

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 12, 2015 in the Board Room, Room A217, in Building A on the Campus. Chair Jenner called the meeting to order at 6:30 p.m. When Mr. Jenner called the roll, the following committee members were present:

Ms. Kisser
Ms. Walsh
Mr. Jenner

Mr. Parrish was also present. Dr. Smith was present. Attorney Nanci Rogers 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, September 14, 2015 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the committee.

PRESIDENT'S REPORT

Dr. Smith spoke about a message sent to the Trustees from a concerned parent, asking about a College policy for locked classroom doors. Dr. Smith noted that the College already has in place a procedure: doors are opened and left locked so faculty can enter classrooms first thing in the morning. Faculty are to close the doors once class begins. Dr. Smith did not feel a written policy was needed. Mr. Jenner will respond to the message, as Chair of the Evaluation and Policies Committee. A discussion followed on

protocol for responding to emails sent to the Board. If the message is sent to all, the Chair will respond and inform the Trustees. If the message is specifically to one Trustee, that Trustee will respond.

REPORT ON BOARD SELF-EVALUATION

Ms. Walsh provided a compilation of questions selected by the Trustees; she noted that some are duplicative. She noted that of the 66 questions, 14 could be eliminated since they are repetitious. She will provide the final questions to Ms. Kriegermeier by October 16, and an instrument will be created for Board use. The item will be discussed at the October 21 Board meeting.

DISCUSSION OF SEMIANNUAL CLOSED SESSION MINUTES REVIEW

Mr. Jenner and Ms. Kisser will follow the same process as the last review. They plan to meet to review the last six months of closed session minutes and recommend to the full Board any minutes they agree can be released for public inspection.

REVIEW OF BOARD POLICY MANUAL, SECTION 1, Board of Trustees

Review was conducted of the policies listed below.

POLICY	TITLE	NOTES
1.7.4.1	Elections	Approved.
1.8.4.1.2	Business Meetings	Approved.
1.8.4.2	Appointment of Treasurer	Approved.
1.8.5.2.1	Selection of Resource Personnel	Deleted and moved to a different section.
1.8.4.4	Replacement of Other Vacancies	Under advisement.
1.8.3	Board Committees	Approved.
1.8.3.1	Committee of the Whole	Under advisement.
1.8.3.2	Standing Committees	Under advisement.
1.8.3.3	Temporary Committees	Under advisement.
1.8.3.4	Citizens Advisory Committee	Under advisement.
1.8.4.1.4	Committee Meetings	Deleted
1.8.4.2	Agenda	Approved.
1.8.4.3	Meeting Procedures	Section header
1.8.4.3.1	Open Session for Visitors and Presentations	No changes.
1.8.4.3.2	Closed Session	No changes; accepted parentheses for citation.
1.8.4.3.4	Order of Business	No changes. Approved.
1.8.4.3.5	Electronic Meeting Participation by Board Members	Approved.

1.8.6	Reimbursement for Expenses	Approved.
1.8.7	Resolutions of Support	Approved.
1.8.10	Physical and Electronic Communication to the Board	No changes. Approved.
1.8.11	Institutional Affiliations	No changes. Approved.
1.9	Freedom of Information	No changes. Approved.
1.11	Ethics Ordinance	Hold until next meeting.
1.8.8	Community Support	Policy moves to Section 2.
1.8.9	Signatory for ICCB Materials	Policy moves to Section 3.
1.10	Donations/Bequests to the College	Policy moves to Section 2.

With this discussion, review on Section 1 is now finished. Dr. Miksa will bring the next section once the Internal Committee is finished.

COMMENTS BY COMMITTEE MEMBERS

Mr. Jenner thanked all present for getting through Section 1 of the Board Policy Manual and thanked the Internal Committee for their work.

SET AGENDA FOR NEXT MEETING

Items for the next meeting include finalizing Section 1 of the Board Policy Manual; the November agenda will be similar to the October agenda. The November agenda will also include a discussion of the semiannual review of closed session minutes.

CLOSED SESSION

No closed session was held.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:40 p.m.

Patricia Kriegermeier, Recording Secretary