

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 15, 2011 in the Board Room, Room A217, in Building A on the Campus. Chair Kisser called the meeting to order at 6:33 p.m. When Ms. Liddell called the roll, the following were present:

Ms. Kisser
Ms. Liddell

Ms. Walters was absent at roll call and arrived at 6:36 p.m. Mr. Adams was also present.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee of July 18, 2011 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

POLICY DEVELOPMENT TRAINING

Attorney Nanci Rogers of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. gave a presentation on Board Policy Development. Her presentation covered the following topics: Purpose of Board Policy, What should be included in Board Policy, whether an item should be Board Policy or Administrative Procedure, Drafting Best Practices, Style and Practical Considerations, Communication of Board Policy and Review and Amendment of Board Policy. After the presentation, Ms. Rogers answered questions and received comments from Trustees. During discussion, it was noted that the last review of the Board Policy Manual was conducted in 2007.

REPORT FROM INTERNAL BOARD POLICY REVIEW COMMITTEE

Dr. Miksa reported that the Committee is working on Section 1 and will bring it to the October Evaluation and Policies Committee. Ms. Castillo and Ms. Haggerty spoke about how the Tobacco-Free Policy, if approved by the Board, will be implemented. A communication plan has been put together to educate and

inform students, staff and community members about the policy, which promotes a safe, clean and healthy learning environment. Education efforts will be ongoing through October 1, when enforcement will be implemented. Ms. Kisser asked whether groups that rent College facilities would be informed of the policy; Ms. Haggerty responded that all who ask to rent facilities will be apprised of the policy so that there will be no surprises.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no summary comments.

CLOSED SESSION

There was no need for a closed session.

FUTURE AGENDA ITEMS

After brief discussion, Chair Kisser stated that future agenda items will be left in abeyance subject to any communications through the President's Office.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 7:36 p.m.

Patricia Kriegermeier, Recording Secretary