

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, December 5, 2011 in the Board Room, Room A217, in Building A on the Campus. Chair Kisser called the meeting to order at 6:32 p.m. When Secretary Walters called the roll, the following were present:

Ms. Miller
Ms. Walters
Ms. Kisser

Ms. Liddell was absent. Attorney Nanci Rogers was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the October 17, 2011 Evaluation and Policies Committee meeting were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

Mr. Mark Waters spoke as a member of the Faculty Association Parental Leave Committee. He thanked the Committee for giving this issue more consideration. He hoped that the Board would recognize the need for such a policy and commit to creating it.

PRESIDENT'S REPORT

Dr. Smith had nothing to report.

BOARD SELF-EVALUATION

Ms. Miller spoke about guidelines that were sent to the Trustees; she requested that the Board determine what format should be used for the evaluation. The evaluation will be conducted at a Board Retreat in March, 2012. Sample formats will be sent to the members of the Evaluation and Policies Committee, who

will select from these samples two formats to be forwarded to the full Board for a decision on a final evaluation format. More discussion will follow at the January Board meeting.

DISCUSSION OF FACULTY PARENTAL LEAVE

Attorney Nanci Rogers was asked to provide insights on this issue; Ms. Kissler asked her to speak about it. Ms. Rogers stated that the majority of community colleges in Illinois do not have a parental leave policy. Many, including MCC, have provisions in their collective bargaining agreements, as this leave is a term of employment, which is bargained as a benefit to faculty and staff. Attorney Rogers noted that a Board Policy applies to all employees. She noted that the faculty contract contains Articles pertinent to this issue: 13.1, Sponsored Professional Development Leave; 13.2, Leave of Absence; 13.4, Leave for Personal Health or Family Hardship; and 13.5, Family and Medical Leave Act of 1993 (FMLA). The Committee discussed this issue and consensus was reached that the Committee would not recommend to the full Board that a parental leave policy for faculty be developed.

DISCUSSION OF BOARD POLICY 3.1.5.1, SICK DAYS FOR RETIREMENT OPTION

Ms. Kissler noted that this policy was being recommended for deletion by counsel. Attorney Rogers explained that under prevailing statute, the first paragraph of the original policy was removed. The remaining paragraph was no longer relevant nor legal so she recommended the College delete the policy. Consensus was reached to recommend deletion of the policy to the full Board; it will be placed on the December Board meeting agenda.

DISCUSSION OF BOARD POLICY 4.3.2, STUDENT HARASSMENT/DISCRIMINATION

Procedures were removed from the policy and clarifying language to incorporate new statutory language and to add the following: color, marital status, military status or unfavorable military discharge. Consensus was reached to recommend this to the full Board; it will be placed on the December Board meeting agenda.

DISCUSSION OF SECTION 1, BOARD POLICY MANUAL

Section 1 of the Board Policy Manual was reviewed; the following items were recommended with no changes:

- 1.0 Board Operations
- 1.1 The College Governing Board
- 1.2 Non-voting Board Members
- 1.3 Role of the Governing Board
- 1.4 Trustee Responsibilities
- 1.5 Authority of Members of the Board of Trustees
- 1.6 Authority for Operations
- 1.7 Composition of the Board
 - 1.7.1 Number and Selection
 - 1.7.2 Term
 - 1.7.4 Officers
 - 1.7.4.1 Election
 - 1.7.4.2 Duties
 - 1.7.4.3 Term of Office
 - 1.7.4.2.2 Vice Chair
 - 1.7.4.2.3 Secretary
 - 1.7.4.4 Trustee Emeritus Program
- 1.8 Operation of the Board of Trustees
 - 1.8.1 Formulation of Policy
 - 1.8.3 Board Committees
 - 1.8.3.1 Committee of the Whole
 - 1.8.3.2 Standing Committees
 - 1.8.3.3 Temporary Committees
 - 1.8.3.4 Citizen Advisory Committees
 - 1.8.4 Meetings
 - 1.8.4.1 Public Meetings
 - 1.8.4.1.2 Business Meetings
 - 1.8.4.1.4 Committee Meetings
 - 1.8.4.3 Preparation for Meetings
 - 1.8.4.4 Meeting Procedures
 - 1.8.4.4.1 Open Session for Visitors and Presentations
 - 1.8.4.4.3 Parliamentary Procedure
 - 1.8.4.4.4 Order of Business
 - 1.8.5 Resource Personnel
 - 1.8.5.1 Auditor
 - 1.8.6 Reimbursement for Expenses

The following items were recommended with revisions:

- 1.7.3 Vacancies
- 1.7.4.2.1 Chair
- 1.7.4.2.1.1 Board Spokesperson
- 1.8.2 Formulation of Administrative Procedures
- 1.8.4.1.3 Special Meetings
- 1.8.4.2 Agenda
- 1.8.4.4.2 Closed Session
- 1.8.4.4.5 Telephonic Participation
- 1.8.5.2 Specialized Resource Personnel

The following item is under advisement:

- 1.2.1 Student Trustee Advisory Vote

INTERNAL POLICY COMMITTEE UPDATE

Dr. Smith noted that the next section to be reviewed will be Section 3.0, Personnel. Ms. Kisser asked to clarify next steps. Dr. Smith responded that entire sections will be reviewed; once the Evaluation and Policies Committee has approved it, that section would be sent to the full Board for approval with a strikeout and clean copy provided. Ms. Kisser stated that sections would be part of the Committee packet for advance review. She noted that Section 1 will begin with Policy 1.8.7 at the January meeting; if approved, it will go to the full Board for approval. Dr. Miksa stated that the internal committee would begin working and have Section 1 ready for the next meeting, which could be sent to the full Board for approval in February. Section 3 would be ready for review in March.

SUMMARY COMMENTS BY BOARD MEMBERS

There were no summary comments.

FUTURE AGENDA ITEMS

Review of the Board Policy Manual will continue at the January meeting with Policy 1.8.7, Resolutions of Support.

CLOSED SESSION

At 8:06 p.m., Ms. Walters moved to go into closed session to discuss items covered under exception #1, *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity*, and exception #21, *Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06*. Ms. Miller seconded the motion. There was no discussion. The roll was called and all were in favor; the motion carried. A break was taken at 8:06 p.m. and Closed Session began at 8:15 p.m.

At 8:52 p.m. Ms. Kisser moved to come out of Closed Session and Ms. Walters seconded the motion. A voice vote was taken and all were in favor; Closed Session ended at 8:53 p.m.

ACCEPTANCE OF CLOSED SESSION MINUTES

Ms. Kisser moved to accept the Closed Session minutes of the October 17, 2011 meeting of the Evaluation and Policies Committee, and Ms. Walters seconded the motion. A voice vote was taken and all present were in favor. The motion carried.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 8:54 p.m.

Patricia Kriegermeier, Recording Secretary