

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, July 18, 2016 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. Walsh
Mr. Jenner

Ms. Kisser was absent. Mr. Parrish was also present. Dr. Gabbard was also present.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, March 14, 2016 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the committee.

DISCUSSION OF BOARD SELF-EVALUATION

Mr. Jenner spoke about a calendar for the Board's Self-Evaluation. The date for the Board Retreat, when the Board could discuss the evaluation, has yet to be scheduled. Discussion on a retreat date will be conducted at the July Board meeting.

REVIEW OF PRESIDENT'S EVALUATION PROCESS

Mr. Jenner stated the Board would like to do Dr. Gabbard's evaluation in January and needs to set a timeline for this evaluation. An instrument must be selected, and Dr. Gabbard will be given feedback. The evaluation tool will be discussed at the August Committee of the Whole meeting.

FINALIZE REVIEW OF BOARD POLICY MANUAL, SECTION 3, Board of Trustees

Mr. Jenner noted that only a few items needed to be discussed.

POLICY	TITLE	NOTES
Old 3.2.3, New 3.9	Request for Review of Suspension or Termination of Employment	This policy was under advisement and a statement was added. A correction was made to replace the word June with July. This was approved and can be sent to the full Board for approval.
3.2.3	Faculty	This is a new sub-heading. It was approved and can be sent to the full Board for approval.

REVIEW OF BOARD POLICY MANUAL: Section 5, Academics, and Section 6 – Campus Public Safety

Minor changes were made to Section 5. After brief discussion, it was agreed that this Section was approved and could be brought to the July Board meeting for approval.

Minor changes were also made to Section 6. After brief discussion, it was agreed that this Section was approved and could be brought to the July Board meeting for approval.

NEW POLICY 2.13 RECORDS RETENTION

Dr. Butler noted that this was started at the request of a former Board member; an AQIP team was formed and looked at retention policies from other schools. The policy is a paragraph that states the College will abide by the Illinois State Records Act. The procedures will include details on what types of records must be retained, how long they must be kept, what records may be destroyed, and details on how and when to destroy. Verbiage changes were suggested and will be incorporated. This was approved with changes, and can be brought to the July Board meeting for approval.

NEW POLICY 6.1.7 STUDENT OPTIONAL DISCLOSURE OF PRIVATE MENTAL HEALTH INFORMATION

This policy is in response to a new law that went into effect in January. Information is posted on the College website at www.mchenry.edu/disclosure . After brief discussion, it was agreed to place this new policy in Section 6 to be brought to the July Board meeting.

DISCUSSION OF TUITION POLICY

After brief discussion, it was agreed that Mr. Tenuta will survey the Chief Financial Officer group to determine what other community colleges do.

DISCUSSION OF CAMPUS SAFETY AND SECURITY POLICY

Brief discussion followed and language will be added to the policy that additional information is available on the College website at www.mchenry.edu/safety. This will be part of Section 6 to be brought to the July Board meeting.

DISCUSSION OF SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

Mr. Jenner noted that twice a year, closed session minutes must be reviewed for potential release to the public. The last few years, he and Ms. Kisser have collaborated on this review; Mr. Jenner will contact Ms. Kisser to set a date for this review.

COMMENTS BY COMMITTEE MEMBERS

Ms. Walsh spoke about House Bill 4379, which has not yet been signed by the governor. It was noted that McHenry County College has a comprehensive travel policy and accompanying procedures that must be followed by staff and Board members. Information about House Bill 4379 is available at <http://www.ilga.gov/legislation/billstatus.asp?DocNum=4379&GAID=13&GA=99&DocTypeID=HB&LegID=93136&SessionID=88>.

Ms. Walsh also spoke about Senate Bill 2157, which requires professional development and leadership training for Trustees. Information about Senate Bill 2157 is available at <http://www.ilga.gov/legislation/BillStatus.asp?DocTypeID=SB&DocNum=2157&GAID=13&SessionID=88&LegID=91880>

Mr. Jenner asked whether a standing agenda item should be added on review of recently signed legislation; Dr. Gabbard replied that Attorney Rogers is present at most Board meetings and Ms. Walsh replied the Board could ask Attorney Rogers if there is legislation the Board should be considering.

SET AGENDA FOR NEXT MEETING

Agenda items for the next meeting of the Evaluation and Policies Committee: the internal committee will be asked to assess the need for a review of Sections 2 and 4 of the Board Policy Manual, and an agenda item on review of pending legislation.

CLOSED SESSION

No closed session was held.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 7:31 p.m.

Patricia Kriegermeier, Recording Secretary