:00 pm	Temporary Board Room – RH
January 25	Southfield/ Chancellor's Campus Visit	2:00 pm – 3:00 pm	Staff Lounge

# 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.

## December 1, 2006, Report on CAC Activities

- *Student Report:* Discussion of Court Reporting program with focus on difference between students declaring the award of a degree as their intention vs. those wanting certification to practice within Michigan
- *Election Results:* Review of federal and state election outcomes and possible implications for community colleges in terms of legislation and funding issues. Handout of Post-Election Federal Landscape for Community Colleges summarized by AACC. Discussion of OCC Board of Trustees election results.
- *Strategic Planning:* Cheryl Kozell reported on task force activities ready to begin in January. She noted delay was result of HLC accreditation self-study and labor negotiations. The college-wide call for volunteers has been successful and task force membership is being completed. The Senate will review all faculty volunteers in advance of task force assignments. The BOT approved a contract for services to develop a business plan for CREST, a recommendation from CPC responding to strategic planning recommendations it received.
- *Adjunct and Full-time Faculty:* Discussion of consequences for students completing courses and receiving grades when adjunct faculty give incompletes and are later difficult to locate. Review of process by which students can appeal process to include (in order) going to the faculty member, the department chair, and the dean. Procedure to appeal grades is also included in the Student Handbook. The same process applies to full-time faculty.
- *Process for travel for temporary/contract staff/adjunct faculty at college-wide level:* Request for input from CAC regarding opportunities for temporary staff to attend conferences when there are college-wide benefits. Consensus was to support the CC's recommendation and chancellor's decision in this area. Also noted was there are campus resources to support campus-based benefits.
- *Computer Pop-up Notice:* Handout of the "authorized users only" pop-up window notification will be appearing during log-on for all college employees.
- *Vice Chancellor and Royal Oak/Southfield Campus President Positions:* Mary Spangler and Margaret Carroll met with faculty and staff from the Southfield Campus to gather input on the President position. She will visit the Royal Oak Campus before December 15 for the same purpose. Gordon May will chair this search committee. The faculty co-chair is not yet named. The Chancellor's intent is to focus the VC position on Academic Affairs. Jacqueline Shadko will chair and Mary Ann McGee will co-chair the VC search committee. The postings for both positions are scheduled December.
- **NOTE: 1/12/07 CAC Meeting Location Change: Orchard Ridge President's Conference Room, 12 noon – 2:00 pm.**

## 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
January 12, 2007	12:00 noon – 2:00 pm	OR President's Conference 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