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**From:** Walter Packard  
**Sent:** Thursday, August 28, 2008 9:36 PM  
**To:** MCC EMPLOYEES  
**Subject:** Highlights from August Board Meeting

Colleagues:

It's hard to believe that we are already at the end of the second week of the Fall semester. I hope your semester is off to a great start. Our Trustees met this evening for the Regular August Board meeting, and the topics below essentially follow the [meeting agenda](#). Please feel free to continue to provide feedback and offer suggestions for how this form of communication might be improved.

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## **Highlights from the August 28, 2008 Board Meeting**

### **Budget Hearing**

- After a brief presentation by Todd McDonald, the Board approved the FY2009 Budget.

### **President's Report**

- **Rosemary Bartlett**

Unfortunately, the President's Report opens on a sad note - Rosemary Bartlett, wife of President Emeritus Bob Bartlett, passed away on August 16. A number of trustees and College staff attended a celebration of her life last week. We are sorry for this loss to our community. Trustee Walters and our Foundation continue to work together on an appropriate memorial for the Bartletts on our campus.

- **Semester Start-up**

We're just wrapping up the second week of the new Fall semester. I'm pleased to report that as of this morning, credit hour enrollment was up 2.1% from last year, but our official 10th day enrollment numbers won't be calculated until early next week.

- **Power Outage**

Unfortunately, there was a minor glitch in our semester start-up. On the Sunday before our first day of classes, a brief power outage occurred. While all emergency power systems functioned as planned, the primary circuit to our data center malfunctioned when the power was restored, causing several of our servers to fail. Our IT staff worked literally day and night to restore all of our systems and to ensure that student accounts were functioning properly. Employees, however, were unable to use their network logins and were unable to access email on the first day of classes. Fortunately, our staff were able to work through this glitch without serious problems.

Since the outage, we have had an electrician investigate the potential cause of the malfunction, and he identified a problem with a sensitivity setting on a breaker. The electrician has adjusted that setting, and we will be doing a test tomorrow afternoon to insure that the settings are appropriate to prevent future server crashes. Furthermore, our IT staff are planning to work with a power engineer in September to review the power backup needs for our data center, including identifying software that will automatically shut down critical systems during a power outage before they crash.

- **Children's Health Fair**

On August 6, a Children's Health and Safety Fair was held on campus in collaboration with many community partners including the McHenry County Department of Health, Head Start, the Health Partnership Clinic, and the Mental Health Board. Nearly 1500 individuals attended the event, including more than 950 children. Physical and dental examinations, along with immunizations were available at the fair on a sliding fee schedule, where no one was turned away due to an inability to pay. Children also received a box of school supplies from the League of Women Voters and a book from Follett. In addition, our very own Trustee Miller coordinated an effort by the Crystal Lake Dawnbreakers Rotary Club to provide children with an additional storybook.

- **Senior Fair**

August was a busy month for community events hosted at the College. In addition to the Children's Health Fair, the MCC campus was also the site for the Hearthstone Senior Fair on August 13 which featured 97 sponsors and exhibitors. In addition to display booths, giveaways, and health screenings, a free lunch was served to seniors along with a performance by Vito Buffalo and his Orchestra. The fair attracted around 2000 seniors from the community, and has become a very popular annual event.

## **Presentation**

- PACE Survey – Kathleen Plinske presented an overview of the results of the PACE Survey that was completed by employees in the Spring. The PACE survey results indicate that MCC has a healthy institutional climate, and I encourage you to review the results online on [InsideMCC](#). Also, I encourage you to attend one of the workshops scheduled in September that will be offered by the Office of Institutional Research and Planning to further explore the results of the PACE survey.
- Organizational Review – Brian Sager presented an overview of the work of the Organizational Review Committee. Dr. Sager sent the proposed plan via email to all employees, and will discuss the proposal at employee meetings next week. You are encouraged to attend and submit your input to Deb Gallo by September 22.

## **Consent Agenda**

All items listed on the Consent Agenda were approved.

## **Personnel**

- **Resignations** – The following employees submitted their resignations:
  - Mary Batson, Coordinator of the 22<sup>nd</sup> Judicial Circuit Family Violence Coordinating Council, effective August 8, 2008
- **Appointments** – The Board approved the following appointments:
  - Ann Pontarelli has been appointed to the new position of Secretary/Dean of Health Careers Program, effective August 25, 2008. Ann had previously worked at MCC as a Receptionist/Office Assistant in the Foundation Office.
  - Donna Magnani has been appointed to the position of Executive Director, Friends of McHenry County College Foundation, effective September 2, 2008. This position was formerly held by Joe Like, who resigned.
  - Christine Perkins has been appointed to the position of Network Technician, effective September 2, 2008. This position was formerly held by Geary Smith, who was appointed to the position of Associate Director of End User Services.
  - Whitney Kuhlin has been appointed to the position of Coordinator of Insurance, effective August 11, 2008. This position was formerly held by Jan Reed, who resigned.

## **Information Reports**

This month a number of information reports were included in the Board packet. I encourage you to review them in the online Board packet available at <http://www.mchenry.edu/Administration/082808.pdf> The information reports are found near the end of the packet. Highlights include:

### **ERP Update**

The following milestones have been achieved with regard to our ERP conversion project:

- Completed Financials/HR Conference Call and gathered preliminary documentation to prepare for the Business Requirements Review (BRR)
- Completed first week of data conversion strategy sessions
- Conducted “Kick-Off Meeting” for MCC Subject Matter Experts to prepare for BRRs scheduled beginning September 8
- Ordered hardware and software; installation and configuration is in progress

### **Video Surveillance for Campus Security – Phase 1**

You may recall that in April, U.S. Representative Don Manzullo secured a federal earmark which will provide \$49,750 to MCC to support campus safety. After reviewing recommendations from the College’s insurance consultant, as well as results of a 2007 MCC Student Safety and Security Survey, these funds will be used to implement the first phase of a comprehensive security camera surveillance system. This first phase will include the installation of cameras covering the six parking lots and 12 major entry and exit points. The College will be working with a security design consultant to plan for this project, and installation of the cameras is anticipated for late Fall or early Spring.

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