

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 18, 2014 in the Board Room, Room A217, in Building A on the Campus. Chair Jenner called the meeting to order at 6:31 p.m. When Mr. Jenner called the roll, the following committee members were present:

Ms. Kisser  
Mr. Jenner

Mr. Parrish and Mr. Peters were also present. Ms. Walsh was absent at roll call and arrived at 6:36 p.m. Dr. Smith was present. Attorney Heidi Katz was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, June 16, 2014 and the Evaluation and Policies Committee meeting, July 17, 2014 were accepted as amended.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the committee.

PRESIDENT'S REPORT

Dr. Smith stated that the first day of classes went wonderfully, and that this year's New Student Convocation was the best the College has had.

CONTINUE REVIEW OF BOARD POLICY MANUAL, SECTION 6

Results of Section 6 review are shown in the table below.

<b>POLICY</b>	<b>TITLE</b>	<b>NOTES</b>
6.1.2	Health Insurance Portability Act HIPAA Compliance Policy	Approved
6.1.3	Drug-Free Schools and Communities Act	Under Advisement
6.1.4	Drug and Alcohol-Free Workplace	Under Advisement
6.1.5	Tobacco-Free Campus	Already Approved
6.1.6	Persons with Communicable Diseases	Under Advisement

6.2	Campus Safety	Approved
6.2.1	Campus Security Enhancement Act	Approved with changes
6.2.2	Sexual Harassment	Approved with minor changes
6.2.3	Discrimination, Harassment and/or Violence	Approved with changes
6.2.4	Traffic Enforcement	Approved with changes
6.2.5	Abused and Neglected Child Reporting Act	Already approved with changes
6.2.6	Children on Campus	Already approved
6.2.7	Animals on Campus	Approved with changes

Mr. Jenner thanked the members of the Internal Board Policy Manual Review for their work.

#### BOARD POLICY 1.8.10, RECEIPT AND FORWARDING OF MAIL

After scrutiny and discussion of forms of communication such as email, voicemail and social media, it was agreed that this policy would be sent to the August Board meeting for a first reading.

#### BOARD POLICY 5.5, DEGREES AWARDED

After brief discussion, it was agreed that this policy would be sent to the August Board meeting for a first reading.

#### REPORT ON GUIDELINES FOR CLOSED SESSION MINUTES

Mr. Jenner and Ms. Kissler plan to schedule a meeting in closed session to review closed session minutes and develop guidelines for the creation of closed session minutes.

#### FEEDBACK FROM INSTITUTIONS ON AWARDING/REWARDING EMPLOYEES

Dr. Smith surveyed her colleagues at Illinois community colleges and provided a summary of the results. After she explained the feedback, consensus was reached to continue the current practice; if Dr. Smith or the Board recognizes exemplary service, discussion will be held.

#### DISCUSSION OF BOARD INVOLVEMENT IN LEGISLATIVE ISSUES

Mr. Jenner stated that this item will be discussed at the August Committee of the Whole meeting with the full Board. He noted that Dr. Smith participates in a weekly legislative update. Once the legislative session starts, Dr. Smith will again participate and share information with the Trustees.

#### BOARD PROCEDURE AND USE OF ROBERT'S RULES OF ORDER

Mr. Jenner stated that this item has taken a back seat to several other items.

COMMENTS BY COMMITTEE MEMBERS

Ms. Kisser asked if a planned ERP party had ever taken place; Dr. Butler confirmed that a party was held to recognize employees who worked on the ERP system.

Ms. Kisser asked about information provided in a recent Freedom of Information request; Attorney Katz replied that under the Family Educational Rights and Privacy Act (FERPA), only directory information can be provided. Ms. Stejskal, Acting FOIA Officer, noted that she consulted with the Dean of Enrollment Services to insure the correct information was included. She noted also that the records were searched to identify students who do not want information released. Ms. Stejskal added that student email addresses are not directory information, and were not provided.

Ms. Walsh asked whether purchasing procedures on sustainability had been developed after the recent Board Policy approval; Mr. Tenuta replied that the procedures are in progress, and noted that the College already follows sustainable practices where possible.

FUTURE AGENDA ITEMS

Future agenda items include continuation of Section 6 review, discussion of a policy on fund balance, and discussion of policy or procedure on Board requests that require a considerable amount of time, the latter will be discussed at the August Committee of the Whole meeting. The September agenda will also contain an item on closed session minutes guidelines and discussion of the President's Evaluation forms.

CLOSED SESSION

No Closed Session was held.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:59 p.m.

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Patricia Kriegermeier, Recording Secretary