

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, September 17, 2013 in the Board Room, Room A217, in Building A on the Campus. Chair Kisser called the meeting to order at 6:31 p.m. When Mr. Jenner called the roll, the following committee members were present:

Mr. Jenner  
Ms. Liddell  
Ms. Kisser

Mr. Parrish and Dr. Smith were also present. Attorney Nanci Rogers was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented; items 8 and 12 will be combined

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, August 12, 2013 were accepted as amended.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one signed in to address the Committee.

PRESIDENT'S REPORT

Dr. Smith had no report.

CONTINUE REVIEW OF SECTION 2, BOARD POLICY MANUAL, POLICIES 2.1.4.2 THROUGH

2.2

Section 2 review discussion resulted in the outcomes shown in the table below.

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|---------|---|--|
| 2.1.4.2 | Recycled Product Procurement, old number          | Under Advisement                         |
|         | 2.1.4.1.1   |  |
| 2.1.4.4 | Cooperative Purchasing                            | Approved with changes                    |
| 2.1.4.6 | Emergency Change Orders for Construction Projects | Approved with attorney's recommendations |
| 2.1.5   | Types of Funds                                    | Approved with changes.                   |
| 2.1.6   | Basis of Accounting                               | Approved as final.                       |

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| 2.1.7 | Preparation of an Annual Budget              | Under advisement; returned to internal committee |
| 2.1.8 | Publication of an Annual Financial Statement | Approved with attorney's changes.                |

PRESENTATION OF IDEAS FOR DISCUSSION RELATED TO POLICY 1.9, FREEDOM OF INFORMATION, AND RELATED PROCEDURES/DISCUSSION OF ILLINOIS POLICY INSTITUTE TRANSPARENCY AUDIT

Agenda items #8 and #12, listed above, were discussed together. The Committee's discussion began with Mr. Jenner's request that applicable FOIA (Freedom of Information Act) fees be posted on the website; this information will be posted. Attorney Rogers reviewed what items the Open Meetings Act and the FOIA required to be posted to the website. The only item not on the College's website was a statement of FOIA copy costs: the College is entitled to charge 15 cents per page after the first 50 pages. It was noted that the College charges 10 cents per page after the first 50 pages. That information will be posted to the website.

Ms. Kissler asked how a list of various records available on the website will be created; Ms. Rogers stated that FOIA only requires a list of things that will be made immediately available to a person who requests. Ms. Rogers suggested starting that list with what is already available. Ms. Brown will work with the Office of Marketing and Public Relations on the website postings.

Mr. Jenner began discussion on the transparency audit by explaining that the Illinois Policy Institute is a research organization based in Chicago, researching government, primarily in Illinois, and researches state, county and local governmental bodies. One of their researchers has been doing local transparency audits, the results of which Mr. Jenner shared with the Board. Discussion followed on the scores MCC received in this audit. It was believed that some of the information in the audit was correct and other information was not. The outcome of discussion was that Ms. Christina Haggerty will communicate with the Illinois Policy Institute regarding the audit to clarify where information is located on the College website. Ms. Brown pointed out that the website features an A-Z index for ease in searching the site.

DISCUSSION OF FREEDOM OF INFORMATION ACT (FOIA) STATUTE RE APPLICABLE FEES RELATED TO FOIA REQUESTS, AND IDENTIFICATION OF DOCUMENTS IMMEDIATELY AVAILABLE UNDER FOIA

This item was included in discussion above on items #8 and #12.

DISCUSSION OF SEMI-ANNUAL REVIEW OF PRINTED CLOSED SESSION MINUTES

Discussion was held on the Semi-Annual Review of Closed Session Minutes. Ms. Kisser spoke about whether there should be Board oversight when this review is conducted twice a year. She proposed that a summary of exceptions over the past year or two be created and then reviewed to see which exceptions are used most often. If exception #1, personnel, exception #2, negotiations and exception #11, litigation, are the most often used, it would be apparent that most closed session minutes would not be released for public viewing. Once that list is reviewed, discussion on this topic could be held. Mr. Jenner stated that this suggestion would be useful. Mr. Jenner asked whether he would be able to view previous closed session minutes and asked whether statute would preclude him from doing so. Ms. Rogers will look for a citation and follow up.

DISCUSSION OF DESTRUCTION OF CLOSED SESSION RECORDINGS

The Committee discussed the Policy for Destruction of Closed Session Recordings. During previous discussion, it was discussed whether a Board member should be present when the recordings are destroyed. Ms. Rogers explained that most community colleges destroy the verbatim recording per statute because there is no reason to keep them. Ms. Rogers added that during the most recent legislative action on this topic in 2004, then-Senator Barack Obama and Senator Christine Radogno stated that recordings were kept sealed and not divulged except by Court Order in the case of a lawsuit. Ms. Rogers stated that although there is historical value in the recordings, written minutes are retained in perpetuity. Ms. Kriegermeier will inform the Trustees the date and time of audio destruction so they may observe the destruction if they so desire.

SUMMARY COMMENTS BY BOARD MEMBERS

Mr. Jenner thanked the Committee for fair consideration of all his suggestions and stated he appreciates the consideration.

FUTURE AGENDA ITEMS

Future agenda items include: review of a list of closed session exceptions in the past, and whether a trustee or two could, by statute, participate in the semi-annual review of closed session minutes.

CLOSED SESSION

No Closed Session was held.

ADJOURNMENT

Hearing no further business, Chair Kisser adjourned the meeting at 9:08 p.m.

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Patricia Kriegermeier, Recording Secretary