

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, July 18, 2011 in the Board Room, Room A217, in Building A on the Campus. Chair Kisser called the meeting to order at 6:33 p.m. When Ms. Liddell called the roll, the following were present:

Ms. Kisser
Ms. Liddell

Ms. Walters was absent. Ms. Miller was also present.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee of May 23, 2011 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

REPORT FROM INTERNAL BOARD POLICY REVIEW COMMITTEE

The Committee heard a report and a PowerPoint presentation from the Internal Board Policy Review committee. Dr. Miksa spoke about the committee's work, reviewing objectives and prioritization of policies to be reviewed and shared a timeline for bringing this work to the Committee for review. A copy of the presentation containing the committee's schedule for reviewing existing policies and presenting new policies for consideration is attached to the full minutes of the meeting.

DISCUSSION ON POLICY DEVELOPMENT TRAINING

Dr. Smith spoke about following up on a request at the May Evaluation and Policies Committee meeting regarding best practices in Board Policy development. Attorney Nanci Rogers from Robbins, Schwartz, Nicholas, Lifton & Taylor Ltd. would be willing to conduct such training. Discussion followed; it was agreed that Attorney Rogers would conduct training at the next Evaluation and Policies Committee meeting.

BOARD POLICY REVISION: POLICY 2.4.7 – TOBACCO-FREE CAMPUS

The committee reviewed and discussed Board Policy Revision: Policy 2.4.7 – Tobacco Free Campus. Dr. Smith noted that this issue was initiated by students. Ms. Lena Kalemba, Director of Health and Wellness, shared survey results showing that 83% of College employees want a tobacco-free campus. Ms. Kisser suggested that Board Policy format be numbered for ease in referring to specific text. The committee endorsed recommending this policy to the full Board for approval.

BOARD POLICY REVISION: POLICY 3.1.6 –DRUG AND ALCOHOL FREE WORKPLACE

The committee reviewed and discussed Board Policy Revision: Policy 3.1.6 – Drug and Alcohol Free Workplace. In regard to the proposed new language for this policy, the following sentence in the second paragraph of section 3.1.6 was specifically discussed: “The only exception to this policy (forbidding alcohol use on campus) would be alcoholic beverages served during a college function approved by the Board of Trustees.” If the Board will ever want to permit alcohol use, such as for a fundraising event for donors or a culinary arts function, it will need this clause in the policy to do so. The third paragraph of the proposed policy currently states that, “All employees will receive a copy of this policy and abide by the policy.” The Committee discussed whether the language should include wording to the effect that all employees will sign a statement that they have read and will abide by the policy.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Kisser expressed her appreciation for the work done by the Internal Board Policy Review Committee.

CLOSED SESSION

There was no Closed Session.

ACCEPTANCE OF CLOSED SESSION MINUTES: Evaluation and Policies Committee, May 23, 2011

Trustees reviewed the minutes. Ms. Kisser suggested a revision and Ms. Kriegermeier will amend the minutes. Ms. Liddell moved that the May 23, 2011 minutes be approved as amended. Ms. Miller seconded the motion. A voice vote was taken and all were in favor. The motion carried.

FUTURE AGENDA ITEMS

Attorney Rogers will conduct Board Policy training at the August 15, 2011 meeting. An update from the Internal Board Policy Review Committee will be given at the August meeting. Dr. Miksa stated that at the October meeting, Section 1 will be discussed. Ms. Kisser inquired about evaluations; Dr. Smith stated that any changes to her contract would be brought to the Committee after the Staff Council contract is settled. Ms. Miller asked whether a date had been set for the Board Retreat; a discussion item will be placed on the July Board meeting agenda. Ms. Kisser asked about revision of the Mission Statement; Dr. Smith responded that the full Board would act on this item and that discussion at the Board retreat would influence strategic direction.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 8:02 p.m.

Patricia Kriegermeier, Recording Secretary