

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 14, 2013 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 Mr. Jenner called the roll, the following committee members were present:

Mr. Jenner  
Ms. Liddell  
Ms. Kisser

Dr. Smith was present. Attorney Nanci Rogers was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented. Ms. Kisser stated that due to the number of items on the meeting agenda, one hour will be spent on the review of Section 2 of the Board Policy Manual, after which other agenda items will be addressed.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, September 16, 2013 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Evaluation and Policies Committee.

PRESIDENT'S REPORT

Dr. Smith reported that at the last meeting, a suggestion was made that Ms. Haggerty contact the Illinois Policy Institute; Ms. Haggerty is on vacation and will give the report in November.

CONTINUE REVIEW OF SECTION 2, BOARD POLICY MANUAL, POLICIES 2.1.4.2 THROUGH 2.4.5

Dr, Miksa prefaced discussion that Ms. Hankins attended the internal committee's meeting to discuss Sustainability, Board Policy 2.1.4.2. Ms. Hankins will conduct more research and return to the internal committee with results, and the item will be carried forward.

Dr. Miksa noted that information on room usage and space would be brought to the next meeting as well.

Dr. Miksa will also address Trustee Kisser's questions on facility rental, Policy 2.4.1.

Discussion began with Board Policy 2.1.3.1, Purchasing Authority. Section 2 review discussion resulted in the outcomes shown in the table below.

|         |  |  |
|---------|--|--|
| 2.1.4.1 | Purchasing Authority                                       | Approved with minor change   |
| 2.1.4.2 | Sustainability Purchasing Practices                        | Still under advisement as of 10/14                                 |
| 2.1.4.4 | Emergency Change Orders for Existing Construction Projects | Approved with change   |
| 2.1.7   | Preparation of an Annual Budget                            | Minor change made, will come back for approval                     |
| 2.1.9   | Preparation of an Annual Audit                             | Policy needs more work; Internal Committee will provide direction. |
| 2.1.10  | Sale of Stocks   | Approved with change   |
| 2.1.11  | College Use of Checking Accounts                           | Approved   |
| 2.2     | Comprehensive Insurance                                    | Approved   |
| 2.1.4.1 | Purchasing Authority                                       | Approved with minor change   |
| 2.1.4.2 | Sustainability Purchasing Practices                        | Still under advisement as of 10/14                                 |
| 2.1.4.4 | Emergency Change Orders for Existing Construction Projects | Approved with change   |
| 2.1.7   | Preparation of an Annual Budget                            | Minor change made, will come back for approval                     |
| 2.1.9   | Preparation of an Annual Audit                             | Policy needs more work; Internal Committee will provide direction. |
| 2.1.10  | Sale of Stocks   | Approved with change   |
| 2.1.11  | College Use of Checking Accounts                           | Approved   |

#### DISCUSSION OF NEED FOR POLICY RELATED TO ISSUING DEBT

The Committee discussed the need for a policy related to the issuance of debt; Mr. Jenner shared a policy from District 26. Mr. Jenner stated his main concern was the issuance of alternative revenue bonds or any significant property tax increase without seeking voter approval. Discussion followed; it was noted that the College cannot support or spend tax dollars on a referendum campaign. Ms. Kisser questioned what would happen should the College need to replace HVAC equipment, or take care of something catastrophic; it would not be able to move forward under such a policy. Ms. Kisser suggested that a brief summary of the committee's discussion be created, and this item could be placed on next month's Committee of the Whole agenda for discussion.

REPORT FROM COUNSEL ON ACCESS BY CURRENT TRUSTEES TO CLOSED MEETING  
MINUTES COVERING DATES PRECEDING CURRENT TRUSTEES' TERMS OF OFFICE

After brief discussion, Attorney Rogers stated that new members of the Board may read past Closed Session minutes.

GENERAL DISCUSSION OF THE REVIEW PROCESS FOR MCC VENDORS

Mr. Jenner previously sent District 26 policies on this topic to Ms. Kisser, Dr. Smith and Dr. Miksa showing that every two years, workman's compensation, comprehensive and general liability insurance, energy contracts, investments, auditing, and legal services were reviewed to ensure the best service and cost. Dr. Smith responded that the College does bid out many of these services, whether they are exempt from bidding or not. Ms. Kisser asked that this item be presented for discussion at the next meeting.

DISCUSSION OF HISTORY OF EXCEPTIONS TO THE OPEN MEETINGS ACT USED FOR  
BOARD MEETINGS

Committee members discussed a list provided, showing the history of Closed Session exceptions over the past few years. The majority of meetings involved Exception #1 (Personnel), Exception #2 (Negotiations), Exception #5 (Purchase of Land), and Exception #21 (Review of Closed Session Minutes). The conclusion was made that meetings convened under these exceptions would likely not be released to the public.

SUMMARY COMMENTS BY BOARD MEMBERS

Summary comments are combined with Future Agenda Items shown below.

FUTURE AGENDA ITEMS

Future agenda items include: follow-up on the Illinois Policy Institute's Transparency Audit, Sustainability, Information on Room Usage and Rentals, Current Internal Procedures for Review of Vendors, Issuing Debt, Items that could be Exempt from Bid, and continuation of the review of Section 2 of the Board Policy Manual.

CLOSED SESSION

No Closed Session was held.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 8:55 p.m.

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Patricia Kriegermeier, Recording Secretary