

MINUTES  
EVALUATION AND POLICIES COMMITTEE MEETING  
OF McHENRY COUNTY COLLEGE

A meeting of the Evaluation and Policies Committee of the Board of Trustees of McHenry County College was held on Monday, January 16, 2012 in the Board Room, Room A217, in Building A on the Campus. Chair Kisser called the meeting to order at 6:31 p.m. When Secretary Walters called the roll, the following were present:

Ms. Kisser  
Ms. Walters  
Ms. Parrish

Ms. Liddell was absent.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the December 5, 2011 Evaluation and Policies Committee meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

PRESIDENT'S REPORT

Dr. Smith had nothing to report.

BOARD SELF-EVALUATION

Ms. Kisser stated that several sample evaluation formats were sent to the Evaluation and Policies Committee; Chair Miller requested that the Committee select two formats to be presented to the full Board for consideration. A discussion followed on the documents and it was agreed to use two: ICCTA Guidelines and a document used for Board evaluation in 2005-2006. These two documents will be sent to the Board for review, and discussion of the formats and final selection will be made at the January Board meeting.

SCHEDULE DATE FOR BOARD RETREAT

Dr. Smith noted that the Board Retreat will be held in March and asked for a date preference. After brief discussion, it was agreed that Saturday, March 24, 2012 would be recommended for the Board Retreat.

Several topics were mentioned: mission, branding, land acquisition, physical facilities/footprint, leadership development and Board involvement and support of the Foundation. Discussion will be held at the January Board meeting to determine the date and retreat topics.

UPDATE ON CLASSIFICATION AND COMPENSATION STUDY, Ms. Angelina Castillo, Assistant Vice President of Human Resources

Ms. Castillo provided a brief update on this study. After Board approval of Evergreen Solutions Consulting, representatives of the firm visited the campus in November to conduct information sessions which explained what the project would entail. Individual focus groups were held in December while Human Resources provided information and data to be used for research. Prior to winter break, employees began completing the Job Assessment Tool documents which describes position duties. In the next two weeks, supervisors will be reviewing the Job Assessment Tools to confirm position duties. Evergreen will also begin benchmarking with local employers and other community colleges. The preliminary results will be brought to Executive Council in March or April and the results will be rolled out to employees. Ms. Castillo stated that the project is on track and going well. In response to Ms. Kisser's questions, Ms. Castillo replied that it has been sixteen years since a similar study was conducted and that once the study is done, each of the more than 300 positions will have a more current and uniform job description and compensation scales will be updated based on market data. Ms. Castillo remarked that Evergreen will continue to offer updated information with market studies at the price already paid for the study. Dr. Smith stated that the study will address inappropriately compensated positions and will make recommendations on how to bring those positions to the proper range. Ms. Castillo will provide another update at the next meeting.

DISCUSSION OF SECTION 1, BOARD POLICY MANUAL

Review of Section 1 continued, beginning with Policy 1.8.7, Resolutions of Support. Other sections reviewed at the December meeting are being brought back with some changes.

1.8.7 RESOLUTIONS OF SUPPORT

Recommendation has been received from legal counsel; language provided by the attorney will be used. All were in agreement to recommend that this policy be moved up to the full Board for approval.

1.8.8 COMMUNITY SUPPORT

This item will be placed under advisement.

1.8.9 SIGNATORY FOR ICCB MATERIALS

This item will be placed under advisement.

1.8.10 RECEIPT AND FORWARDING OF MAIL

This item will be placed under advisement.

1.8.11 COLLEGE MASTER PLANNING

The Committee recommends moving this item to Section 2. It will be brought forward with that section.

1.8.12 INSTITUTIONAL AFFILIATIONS

No changes are recommended by the Committee; this item was approved.

1.9 FREEDOM OF INFORMATION POLICY

The word "policy" will be removed from the title; this item was approved.

1.10 ANTI-VIOLENCE

Approved moving parts of this policy to Sections 3 and 4 for future review.

1.11 GIFT ACCEPTANCE

Minor wording changes will be made and the policy will be brought back for review.

1.12 ETHICS ORDINANCE

A new version was received from counsel. It will be sent to the full Board for approval. When approved, it must be signed by the Trustees.

1.13 HEALTH INSURANCE

This item will be moved to Section 3 and reviewed there.

1.14 COPYRIGHT

This item will be moved to Section 2 and reviewed there.

1.8.4.1 PUBLIC MEETINGS

There were no changes to this item.

1.8.5.2.1 SELECTION OF RESOURCE PERSONNEL

There were no changes to this item.

1.1 COLLEGE GOVERNING BOARD

This item was approved with changes.

1.2.1 STUDENT TRUSTEE ADVISORY VOTE

This item will be placed under advisement.

1.7.3 VACANCIES

The policy was approved; attorney's recommendations will be incorporated.

1.7.4.2.1 CHAIR

The policy was approved with changes.

1.8.3.1 COMMITTEE OF THE WHOLE

The policy was approved with changes.

1.8.3.3 TEMPORARY COMMITTEES

The policy was approved with changes.

1.8.4.1.3 SPECIAL MEETINGS

The policy was approved with changes.

1.8.4.2 AGENDA

The policy was approved with changes.

1.8.4.4.2 CLOSED SESSION

The policy was approved with changes.

1.8.4.4.5 TELEPHONIC PARTICIPATION

The policy was approved with changes.

Section 1 of the Board Policy Manual will be brought to the February Evaluation and Policies Committee for approval. If approved, it will be taken to the February Board meeting for full Board approval.

INTERNAL POLICY COMMITTEE UPDATE

After review and disposition of the policies above, discussion followed on items that would be ready for the February meeting. It was agreed that Section 1 would be finalized at the February Committee meeting and sent to the full Board for review.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no summary comments.

FUTURE AGENDA ITEMS

Review of the Board Policy Manual will continue at the February meeting with Policy 1.8.7, Resolutions of Support.

CLOSED SESSION

No Closed Session was needed.

ACCEPTANCE OF CLOSED SESSION MINUTES: Evaluation and Policies Committee Meeting, December 5, 2011

The minutes of the Closed Session, Evaluation and Policies Committee meeting of December 5, 2011 were accepted as presented.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 8:28 p.m.

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Patricia Kriegermeier, Recording Secretary