
From: Walter Packard
Sent: Wednesday, June 25, 2008 9:49 AM
To: MCC EMPLOYEES
Subject: Highlights from June, 2008 Board Meeting

Colleagues:

Last month I received positive feedback in response to the email I sent with a synopsis of the May Board Meeting, so I will continue to send a monthly email with highlights from our Board meetings. The outline of topics below essentially follows the June Board [meeting agenda](#). Please feel free to continue to provide feedback and offer suggestions for how this form of communication might be improved.

Walt

Highlights from the June 24, 2008 Board Meeting

President's Report

- The 23rd Annual GED Graduation was held on Sunday, June 8. Twenty-seven GED completers attended the ceremony along with their family and friends. Two GED Next Step Scholarships were awarded by the MCC Foundation to Michael Tanascu from Marengo, who is planning to start in the business program in Fall 2008, and Elizabeth Tilindis from Cary, who started in the art program this summer. Michael Tanascu also was the graduation speaker at the ceremony.
- Phil Grandinetti, Mike Albamonte, and Jim Falco worked with our Grants Office to successfully pursue a \$10,500 grant from the Illinois Board of Higher Education's Illinois Cooperative Work Study Program. The grant matches committed funds from two automotive dealers to provide paid internship opportunities for qualified automotive students.
- In an effort to improve accounting for the College's capital assets and the maintenance of the value of the insurable contents of our buildings, last month the Board approved the purchase of appraisal and inventory services through Maximus. Beginning on June 23, a representative from Maximus has been on campus to inventory, value, and tag all of the College's capital assets valued at \$2,500 or greater and establish a database of those assets. In addition, the total value of items under the \$2,500 threshold will be maintained on a building by building basis to assist the College in providing an accurate dollar amount of insurable values to our insurance carrier. The process should take about two weeks.
- On Tuesday we had our kick-off meeting for our ERP conversion project with representatives from Campus Management.

Jim Batson, who currently serves as MCC's Associate Director of Computing Services and who has provided updates on our ERP conversion several times over the last year, has accepted a position as the director of technology at a public school district near his home. While we are certainly disappointed that Jim has submitted his resignation, we are happy that he has found an exciting new career opportunity.

Dr. Kathleen Plinske, our Executive Director of Institutional Effectiveness, will serve as the Project Manager for the implementation of our new ERP system, and will work closely with Diann Jabusch and Todd McDonald to help insure that this transition is as smooth as possible. Diann, as you may remember, is our new Assistant Vice President of Information Technology and has just completed an ERP implementation project at Spoon River

College, so she brings valuable experience to this task. And, given Dr. Plinske's experience with AQIP and continuous improvement, her role in this project is a natural fit as much of the ERP conversion will involve identifying and implementing process improvements.

This conversion will be an intensive and complex project, and our goal is to launch the new system by July 2009. Our initial focus will be on essential College functions to insure smooth day-to-day operations, like making sure that we can enroll students and process payroll. Other advanced functionality will be explored and incorporated once we are comfortable the new system functions smoothly.

Presentation

- Kathleen Plinske provided an overview of MCC's Pandemic Influenza Plan, including an overview of the planning team and how their efforts fit into the College's larger All-Hazards Emergency Response Plans. Dr. Plinske explained that if an influenza pandemic were present in the United States (Trigger 4 in MCC's Pandemic Plan), special student withdrawal and employee sick leave procedures would go into effect:
 - If a student wishes to withdraw, he/she would be provided two options:
 1. Prorated refund of tuition and fees, or;
 2. Credit of 100% of tuition and fees to be held on student account for re-enrollment in same course within three semesters. If student does not re-enroll within three semesters, the student would receive a prorated refund as described in first option.
 - All employees, whether they be part-time or full-time, will be paid for their regularly scheduled hours during the period Trigger 4 is in place, without requiring employees to use any of their leave time or using any sick bank time.

If the College is forced to close in the event of an influenza pandemic (Trigger 5), students would be issued a 100% tuition and fee refund, which would be maintained on their student account for three semesters, or would be provided as an immediate refund in the form in which the original payment was made to the College (cash, credit card, etc.).

Consent Agenda

All items listed on the Consent Agenda were approved.

Personnel

- **Retirements** – The Board approved the following requests for retirement:
 - Bill Allerheiligen, Director of the Fitness Center, effective June 30, 2009
 - Kathy Chamberlain, Instructor of Health and Human Performance, effective June 30, 2009
 - Jane Brehm, Coordinator of Adult Education and Literacy Supportive Services, effective March 31, 2009
 - David Elder, Instructor of Earth Science, effective May 11, 2009
 - Noreen Nelson, Coordinator of Records, effective June 30, 2009
 - Arleen Quinn, Career Services Assistant, effective June 30, 2009
- **Resignations** – The following employees submitted their resignations:
 - Barbara Croston, Instructor of Spanish, effective May 30, 2008
 - Regina Monday, Director of Workforce Development Support Services, effective July 31, 2008
- **Appointments** – The Board approved the following appointments:
 - Virginia Gorski has been appointed to the position of Assistant Bursar, effective June 27, 2008. This position was formerly held by Mary Kossow who now serves as Bursar.

- Carolynn Gray has been appointed to the position of Financial Aid and Scholarship Specialist, effective June 27, 2008. This position was formerly held by Virginia Robinson who now serves as Contract Training Assistant.
- Michael Riley has been appointed to the position of Lead Campus Safety and Security Officer/Nights, effective June 27, 2008. This position was formerly held by David Wilson who resigned.
- Benjamin Allen has been appointed to the position of Student Development Advisor, effective July 14, 2008. This position was formerly held by Elisabeth Sherwood who now serves as Coordinator of Advising and Transfer Center.
- Kathleen Plinske will serve as the Interim Director of Marketing and Public Relations during Christina Haggerty's leave of absence.

Open Meetings Act Litigation

MCC's attorneys continue to work with the State's Attorney's Office to reach a resolution on the inadvertent violation of the Open Meetings Act that occurred in February.