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**From:** Walter Packard  
**Sent:** Friday, September 26, 2008 10:16 AM  
**To:** MCC EMPLOYEES  
**Subject:** Highlights from September Board Meeting

Colleagues:

Our Trustees met last evening for the Regular September 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.

Walt

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## Highlights from the September 25, 2008 Board Meeting

### President's Report

- **10<sup>th</sup> Day Enrollment**

I'm pleased to report that our student headcount has increased 2% over last Fall, and credit hour enrollment is up 3.2%. The shift in the age of our students is continuing, as our fastest growing group continues to be those 19 and under. The median age of our students has dropped to 20, and we're continuing to see more full-time students directly from high school.

- **Semester Start-up**

MCC hosted MCC Night on September 10, and approximately 800 high school juniors, seniors, and their parents attended. We also had a record high 236 seniors apply for admission during the event. Many College departments had display booths or presentations highlighting their programs, and we also had exhibits from the Crystal Lake Fire Department and our own Automotive program in the parking lot in front of A building. STAR 105 radio had their portable studio on campus and provided us with good exposure on local radio. All in all, it was a very successful evening for the College.

- **Shifting Gears**

The first cohort of 27 Shifting Gears students completed their classes and were honored at a ceremony on September 20. Shifting Gears is a partnership among adult education, continuing education, corporate education and the Business and Technology division, and supported by the Joyce Foundation. These adult education students, who are predominantly ESL students, learned blueprint reading, technical math, industrial safety and workplace language skills to prepare for work in manufacturing fields. 90% of them received Work Keys Certification; 20 of them earned silver or gold certification, and 4 have enrolled in the Academy for High Performance to further their education in manufacturing.

The MCC Shifting Gears program was also featured in the [September 12 edition of the Community College Times](#).

- **Professional Development**

On Friday, September 12, MCC took 11 employees to the Northern Illinois Network's Staff Exchange at the College of DuPage. The Northern Illinois Network is a group of staff developers from community colleges across northern Illinois that plan events to benefit staff members. The Staff Exchange invites specific staff members to come together for a day and meet with other staff members from different colleges that have similar jobs. It's a great chance to share things that work well here at MCC and pick up ideas from others regarding challenges that we face.

Also, on Friday, September 12, we kicked off our third round of MCC's Community College Operations Overview. Employees must apply and be accepted to attend this series of workshops that provide great information for those who may want to consider new positions here in the future and to those who are just always open to learning more. This effort is a result of the Succession Planning Action Team that worked to develop ways to prepare all MCC employees to better meet the demands of our constantly changing environment and to prepare for the high turnover we will soon experience.

- **Test of Mass Notification System**

As part of our ongoing all-hazards emergency planning efforts, we conducted our first wide-scale test of our emergency mass notification system earlier this month. An information report outlining the results of our first test is provided in this month's Board packet. Not surprisingly, we found that the fastest method to communicate with our students and employees is text messaging; we will be conducting several smaller scale tests this Fall, and will conduct another system-wide test next semester.

## Presentation

- **NISOD Excellence Award Recipients** – Brian Sager introduced to the Board three of our 2008 NISOD Excellence Award Recipients, Deb Gallo, Bruce Spangenberg, and Thomas Takayama.
- **Digital Media Program** – Meri Albright and Thomm Beggs, Co-Chairs and Instructors of Digital Media, presented an overview of the Digital Media program to the Board, including samples of student work and career opportunities that await our graduates.

## Consent Agenda

All items listed on the Consent Agenda were approved, including:

- **Board Report #08-216 - Approval of Shah Center Build-Out and Transfer of Programming from University Center** - At the time the Shah Center opened, approximately 2800 square feet of space was left unfinished to allow for future growth. After analyzing our programming at the University Center and reviewing the estimated cost for adding additional classroom and office space at the Shah Center, the Board decided:
  - not to renew MCC's lease at the University Center at the end of its current term which is July 31, 2009;
  - build-out the unfinished space at the Shah Center, adding classrooms, offices, and an IT infrastructure upgrade.

The Board made its decision last night so that there is adequate time to finish the build-out at the Shah Center before the space is required to accommodate the programs from the University Center that will be transferred.

## Personnel

- **Appointments** – The Board approved the following appointments:
  - **Brenda Romero** has been appointed to the position of Secretary, Dean of Academic Support Services/Acquisitions Specialist, effective October 1, 2008. This position was formerly held by Carol Dautel, who retired.

- **Leana Davis** has been appointed to the position of Financial Aid, Work Study and Outreach Specialist, effective September 29, 2008. This position was formerly held by Barb Flaherty, who retired.
- **Beverly Thomas** has been appointed to the position of Coordinator for 22nd Judicial Circuit Family Violence Coordinating Council, effective September 29, 2008. This position was formerly held by Mary Batson, who resigned.
- **Vicki Brennan** has been appointed to the position of Coordinator of Credentials Evaluation, effective October 1, 2008. This position was formerly held by Mary Harreld, who retired.
- **Meghan Waterbury** has been appointed to the position of Research and Assessment Associate, effective September 29, 2008. This position was formerly held by Phil Getchell, 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/092508boardpacket.asp>

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 first two weeks of Business Requirements Review (BRR) sessions for CampusVue, encompassing recruiting and admissions, academic records, financial aid, student accounts, student services, etc.
  - Scheduled first week of BRR sessions for CampusVantage, encompassing finance, business services, and Human Resources
  - Ordered hardware and software; installation and configuration is in progress
  - First test of data conversion process in progress
  
- **AQIP Annual Updates** - In order to maintain accreditation through the Academic Quality Improvement Program, the College must submit annual updates on its AQIP Action Projects for review. MCC's Annual Updates, as well as reviewer feedback, is available at <http://www.insidemcc.mchenry.edu/aqip/aqip/actionprojects.html> Thanks to the consistent efforts of our employees College-wide, the feedback we received regarding our Action Projects was very positive.

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