

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 13, 2013 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 Mr. Jenner called the roll, the following were present:

Ms. Kisser
Ms. Liddell
Ms. Miller
Mr. Parrish
Mr. Jenner

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, March 18, 2013 were accepted as presented.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

PRESIDENT'S REPORT

Dr. Smith had no report.

PRESENTATION, BEST PRACTICES FOR DEVELOPMENT AND REVIEW OF BOARD POLICY

Ms. Kisser reviewed a presentation given at a previous Evaluation and Policies Committee Meeting, "Best Practices for Development and Review of Board Policy." She noted that the Evaluation and Policies Committee can review suggestions brought by Board members, and make a recommendation to the Board as to whether new policy should be pursued. The Committee can also look at the need for new policy, if directed by the Board to do so. Ms. Kisser noted that since she has been chair of the Committee, the focus has been the review of existing policies.

Ms. Kisser noted that policies affect students, trustees, College employees, the community at large, including real estate taxpayers, and noted that many of these groups have competing interests. She noted that College policies must be able to be effective for the group or groups they are intended for. She added that sometimes choices must be made, such as tuition increase, which may not be advantageous for the students but may save taxpayers in some way.

Ms. Kisser added that Board policies are the cornerstone of College governance, providing structure and guidance to accomplish the mission: Our Focus is Learning, Student Success is our Goal. Ms. Kisser read the previous mission statement showing the roots from which the current Board policies came. She did not think the shortened mission statement has made any major change in the direction the College is moving. Ms. Kisser stated that the College's goals identify priorities and added that policies are based on interlocking principles, making sure that no policy contradicts another policy when a new policy is created or a policy is modified.

Ms. Kisser spoke about the sections into which the Board Policy Manual is divided:

- Section 1: Board Governance
- Section 2: College Operations
- Section 3: Personnel/Human Resources
- Section 4: Student Affairs
- Section 5: Instruction
- Section 6: new for Campus Health and Safety

Ms. Kisser noted that the Committee is partway through the review process, adding that all changes are reviewed by legal counsel. She stated that in 2011, the Board approved a policy which placed with the administration responsibility for creating procedures to accompany the policies. She finished her presentation by noting that it is important when drafting policies to have a simple subject and clear, unambiguous language, making sure that what is approved is policy and not procedure, unless the procedure pertains to Board operations.

PRESENTATION, INTERNAL BOARD POLICY MANUAL REVIEW COMMITTEE PROCESS

The Committee heard a presentation on the Internal Board Policy Manual Review process. Dr. Miksa stated that policy review began Summer, 2010. A committee composed of Dr. Smith, Dr. Miksa, Mr. Tenuta, some Assistant Vice Presidents, Ms. Castillo, some Executive Deans, Dr. Maxeiner, Staff Council and Faculty Association leadership reviewed sections of the Policy Manual, which was split into five sections. The group was split into five subcommittees. Board Policy Manuals from other institutions were reviewed. After the subcommittees finished reviewing sections, each completed section was sent the College attorney for review, and then to the Evaluation and Policies Committee for further discussion. Once finalized, the Committee sends each section to the full Board for approval.

DISCUSSION OF STATE UNIVERSITY RETIREMENT SYSTEM AFFECTED ANNUITANTS

The Committee heard a presentation on recent legislation concerning affected annuitants and the State University Retirement System. An affected annuitant is a retired employee receiving a SURS annuity that has, after retirement, worked at a SURS institution for 18 weeks and earned 40% of their highest pre-retirement salary. A process is being put into place that would require all current employees to sign an affidavit to identify themselves as SURS annuitants. This process also includes a place on the MCC application form to identify applicants as SURS annuitants. Legislation regarding affected annuitants takes effect on August 1, 2013, and the College's plan is that no SURS annuitants will be hired after that date.

DISCUSSION OF AFFORDABLE HEALTH CARE ACT

The Committee discussed the Affordable Health Care Act legislation and how this legislation will affect McHenry County College in regard to potential penalties regarding employees. To ensure that the College will not be assessed penalties, a procedure is being developed with the following provisions: 1) adjunct instructors by contract are limited to no more than 12 contact hours per semester, which equates to 24 contact hours per year; 2) part-time employees will work for only one supervisor, who can certify the

number of hours the employee works; 3) any new part-time position created must work 25 hours a week or less. The Affordable Health Care Act legislation takes effect January 1, 2014.

DISCUSSION OF STATE UNIVERSITY RETIREMENT SYSTEM 6% PENALTY REGULATION

The Committee discussed the State University Retirement System 6% penalty regulation and whether or not the College should have a policy in place concerning this issue. Presenters explained the difficulty in determining whether MCC employees work at other SURS institutions, information which would make it possible to avoid the penalty. Consensus was reached that this issue would require an administrative procedure rather than a Board policy. This matter will be discussed at the May Committee of the Whole meeting, where discussion can move forward on making these procedures internally, and informing the Board that there will be procedures rather than policies.

PRESENTATION OF SUGGESTED POLICY REVISIONS

Trustee Jenner gave a presentation on suggested Board Policy revisions: 1) posting FOIA requests and responses on the website, 2) voluntary transparency encompassing what will be posted on the website, and 3) incurring debt.

Ms. Kisser stated she had put a lot of thought into what Mr. Jenner presented and stated that some items would fall into topics in Section 2, College Operations. She asked that Mr. Jenner's ideas in regard to the Section 2 items be communicated to the Internal Board Policy Manual Review Committee to fit in with the normal rolling review; any items not picked up in Section 2 would then be reviewed. She asked Mr. Jenner to identify items as new policies or items that could be linked to existing policies, and send those items to Ms. Kisser as Chair of the Evaluation and Policies Committee. Mr. Jenner will rank items in order of priority in which he would like to have them considered. Regarding the Board's FOIA policy, Mr. Jenner did not think that any of the items he presented would be considered completely new, and he can probably find a section or policy that the FOIA policy suggestion could fit into.

Ms. Kisser then spoke about revenue bonds and debt, which will be picked up in Section 2. She suggested that to get the very best result from Mr. Jenner's ideas, items that do not belong in the Section 2 review would be used to create a list of items to be revisited. She noted that not all items could be done at once, to avoid a work overload. She asked Mr. Jenner to prioritize what will not fall into Section 2, so that those items could be taken one or two at a time.

Extensive discussion followed and it was agreed that Mr. Jenner would put information together to be given to the Committee Chair for consideration by legal counsel, and reported back to the Committee at the next meeting. A decision could then be made whether to recommend items to the full Board for consideration.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Jenner stated that he appreciated the opportunity to discuss suggested policies.

FUTURE AGENDA ITEMS

Future agenda items include Section 2 review and follow-up on Mr. Jenner's policy requests as noted above.

CLOSED SESSION

No Closed Session was held.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 8:32 p.m.

Patricia Kriegermeier, Recording Secretary