



**CHANCELLOR’S COUNCIL MINUTES**

**December 9, 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 type="checkbox"/> D. Dunshee              | <input checked="" 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 type="checkbox"/> R. Montgomery           | <input checked="" type="checkbox"/> L. Pososki   |
| <input checked="" type="checkbox"/> C. Rush      | <input checked="" type="checkbox"/> M. Smydra    |
| <input checked="" type="checkbox"/> M. Spangler  |  |

I. PRESENTATIONS/SPECIAL GUESTS

A. ClickonCareers.com – Gregory Handel

Gregory Handel, Senior Director of Workforce Development at the Detroit Regional Chamber, Vonda Turner, Director of Workforce Development, Robert Troutman, Director of Workforce Development, and Ann Roseworn of the Michigan Health Council presented information about ClickonCareers.com.

Mr. Handel noted that the Detroit Regional Chamber works to meet the needs of its members in regards to workforce development through ClickonCareers.com, a system created due to long-term workforce shortages and changing employer demands towards more technically skilled workers. This website links individuals with career information, education/training and actual job openings.

B. Preliminary Budget Presentation

Clarence Brantley discussed the preliminary 2004-05 budget presentation which will be made to the Board of Trustees at the December Board meeting.

C. Dashboard Report

Cheryl Kozell introduced Martin Orlowski, Director of Institutional Effectiveness, and Brian Moss, Behavioral Sciences Faculty, who presented information on a preliminary dashboard report, an administrative tool which establishes current and desired levels of performance. The focus of the dashboard report is on the College’s six purposes and seven, five-year goals. OCC chose to use a dashboard report to help fulfill Higher Learning Commission accreditation expectations, objectively monitor the direction of the College, guide planning, and improve on previous institutional effectiveness efforts.

The next steps will include calibrating benchmarks, determining appropriate weights and refining measures. Marty Orlowski commended Nancy Showers and her staff for the work they did on the dashboard report.

II. CHANCELLOR’S COMMENTS

A. Strategic Plan 2002-2007  
Unit of Responsibility Assignments

Mary Spangler distributed the revised strategic implementation grid and also the strategic plan 2002-2007. Chancellor's Council reviewed the grid and identified the unit of primary responsibility and timeline for the first four strategic goals. Mary Spangler will complete the grid and bring it back to the next Chancellor's Council meeting for review.

B. Cost Reduction Updates

Mary Spangler requested that Chancellor's Council members responsible for current budget cost reduction and revenue generation recommendations as approved by Chancellor's Council on April 10, 2003, be prepared to provide a status report at the next Chancellor's Council meeting. George Keith distributed a progress report on those items for which he is responsible.

C. 90-Day Report

Mary Spangler distributed her 90-day report to Chancellor's Council.

D. Plante & Moran Consulting Services

Mary Spangler updated the Council on a meeting she had with a representative of Plante & Moran regarding consulting services they provide.

III. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. Procedure for On-going Employee Awareness of Emergency Response Procedures

Linda Pososki distributed the procedures for on-going employee awareness of emergency response procedures.

IV. INFORMATION ITEMS

A. Streamlined Summer Registration Process

Carla Mathews, Dean of Enrollment Services, presented information about the streamlined summer registration process.

David Adams noted that web registration and Touch\* Tone will be available to students through the holiday break.

V. DISCUSSION ITEMS

A. Review of Board Policies

Mary Spangler noted that she is in the process of working on a new OCC naming policy in conjunction with a sub-committee of the Board of Trustees. She is also reading through the other OCC policies and procedures and will work through the Chancellor's Cabinet to make appropriate revisions.

B. Aviation Management Program

It was the consensus of Chancellor's Council to accept the recommendation to sunset the aviation management program.

VI. COUNCIL REPORTS

A. Diversity Committee

No report.

B. College Administrative Services Council

No report.

C. College Academic and Student Services Council

No report.

D. College Planning Council

Martha Smydra reported that a CPC sub-committee has acted on six fast track initiatives, approving four of them.

## VII. FUTURE ITEMS

A. Child Care Centers – Report due January, 2004

B. Approval of Industrial Hygiene and Indoor Environmental Quality Program – January

C. Approval of Revised Travel and Mileage Guidelines and Forms – January

Meeting adjourned at 12:03 p.m.

Respectfully submitted,

Pamela L. Kramer  
Executive Assistant to the Chancellor