

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, October 17, 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 Secretary Walters called the roll, the following were present:

Ms. Liddell
Ms. Walters
Ms. Kisser

Ms. Miller joined the meeting at 6:46 p.m. Attorney Nanci Rogers was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

Ms. Walters moved to accept the minutes of the September 12, 2011 Evaluation and Policies Committee as amended. Ms. Liddell seconded the motion. The roll was called and all present were in favor. The motion carried.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

PRESIDENT'S REPORT

Dr. Smith had nothing to report.

PARENTAL LEAVE PRESENTATION

Ms. Kate Middy and Ms. Tricia King gave a presentation on parental leave for faculty members, the formal purpose of which is to establish a fair and equitable policy to ensure quality continuous instruction for students and paid leave for faculty after the birth or adoption of a child. Several narratives were shared showing different arrangements given to employees in the past. The Faculty Association conducted a poll of all full-time faculty in 2011; 17% responded that they plan to have a child in the next five years. Ms.

Midday and Ms. King presented a brief history of parental leave, a loose recommendation, reaffirmed the importance of change and noted the benefits to the College. They spoke about the changing demographic of full-time faculty at MCC: as instructors have retired, new hires have been much younger and mostly female. They spoke about the practice of “banking” five classes, payment for which would be saved for a later time when the employee needed paid time off, noting that this practice would not work for non-teaching and newer faculty. They noted that there are currently six full time faculty members who are pregnant or intend to become pregnant, which would ultimately affect approximately 800 students in the next ten to twelve months. They spoke about the Family and Medical Leave Act (FMLA) which can be used for twelve weeks, and noted that a semester spans sixteen weeks. It was emphasized that the onus of responsibility would be placed on individual faculty members to work with their immediate supervisors to work with students, courses and scheduling, as every department is different. The floor was then opened for questions from the Trustees.

Ms. Kissler noted that Ms. Midday and Ms. King stated that banking was inequitable and asked whether they would want to keep it in the mix to work for some if it was not an option for others. Ms. Midday replied that faculty would want there to be a list of options, tailor-made, depending on the department and instructor. She added that Dr. Miksa had introduced the concept of re-approaching banking for contact hours rather than credit hours, as very few people would be able to bank five classes.

Ms. Kissler asked that if Ms. Midday and Ms. King become aware of any parental leave policies at community colleges in Illinois, they send them to Dr. Smith so the Committee could review them. She added that the process the Evaluations and Policies Committee will follow would be first to ask legal counsel to review the proposal before the Committee begins discussion on the topic.

Ms. Liddell asked whether this leave would be extended to husbands as well as wives; Ms. Midday responded that it is important not to exclude, for birth or adoption equally. Ms. Liddell commented that the industry standard is still six weeks with two possible additional weeks. Ms. Kissler thanked the presenters. Ms. Midday and Ms. King left the meeting at 7:08 p.m.

Dr. Smith then introduced Ms. Laura Brown, new Vice President for Institutional Advancement, who began her work at McHenry County College that morning.

LIST OF BOARD POLICY MANUAL ITEMS TO BE ADDRESSED

Dr. Miksa passed out handouts for review. Dr. Miksa stated that at the College's request, Attorney Nanci Rogers reviewed the Board Policy Manual to identify policies that might be missing or needed to be addressed right away. A first attempt to address items in Section 1 has been made. The attorney's recommendations and recent changes to Board Policy are shown below:

Board Policies Recommended for Immediate Review and Revision

- 1.8.4.4.5, Telephonic Participation in Board Meetings
- 1.12, Ethics Ordinance
- 4.3.2, Student Harassment/Discrimination
- 2.4.8, Responsible Use of Information Technology

Board Policy Requirement to be Added to the Policy Manual

A written policy and procedures should be in place to identify sensitive positions and provide for completion of a criminal background investigation prior to employment in those positions.

Further Consideration for Additional Policy Development

- 1.14, Copyright Policy
- Clery Act Compliance

Board Policies That Require Attention If Not Already Amended/Adopted

- 3.1.5.1, Sick Days for Retirement Options
- 1.8.2, Formulation of Administrative Procedures (final reading this month)
- 2.4.7, Smoking on Campus (already adopted)
- 3.1.8, Drug-Free Workplace (already adopted)

Policy 3.1.5.1, Sick Days for Retirement Option, and Policy 4.3.2, Student Harassment/Discrimination, will be addressed at the next Board meeting. It was agreed that policies regarding purchasing and travel would be brought to the Committee for consideration in December.

INTERNAL POLICY COMMITTEE UPDATE

The Internal Board Policy Review Committee will bring to the November meeting their review of Section 1 of the Board Policy Manual. Attorney Rogers will attend this meeting. Ms. Liddell stated that she attended a session at the recent ACCT National Congress where she learned about policy software packages that might be helpful when updating Board policies.

SUMMARY COMMENTS BY BOARD MEMBERS

It was proposed that Board Self-Evaluation be placed on a future agenda.

FUTURE AGENDA ITEMS

The following items were proposed for future committee agendas: Board Policy 3.1.5.1, Sick Days for Retirement Option, Board Policy 4.3.2, Clery Audit, Board self-evaluation, discussion on parental leave presentation.

CLOSED SESSION

At 7:42 p.m., Ms. Walters moved to go into closed session to discuss items covered under exception #21, *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.* Ms. Liddell seconded the motion. The roll was called and all were in favor; the motion carried. Closed Session began at 7:42 p.m.

Ms. Liddell moved to come out of Closed Session and Ms. Walters seconded the motion. A voice vote was taken and all were in favor; Closed Session ended at 7:45 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Miller moved to accept the Closed Session minutes of the September 12, 2011 meeting of the Evaluation and Policies Committee, as amended per discussion in Closed Session, and Ms. Liddell seconded the motion. The roll was called and all present were in favor. The motion carried.

Discussion followed regarding future agenda items.

ADJOURNMENT

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