



CHANCELLOR'S COUNCIL MINUTES

April 13, 2004

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: 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 type="checkbox"/> M. Smydra |
| <input checked="" type="checkbox"/> M. Spangler | |

I. PRESENTATIONS/SPECIAL GUESTS

None

II. ACTION ITEMS/CRITICAL RECOMMENDATIONS

A. OCC Written Hazard Communication Program

Chancellor's Council approved the *OCC Written Hazard Communication Program* as presented.

B. Spill Response Procedures

Chancellor's Council approved the *Spill Response Procedures* as presented.

C. Respiratory Protection Program

Chancellor's Council approved the *Respiratory Protection Program* as presented.

D. Personal Protective Equipment Program

Chancellor's Council approved the *Personal Protective Equipment Program* as presented.

III. CHANCELLOR'S COMMENTS

A. Strategic Planning Invitation

Mary Spangler distributed a draft memo inviting the College community to join a strategic planning task force. Chancellor's Council reviewed the memo and provided feedback to the Chancellor. This memo will be distributed in April.

B. Strategic Planning Task Forces

This item was not discussed.

C. OCC Master Planning Process

Mary Spangler distributed a revised graphic representation of the Oakland Community College Master Planning Process as previously discussed at Chancellor's Council.

D. June Retreat

Mary Spangler noted that a Chancellor's Cabinet meeting will be held on June 8, 2004, and a Chancellor's Cabinet retreat is scheduled to be held on June 9, 2004.

I. INFORMATION ITEMS

None

II. DISCUSSION ITEMS

A. Employee Solicitation or Acceptance of Funds or Gifts Guidelines

Cathy Rush distributed a copy of the *Guidelines for Employee Solicitation or Acceptance of Funds or Gifts*. Chancellor's Council reviewed the document and provided suggested changes. Cathy Rush will incorporate these changes into the document.

B. OCC Scholarship Dinner

Ed Callaghan noted that an OCC scholarship dinner will not be held this year. Preparations will begin now for a celebration of the College's 40th anniversary in May 2005. This will coincide with the 2005 OCC scholarship dinner. Beginning in 2006, an annual scholarship dinner will be held at one of the campus sites and will rotate each year.

C. Classroom Civility

Ed Callaghan distributed a paper written by Anne Dupre, Associate Professor of Law at the University of Georgia, called "Civility in the Classroom." This paper discusses civility guidelines for both faculty and students. He recommended that the PDTC develop training sessions to help faculty handle difficult situations in the classroom and also reinforce their responsibility to be civil in the classroom. It was also recommended that Public Safety participate in this training. Student orientation regarding classroom civility will also be explored.

D. Campus Food Service

Ed Callaghan noted that the Orchard Ridge Campus is exploring the possibility of piloting a food service program.

E. SCT transition

Andy Hillberry distributed a time line for the SCT transition.

III. COUNCIL REPORTS

A. Diversity Committee

Sharon Blackman reported that the Diversity Committee held a very successful College-Wide diversity week. The next diversity committee meeting will be held on April 29, 2004.

B. College Administrative Services Council

Clarence Brantley reported that the College Administrative Services Council is beginning to review the cost reduction revenue recommendations submitted by employees this year. The Council has also reviewed health and safety documents which were approved by Chancellor's Council today. A campus food service committee has been developed.

Clarence Brantley distributed a document regarding cell phone assignments noting that, as the College replaces current Nextel phones, several employees will be required to return their phone because they do not meet the criteria required to have a phone.

C. College Academic and Student Services Council

No report

D. College Planning Council

No report

IV. FUTURE ITEMS

- A. Childcare Centers - Completed Project and Board presentation in June [Objective 1.7]
- Presentation to Chancellor's Council in May

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Pamela Kramer
Executive Assistant to the Chancellor