

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, September 12, 2011, in the Board Room, Room A217, in Building A on the Campus. Chair Kisser called the meeting to order at 6:35 p.m. When Ms. Liddell called the roll in Secretary Walters' absence, the following were present:

Ms. Liddell
Ms. Kisser

Ms. Walters was absent.

ACCEPTANCE OF AGENDA

The agenda was amended: Item #7 was changed to read Discussion on Policy 1.8.2, Formulation of Administrative Procedures. Item #9, Discussion on Emergency Procurements for the Institution, was removed from the agenda. Item #14, Future Agenda Items, was moved before item #13, Closed Session.

The agenda was accepted as amended.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee Meeting, August 15, 2011 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

PRESIDENT'S REPORT

Dr. Smith stated she had nothing to report.

DISCUSSION ON POLICY 1.8.2, FORMULATION OF ADMINISTRATIVE PROCEDURES

Ms. Kisser stated that this topic pertains to changing Board Policy to remove the authority to create and implement procedures from the Board Policy Manual and invest that authority with the President and staff of the College. This change was recommended by counsel, Ms. Rogers. Brief discussion followed and the

Committee recommended that Policy 1.8.2, Formulation of Administrative Procedures, be placed on the September 22, 2011 Board of Trustees meeting agenda for a first reading.

DISCUSSION ON ESTABLISHING THE PURCHASING SPENDING LIMIT FOR THE INSTITUTION

Ms. Kisser asked about current policy; Mr. West responded that there are guidelines in the College's purchasing handbook which was approved by the Board some years ago. Mr. West added that in 2009, the state legislature amended 110 ILCS 085/3-27.1. Revised statute is \$25,000.00 for bids and \$50,000.00 for construction. Discussion followed. Mr. West outlined the various levels of internal control and the procedures that comprise each level.

A recommendation was made to bring this item to the October Facilities and Planning Committee and to the October Finance and Negotiations Committee for further discussion and possible recommendation for a first reading at the November Board meeting.

DISCUSSION ON MCHENRY COUNTY COLLEGE TRAVEL POLICY

The Committee discussed the initiation of a McHenry County College Travel Policy. Mr. West stated that the College has many procedures dealing with travel but no policy. He noted Attorney Rogers' comment that a policy is not always needed. A recommendation was made to bring a policy to the October Evaluation and Policies committee for consideration.

DISCUSSION ON PROCESS FOR POLICY MANUAL REVISIONS

Ms. Kisser stated that the Board was fortunate to have a workshop at the August meeting on best practices for revising the Board Policy Manual. Attorney Rogers will provide an overview that identifies which policies and procedures should be given attention, and the most pressing one or two will be addressed first. The Internal Board Policy Review Committee will proceed with work in progress; it appears that the revision process will take more time than originally intended. Therefore it would be drawn up and brought to the November meeting of the Evaluation and Policies Committee, along with the internal committee's review of Section 1 of the Board Policy Manual.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no summary comments.

FUTURE AGENDA ITEMS

Items proposed for the October agenda include a discussion of the purchasing spending limit, review of a Travel Policy, and Attorney Rogers' recommendations for addressing Board Policies.

CLOSED SESSION

Ms. Liddell moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2 (c), Exception #1, *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.* Ms. Kisser seconded the motion. There was no discussion. The roll was called and all present were in favor. The motion carried.

A break was announced at 7:45 p.m. Closed Session began at 7:51 p.m.

Trustee Liddell made a motion to come out of Closed Session and Trustee Kisser seconded the motion.

There was no discussion. A voice vote was called and all were in favor. Closed Session ended at 8:10 p.m.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 8:15 p.m.

Patricia Kriegermeier, Recording Secretary