

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, August 12, 2013 in the Board Room, Room A217, in Building A on the Campus. Chair Kisser called the meeting to order at 6:32 p.m. When Mr. Jenner called the roll, the following committee members were present:

Mr. Jenner
Ms. Liddell
Ms. Kisser

Mr. Parrish, Ms. Walsh and Dr. Smith were also present. Attorney Nanci Rogers was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented; items 9 and 10 will be discussed together.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, June 17, 2013 were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

PRESIDENT'S REPORT

Dr. Smith had no report.

CONTINUE REVIEW OF SECTION 2, BOARD POLICY MANUAL, POLICIES 2.0 THROUGH 2.2

Section 2 review discussion resulted in the outcomes shown in the table below.

2.1.1	Investments	Approved as presented
A	Scope of Policy	Approved as presented
B	Objectives	Approved as presented
C	Investment Guidelines	Approved with changes
D	Diversification	Approved with changes
E	Responsibility of College Treasurer for Investment Program and Related Operational Procedures	Approved as presented
F	Performance Measures	Approved as presented
G	Periodic Review of Investment Portfolio	Approved as presented

H	Reporting	Approved with changes
I	Authorized Investments	Approved with changes
J	Selection of Financial Institutions	Approved with changes
K	Collateralization	Approved with changes
L	Safekeeping of Collateral	Approved with changes
M	Prudent Person Standard	Approved as presented
N	Ethics and Conflicts of Interest	Approved as presented
O	Amendment	Approved as presented
2.1.2	Borrowing	Approved as presented
2.1.2.1	Interfund Loans	Approved as presented
2.1.2.2	Tax Anticipation Warrants	No change recommended.
2.1.2.3	Temporary Transfers from Working Cash Fund	Accepted with minor change
2.1.3	Bonding Insurance	Approved with attorney revisions
2.1.4	Purchasing	Approved as presented
2.1.4.1	Purchasing Authority	Under advisement

PRESENTATION OF IDEAS FOR DISCUSSION RELATED TO POLICY 1.9, FREEDOM OF INFORMATION, AND RELATED PROCEDURES

The Committee discussed Trustee Jenner's ideas as reflected in a memo from Chair Kisser to Dr. Miksa on June 11, 2013. Monthly Freedom of Information Act summaries are now available on the College website. Mr. Jenner suggested that additional information be included: phone numbers, email link, and copying fees. Ms. Kisser concurred that this information should be on the website. The transparency audit will be discussed at the next Evaluation and Policies Committee meeting.

DISCUSSION OF CLOSED SESSION BOARD MINUTES IN REGARD TO LEVEL OF DETAIL PROVIDED WITHIN THE MINUTES AND PROCEDURE FOR SEMI-ANNUAL REVIEW OF CLSOED SESSION MINUTES

Mr. Jenner spoke about the statute that requires review of closed session minutes for potential release to the public. He does not know the last time MCC released such minutes, and noted that the contributing factor is the detail in which the minutes are written. Ms. Rogers stated that the Committee members received a copy of her memo, stating that Open Meetings Act standards state that the minutes must include a summary of the discussion on all matters proposed, deliberated or decided. She added that the purpose of corporate minutes is to have a record of what the Board discussed. If there is a challenge on whether something was appropriately discussed in closed session, the minutes will be reviewed. Ms. Rogers noted that verbatim recordings are routinely destroyed and minutes are relied upon to make sure

discussion was appropriate. Ms. Rogers added that it is very unusual for closed session minutes from community colleges to be disclosed, as these minutes may contain information about students, personnel, or litigation matters. Ms. Rogers stated that other community colleges label their closed session minutes by the exception discussed, thereby creating an opportunity to release a specific section without releasing all sections of the minutes.

Ms. Kisser spoke of two issues to be addressed: 1) change the method of taking the minutes to be less detailed, and possibly have a subcommittee of Board members willing to go through some recent closed session minutes and try to edit them; and 2) begin from this date to keep a summary, still in closed session, with a report every quarter why the Board went into closed session, listing exceptions, to determine major reasons the Board goes into closed session. She noted that if most exceptions are student or employee related, it might not be worth changing the process. Mr. Parrish proposed that Ms. Kisser, as a subcommittee of one, work with Attorney Rogers and Ms. Kriegermeier. Mr. Jenner stated that he would re-read Attorney Rogers' memo. Ms. Kisser stated that if, after re-reading the memo, Mr. Jenner still has an interest, she is not opposed to taking a sample of some closed session minutes to review. Ms. Liddell added that at the end of every closed session, those present could easily articulate if the topic is something that will be opened up or not.

Mr. Jenner asked that for semi-annual review of closed session minutes, should there be Board oversight? Semi-annual review of Closed Session minutes will be placed on the next meeting agenda.

REVIEW OF POLICY FOR DESTRUCTION OF CLOSED SESSION RECORDINGS

Mr. Jenner stated his opinion that there should be Board oversight, with a Board member present when recordings are destroyed. He noted that it sounds like there has not been a problem. During discussion it was noted that a written copy of the closed session minutes is retained. Ms. Kisser suggested that Trustees be informed when the recordings will be destroyed, and any Trustee interested may attend.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Jenner stated that he appreciated the consideration given to his policy ideas.

FUTURE AGENDA ITEMS

Future agenda items include: solicitation of names of Board members interested in participating in a review of Closed Session minutes; Section 2 review will continue with sustainability and move ahead; the Committee will continue with Trustee Jenner's list.

CLOSED SESSION

No Closed Session was held.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 9:02 p.m.

Patricia Kriegermeier, Recording Secretary