



CHANCELLOR’S COUNCIL MINUTES
December 17, 2002
8:30 a.m. – 10:30 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:

- | | |
|--|--|
| <input checked="" type="checkbox"/> D. Adams | <input checked="" type="checkbox"/> S. Blackman |
| <input checked="" type="checkbox"/> C. Brantley | <input checked="" type="checkbox"/> E. Callaghan |
| <input type="checkbox"/> G. Faye | <input checked="" type="checkbox"/> A. Hillberry |
| <input checked="" type="checkbox"/> G. Keith | <input checked="" type="checkbox"/> C. Kozell |
| <input checked="" type="checkbox"/> G. May | <input checked="" type="checkbox"/> L. Pososki |
| <input checked="" type="checkbox"/> C. Rush | <input checked="" type="checkbox"/> M. Smydra |
| <input checked="" type="checkbox"/> J. Wersching | |

- I. PRESENTATIONS/SPECIAL GUESTS
- II. CHANCELLOR’S COMMENTS

Chancellor distributed and reviewed the legal opinion from Miller, Canfield, Paddock and Stone regarding the Patriot Act. Clarence Brantley and George Keith will review it for their respective areas.

III. MEETING’S FOCUS ITEM

I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Diversity Membership

With the passing of the chairpersonship from Dr. Marty Smydra to Dr. Sharon Blackman, Chancellor’s Council felt it timely to re-commission and repopulate the committee. It was agreed that the committee membership will be drawn from new and previous members for the sake of continuity. Dick Thompson and Sharon Blackman will meet to finalize the committee membership.

B. Vacation and Flexible Schedule Guidelines

The revised guidelines were approved and will be shared by email to Chancellor’s Council. Cathy Rush will schedule a meeting with a subgroup to plan employee inservices for discussion and review of these guidelines.

C. Human Resources Title Change

The title changes for benefits and personnel services focus areas were approved. These changes reflect the subject matter specializations and more clearly reflect the actual duties. Cathy Rush will bring revised job descriptions to Chancellor's Council for approval.

II. INFORMATION ITEMS

A. Council/Organizational Charts

The charts were distributed and reviewed and will be accessible electronically in the near future. It was agreed that any proposed changes to the organizational charts will be sent to the Vacancy Committee for approval.

B. Child Care

Chancellor's Council indicated that childcare services on campus are to be used by OCC students only. Administrative Services Council will present a plan to Chancellor's Council regarding childcare services.

C. Professional Education

The professional education chart previously drafted for "Connecting Staff to Students" was distributed and reviewed. George Keith will develop a complete chart for Chancellor's Council review.

D. Concept of Deans: Title

Chancellor's Council approved the concept of the monthly Deans' meetings being identified as Deans Cabinet. George Keith will work on the roles and responsibilities of the Deans Cabinet and bring to Chancellor's Council for review.

E. Draft of Deans' Job Descriptions

The job descriptions and hiring processes were lodged for Chancellor's Council meeting.

F. Current Update on Colleague Implementation

Chancellor's Council will reiterate to their supervisors that the budget for backfill positions (temps) will end December 31, 2002.

G. Technology Appropriate Use Regulations

Tabled due to time constraints.

III. DISCUSSION ITEMS

A. Scanning

Tabled due to time constraints

IV. COUNCIL REPORTS (at discretion of each chair)

Clarence Brantley distributed the list of building marshals for review. Any changes should be sent to Mr. Brantley by January 10, 2003. Linda Pososki and Terry McCauley will meet in January to discuss the emergency response plan training.

V. FUTURE ITEMS

1. Leadership Follow Up
2. Retreat Issues
3. Goal Assignments for Five-Year Plan
4. Video Project

VI. PROCESS CHECK

1. What worked
2. What didn't work
3. What's missing

Meeting adjourned at 11:00 a.m.

Respectfully submitted,
Pamela Dorris
Executive 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
5) College, based on the primacy of the student, in everything we do.