

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, May 23, 2011 in the Board Room, Room A217, in Building A on the Campus. Chair Kisser called the meeting to order at 6:37 p.m. When Secretary Walters called the roll, the following were present:

Ms. Liddell
Ms. Walters
Ms. Kisser

Ms. Miller arrived at 6:49 p.m.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

CAPITALIZATION POLICY

Mr. West stated that this policy will bring the College into compliance with GASB 34, reporting all financial statements including capital assets, allowing the College to look at the true value of net assets versus book values, allowing the depreciation of items rather than expense things out. Dr. Smith added that the Board approves policies, and that the procedures were included here for informational purposes. Ms. Walters inquired about how items are capitalized and Mr. West responded that the value of an item would be depreciated over the item's lifespan. A discussion followed about artwork on campus; and it was agreed that this policy should except such artwork. Ms. Walters inquired about insurance coverage for the artwork; Mr. West will provide a response at the May Board meeting. Mr. West has spoken to the Illinois Community College Board and the college auditors; both thought this was a good policy. A consensus was reached to submit this policy to the Board of Trustees at the May 26, 2011 meeting.

DISCUSSION OF PROCESS TO REVIEW BOARD POLICY MANUAL

Ms. Kisser spoke about the 2007 review of the Board Policy Manual and recommended reviewing the manual to determine what has and has not worked for the College. She asked that all relevant documents be provided before the review begins. Dr. Miksa stated that in 2010, a group was formed to review the manual, working to tie policies to procedures. He passed out handouts to the Committee members and explained the process used for review. Dr. Miksa will provide a summarized report at the Committee's June meeting; also needed would be a prioritized list showing sections to review in order of importance. Ms. Kisser summarized the discussion and stated next steps would be to conduct a comprehensive review, regardless of order, and to develop a policy to keep the manual updated with procedures to do so, if not already built in.

Dr. Smith asked that before any policy revision comes to the Board for the first reading, that attorney review be done. Ms. Walters suggested adopting items when they are ready rather than wait for the entire manual to be completed. Ms. Kisser asked that by the next meeting, the following information be provided: 1) identify the members of the internal Board Policy Review committee, 2) provide a written summary of the committee's work so far, and 3) provide a library of sample policy manuals. Ms. Kisser asked the committee members to review the Illinois Public Community College Act, the Board Policy Manual, and to advise her if other documents are needed for the committee's work. Dr. Miksa will provide a timetable and list of priorities. Ms. Kisser spoke also about reviewing the mission and vision statements to see if they need to be revised; Dr. Smith hoped that the Board could hold another retreat to deal with rethinking those things and focus on the College's strategic direction.

Dr. Miksa will bring an update to each monthly meeting.

DISCUSSION TO SCHEDULE COMMITTEE MEETING DATES AND TIMES

After brief discussion, and responding to a request by Dr. Smith that committee meetings be held the week before the Board meeting is held, committee members chose to hold Evaluation and Policies Committee meetings on the third Monday of the month at 6:30 p.m., and the second Monday of the month at 6:30 p.m., during November and December. Dates will be adjusted to ensure that the meetings are held

the week before the Board meeting. The June Evaluation and Policies Committee meeting will be held on Monday, June 20th at 6:30 p.m.

SUMMARY COMMENTS BY BOARD MEMBERS

Ms. Walters emphasized the importance of notifying the Board of a retreat date as early as possible.

Ms. Miller stated that Trustees should bring any important issues regarding policies or procedures to the attention of the Internal Auditor.

CLOSED SESSION

At 7:21 p.m., Ms. Walters moved to go into Closed Session to discuss matters covered under the Illinois Open Meetings Act, 120/2 (c), Exception #1, *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.* Ms. Liddell seconded the motion. There was no discussion. A voice vote was taken and all were in favor. The motion carried. Closed Session began at 7:23 p.m.

At 8:34 p.m., Ms. Walters moved to come out of Closed Session and Ms. Liddell seconded the motion. There was no discussion. A voice vote was taken and all were in favor; the motion carried. Closed Session ended at 8:35 p.m.

FUTURE AGENDA ITEMS

The schedule for reviewing the Board Policy Manual and procedures will be revisited. Dr. Smith asked that the Committee review this year's Presidential evaluation process for possible changes. Ms. Miller suggested obtaining feedback for the evaluation from direct reports, employees and community members.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 8:41 p.m.