

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, November 11, 2013 in the Board Room, Room A217, in Building A on the Campus. Chair Kisser called the meeting to order at 6:34 p.m. When Mr. Jenner called the roll, the following committee members were present:

Mr. Jenner  
Ms. Liddell  
Ms. Kisser

Also present was Mr. Parrish. Dr. Smith was present. Attorney Nanci Rogers was present as legal counsel. Ms. Walsh was absent at roll call and arrived at 6:39 p.m.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, October 14, 2013 were accepted as revised. One correction was made.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

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

PRESIDENT'S REPORT

Dr. Smith had no report.

CONTINUE REVIEW OF SECTION 2, BOARD POLICY MANUAL, POLICIES 2.1.4.1 THROUGH 2.4.5

Review of Section 2 continued; results of discussion are shown in the table below.

2.1.4.1	Purchasing Authority	Approved with final changes
2.1.4.5	Emergency Project Expenditures	Approved
2.1.7	Preparation of an Annual Budget	Approved
2.1.10	Sale of Stock	Approved
2.1.4.2	Sustainability Purchasing Procedures, old number 2.1.4.1.1	Still under advisement

2.1.9	Preparation of an Annual Audit	Approved with minor changes
2.3	Tuition, Rates and Fees	Title Change
2.3.1.1	Credit Hour Tuition and Fee Rates	Will be brought back as a group
2.3.2	Rates and Fees for Noncredit Courses	Send back to Internal Committee; all tuition items will be brought back as a group
2.3.3	Credit Tuition Waiver for Senior Citizens	Will be brought back as part of fees group
2.3.5	Refunds	Use attorney's language; under advisement

#### FOLLOW-UP ON ILLINOIS POLICY INSTITUTE TRANSPARENCY AUDIT

The Committee heard follow-up discussion on the Illinois Policy Institute Transparency Audit. Ms. Haggerty contacted Mr. Brian Costin at the Illinois Policy Institute and asked what standards the Institute was using; she found their focus is on municipalities. Ms. Haggerty explained that community colleges differ from that segment and stated that community colleges must look to their governing bodies – the Illinois Community College Board and the Higher Learning Commission – to comply with those requirements. Ms. Haggerty was able to increase the score given to the College by showing the reviewer where certain items were located. Dr. Smith commented that MCC has to respond to federal law, state law, ICCB regulations, HLC regulations and IBHE regulations and suggested that the requirements from those entities should be the first priority for the institution, which could move from there if there are other things we want to put on the website. Ms. Haggerty provided handouts to show where the College's score increased; discussion followed on the categories listed. Ms. Haggerty asked whether community college examples could be provided; Mr. Costin did not provide any references. After discussion, Trustees shared questions and comments. Mr. Parrish asked what the consequence of ignoring this would be; Ms. Haggerty replied there was no consequence. Mr. Jenner added that this audit is not done by anybody who regulates the College. Ms. Liddell asked whether something that shows best practices could be obtained. Mr. Jenner thanked Ms. Haggerty for making the contact and doing the research. He stated that the College can be done spending time on this exercise.

CONTINUATION OF DISCUSSION OF REVIEW PROCESS FOR MCC VENDORS

Using the email Trustee Jenner sent showing District 26 vendors and policies, Dr. Smith asked Mr.

Tenuta to list all professional services the College is involved with, and show how we go about the timing of reselecting those services. There is currently no policy, only practice. Dr. Smith spoke about each area:

**Audit:** the College uses Sikich LLC whose services were bid out in 2010 and should be rebid in 2014.

**Banks:** the College's bank was last changed in 2010. Dr. Smith explained this is a very arduous process which should not be done frequently.

**Attorneys:** each year in April the Board selects its legal firms. An RFQ was done in 2011.

**Custodial:** RJB is on a five-year contract for these services.

**Financial:** the financial services firm PMA is only used if the College is looking at something and needs financial advice; there is no contract with PMA.

**Architectural and Construction:** Wight Company was selected to create the Facility Master Plan and their contract ended in March 2012. RuckPate was selected through an RFQ process which interviewed six or seven firms to oversee the College's small projects. Pepper Construction has been used since May 2011 and is not used on all projects. HR Green managed the parking lot project.

**Insurance:** One firm is used for Workers' Compensation: United Heartland Insurance Company, through the College's insurance broker, the Williams-Manny Agency. Another insurance firm, R. J. Galla, handles property, casualty and liability insurance, and Gallagher Benefit Services is used as a broker for medical and dental, for which policies are bid out annually for each renewal.

**Utilities/Energy:** the College's supplier for natural gas is locked in through March, 2014 and the College's electricity rates are locked in through January, 2015. These services will both be reviewed before renewing. Mr. Jenner asked the Committee whether these practices should be codified to policy; Ms. Kisser replied that this topic will be placed on the next agenda to be discussed more fully.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Jenner wished Ms. Liddell and any others who served a happy Veterans Day.

Ms. Liddell stated that concealed carry has become a bigger issue at ICCTA; Ms. Kisser asked Attorney Rogers for an update on when the Evaluation and Policies Committee should look at that issue. Dr. Smith stated that work is already beginning on concealed carry policy; Ms. Rogers will send a checklist of items that should be included in such a policy.

Ms. Liddell would like to hold discussion about using the Foundation more effectively in fundraising with vendor contributions. Ms. Brown stated that this item should proceed carefully, noting that the Foundation does obtain annual sponsorships to support College events and programs, as well as in-kind donations. Ms. Brown can provide a list of current vendors that supported the Foundation; Ms. Kisser did not feel that list was needed.

Mr. Jenner asked that further discussion be held on policies regarding communication to and from trustees. Mr. Parrish asked for an update or refresher on the ideas Mr. Jenner brought to the Board. Ms. Kisser asked that all read policy 1.8.10 for the next meeting and briefly discuss it at the next meeting.

#### FUTURE AGENDA ITEMS

Future agenda items include: continuation of College vendor discussion; policy on concealed carry weapons will be discussed; presentation on sustainability, Section 2 review will continue.

#### CLOSED SESSION

No Closed Session was held.

#### ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 9:18 p.m.

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Patricia Kriegermeier, Recording Secretary