



OAKLAND
COMMUNITY
COLLEGE

CHANCELLOR’S COUNCIL MINUTES

November 25, 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: Mary S. Spangler, 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 checked="" type="checkbox"/> D. Dunshee | <input checked="" type="checkbox"/> G. Faye |
| <input type="checkbox"/> A. Hillberry | <input checked="" type="checkbox"/> G. Keith |
| <input checked="" type="checkbox"/> C. Kozell | <input checked="" type="checkbox"/> G. May |
| <input type="checkbox"/> R. Montgomery | <input checked="" type="checkbox"/> L. Pososki |
| <input checked="" type="checkbox"/> C. Rush | <input type="checkbox"/> M. Smydra |
| <input checked="" type="checkbox"/> M. Spangler | |

I. PRESENTATIONS/SPECIAL GUESTS

None

II. CHANCELLOR’S COMMENTS

None

III. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Ukraine Instructors and Administrators Visit

Sharon Blackman received a request from faculty to allow instructors and administrators from the Ukraine to visit Oakland Community College to assess how technology is used in the classroom, review workforce development programs and meet with administration. Chancellor’s Council supported the visit. Dr. Blackman will share information regarding the visit with the Campus Presidents, Vice Chancellor’s, and Senate Chair.

IV. INFORMATION ITEMS

None

V. DISCUSSION ITEMS

A. College Goals and Objectives

- i. Review and finalize objectives

Mary Spangler distributed the final draft of College goals and objectives as developed by Chancellor's Council using input received from the College community. Chancellor's Council reviewed the information and finalized the objectives.

Mary Spangler will incorporate the goals and objectives into an implementation grid which Chancellor's Council will discuss at its next meeting.

ii. Reorder sequence of objectives as appropriate

Chancellor's Council reordered the sequence of objectives as they related to each College goal.

iii. Decision regarding remaining objectives

The implementation grid will identify individuals or committees responsible for completing each objective. The original objectives will be provided to them for their reference as some of the objectives may become strategies in the implementation process.

iv. Discuss OCC input and timing of distribution

Mary Spangler will distribute the input received from the College community regarding "best experiences, core values, and wishes" to the Board of Trustees on Friday, December 5, 2003. During the following week, Dr. Spangler will submit an e-mail to everyone in the College community regarding the input she has received with a link to the infomart where employees will be able to view the input.

v. Review of criteria and format

Mary Spangler distributed the *Criteria to Guide the Selection of Strategic Objectives* and asked Chancellor's Council to review the information. Suggestions should be submitted to the Chancellor. This information will be included in the College's strategic plan.

B. Review Draft Vision Statement

Mary Spangler distributed a draft vision statement for Chancellor's Council review as developed by a sub-committee of Chancellor's Council.

Chancellor's Council also reviewed the College goals and objectives to ensure their alignment with the draft vision statement.

C. ID Procedures

Clarence Brantley distributed a draft of Identification Procedures at District Office, Pontiac Place and Pontiac Center. Administrative Services will add procedures for Guest House. Chancellor's Council was asked to review the procedures and submit suggestions to Clarence Brantley.

C. Industrial Hygiene and Indoor Environmental Quality Program

Clarence Brantley distributed a copy of the Industrial Hygiene and Indoor Environmental Quality Program. This document establishes procedures to be used by OCC employees to address industrial hygiene and/or indoor environmental quality concerns at each campus and facility.

Chancellor's Council lodged this document for approval at the next Chancellor's Council meeting.

E. Emergency Closing Guidelines

- i. Team guidelines
- ii. General guidelines

Clarence Brantley distributed the emergency closing guidelines including the confidential team guidelines and the general distribution guidelines. The general distribution guidelines will be added to the infomart.

Chancellor's Council adopted the emergency closing guidelines.

F. Proposal for Roll-Out of Revised Travel and Mileage Forms

Clarence Brantley distributed the following documents:

- Proposal for Roll-Out of Revised Travel and Mileage Forms
- Draft of Travel, Mileage and Monthly Expense Guidelines
- Instructions for Completing BUS-127: Monthly Mileage and Expense Report
- Instructions for Completing BUS 2: Travel Authorization and Expense Form
- Instructions for Completing BUS 2B: Request for Prepayment

The new updated forms will be added to infomart.

Chancellor's Council lodged the guidelines and forms for approval at the next Chancellor's Council meeting.

VI. COUNCIL REPORTS

A. Diversity Committee

Sharon Blackman encouraged everyone to participate in diversity committee activities occurring at each site. Nominations for a diversity champion have been requested by the committee.

B. College Administrative Services Council

Clarence Brantley reported that the Administrative Services Council is focusing on cost-reduction recommendations including development of a document to share with the College community regarding the status of the 116 original recommendations. They are also developing a process to collect new cost-reduction recommendations for next year.

Clarence Brantley also noted that the child care sub-committee reported that the review process is underway. Information will be presented to Chancellor's Council at the first meeting in January.

C. College Academic and Student Services Council

George Keith reported that the College Academic and Student Services Council will meet in early December.

D. College Planning Council

No report.

VII. FUTURE ITEMS

A. Child Care Centers

A report on the child care centers will be added to the agenda for the first Chancellor's Council meeting in January.

B. Vision Statement

This is complete.

C. Higher Learning Commission Response

This is complete.

Meeting adjourned at 12:00 p.m.

Respectfully submitted,

Pamela L. Kramer
Executive Assistant to the Chancellor