



CHANCELLOR'S COUNCIL MINUTES

April 24, 2003

8:30 a.m. – 12:00 p.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:

- | | |
|----------------------------|---------------------------|
| <u> X </u> D. Adams | <u> X </u> S. Blackman |
| <u> X </u> C. Brantley | <u> X </u> E. Callaghan |
| <u> X </u> D. Dunshee | <u> X </u> G. Faye |
| <u> X </u> A. Hillberry | G. Keith |
| <u> X </u> C. Kozell | <u> X </u> G. May |
| <u> X </u> R. Montgomery | <u> X </u> L. Pososki |
| <u> X </u> C. Rush | <u> X </u> M. Smydra |
| <u> X </u> R. Thompson | |

I. PRESENTATIONS/SPECIAL GUESTS

None

II. CHANCELLOR'S COMMENTS

Chancellor Thompson discussed current state funding issues. He encouraged Chancellor's Council members to continue working with state legislators regarding these issues.

III. MEETING'S FOCUS ITEM

None

I. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Exempt Administrative/Management Handbook

Catherine Rush noted that the Exempt Administrative and Management Staff Handbook needs to be revised. She distributed a draft process for review and suggestions. An e-mail will be sent to all employees within the exempt administrative and management group requesting suggestions. A review committee of three representatives including David Adams, Barb Griggs and Gail Pitts will work with Human Resources to review the suggestions. A draft copy of the handbook will be prepared and submitted to the Board of Trustees at the May Board meeting for review and approval.

B. Sunset Retail Management Program

Chancellor's Council approved sunsetting the retail management program.

C. Travel Approval Guidelines

Martha Smydra noted that campus-based travel approval guidelines have been reviewed. The Administrative Services Council will review the travel approval guidelines for District Office and submit recommendations.

Chancellor's Council approved the document for the campus level, noting that one document incorporating District Office guidelines will be created after the Administrative Services Council has had an opportunity to review them.

II. INFORMATION ITEMS

Clarence Brantley noted that emergency closing procedures were distributed at the last Chancellor's Council meeting.

Gerald Faye requested that an administrator be available to discuss the dean's selection at the Academic Senate meeting on April 24, 2003. Chancellor Thompson noted that he will be prepared to discuss it.

Linda Pososki requested feedback from the Administrative/Management meeting held Tuesday, April 22, 2003. Chancellor's Council discussed the session.

Gordon May invited Chancellor's Council members to attend the Arab American and Chaldean Council Dinner on May 8, 2003.

Gordon May reported that the Highland Lakes Campus held finals relief day on April 23, 2003. Hot dogs and pop were served at noon and again in the evening.

Catherine Rush reported that the Teamster's contract is in the process of being signed.

Linda Pososki noted that suggestions for obligatory training will be available by July 1.

III. DISCUSSION ITEMS

None

IV. COUNCIL REPORTS

Sharon Blackman reported that District Office will reschedule diversity week activities which were cancelled due to the power outage. The Diversity Committee will meet during the next two months to plan activities for the upcoming academic year and determine next year's strategies.

Ed Callaghan noted that the President's Cabinet met on April 21, 2003.

Martha Smydra requested that Chancellor's Council members look at the College Planning Council minutes recently posted on infomart.

Clarence Brantley noted that the Administrative Services Council meeting had been cancelled due to the NCA conference.

V. FUTURE ITEMS

A. Retreat Issues (RTT)

B. Goal Assignments for Five-Year Plan (progress report 12/3 retreat)

- C. Video Project (4/03)
- D. Leadership Follow Up

IV. PROCESS CHECK

- A. What worked
- B. What didn't work
- C. What's missing

Meeting adjourned at 10:35 a.m.

Respectfully submitted,

Pamela Kramer

RESPONSIBILITIES: 1) Committing resources; 2) policy development; 3) benchmarking; 4) organizational development; 5) creating a standard of accountability for all members of the College, based on the primacy of the student, in everything we do.