

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, June 16, 2014 in the Board Room, Room A217, in Building A on the Campus. Chair Jenner called the meeting to order at 6:30 p.m. When Ms. Walsh called the roll, the following committee members were present:

Ms. Kisser
Ms. Walsh
Mr. Jenner

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

ACCEPTANCE OF AGENDA

The agenda was accepted as corrected, item 20 was numbered as 15.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, May 12, 2014 were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the Committee.

PRESIDENT'S REPORT

Dr. Smith reported that according to a report by CNN and College Measures, MCC was ranked fourth in the state of Illinois based on the following statistics: 1) student completion rates, 2) transfer rates to four-year institutions, 3) graduation rates, and 4) students still enrolled. Dr. Smith noted MCC ranked number one of surrounding Northern Illinois community colleges.

REPORT ON GUIDELINES FOR CLOSED SESSION MINUTES

This item was skipped and was discussed later in the meeting.

DISCUSSION OF BOARD POLICY MANUAL NAMING OF SECTION HEADINGS 1.0 and 1.8

Regarding Section Headings 1.0 and 1.8, Mr. Jenner proposed naming Section 1.0 Board of Trustees and Section 1.8 Operation of the Board of Trustees. This item will be sent to the full Board for approval.

REVIEW OF COLLEGE PRESIDENT EVALUATION PROCESS, POSSIBLE NEW POLICY IN SECTION 1

In discussing review of the College President Evaluation Process, Mr. Jenner asked for volunteers to develop recommendations. Mr. Jenner suggested that Mr. Wilbeck work on this; Ms. Liddell volunteered to work with Mr. Wilbeck on forms and the overall process.

GUIDELINES ON PRESIDENT/DESIGNEE AWARDED/REWARDING EMPLOYEES

Mr. Jenner noted that Dr. Smith wanted to reward employees for outstanding performance; the Board discussed this idea last month and likes the idea. Mr. Jenner stated that there should be transparency and consistency in such rewards, and suggested guidelines to be followed. After discussion, it was agreed that Dr. Smith would come back with a report on the subject.

POLICY ON VOTING PROCEDURE, PROPOSED VERBIAGE OR NEW POLICY 1.8.4.3 OR 1.8.4.3.3

Regarding Board Policy 1.8.4.3, Meeting Procedures, Mr. Jenner stated that driven by Student Trustee Peters' request it would make sense for the Student Trustee to vote first. Mr. Jenner noted also that per policy, the Board Chair should vote last. Mr. Jenner proposed a system for recording the votes; Secretary Walsh stated she would just rotate the names when calling the roll. Ms. Liddell felt this would be a procedure, rather than policy. Attorney Rogers stated that there is nothing in the Illinois Public Community College Act stating the Chair votes last; she added that this is more common for municipalities. Ms. Kisser asked whether these things need to be codified in policy and asked how they would be memorialized, and whether they need to be. Attorney Rogers advised that some parts of Robert's Rules were in conflict with Illinois statute. Based on attorney advice, the Committee agreed to review and determine which parts of Robert's Rules applied and that the Board would follow. This will be considered at a future Committee meeting to make a recommendation to the full Board.

PROPOSED MINOR VERBIAGE CHANGES TO POLICY 1.8.4.3.3

Regarding 1.8.4.3.3, Parliamentary Procedure, after discussion, it was agreed to discuss this language at the June Board Meeting. The verbiage reads as follows:

1.8.4.3.3, PARLIAMENTARY PROCEDURE

For Board meetings and Board committee meetings, the Board will function under Roberts Rules of Order, 11th Edition, ISBN-10: 030682020X, ISBN-13: 978-0306820205, including the procedure established for Small Boards in the official Robert’s Rules of Order, 10th Edition ISBN 0-7382-0307-6, page 470(??), except that the Board Chair shall be counted for purposes of establishing a quorum at any meeting he/she attends as a member of the Board, including as an ex-officio member of any standing or temporary committee of the Board.

DRAFT OF BOARD POLICY 2.1.1, INVESTMENTS

Mr. Jeff Schroeder from PFM, the College’s investment advising firm, explained the proposed policy changes item by item. The committee agreed to move this language forward with changes to Sections F, G, and O for the first reading at the June Board meeting.

BEGIN SECTION 6 REVIEW, BOARD POLICY MANUAL

Results of Section 6 discussion are shown in the table below.

POLICY #	TITLE	COMMENTS
6.0	Campus Health and Safety	Heading
6.1	Campus Health	Accepted.
6.2	Campus Safety	Accepted
6.1.1	Abused and Neglected Child Act	Accepted
6.1.2	Americans with Disabilities Act	Accepted
6.1.3	HIPAA Compliance Policy	Under advisement
6.1.4	Drug-Free Schools and Communities Act	Under advisement
6.1.5	Drug and Alcohol Free Workplace	Under advisement

6.1.6	Tobacco-free Campus	Accepted
6.1.7	Persons with Communicable Diseases	Under advisement

REPORT ON GUIDELINES FOR CLOSED SESSION MINUTES

Mr. Jenner had, in the past, conducted a review of past minutes and asked whether minutes from certain meetings might be released to the public. Attorney Rogers had provided a summary, responding to Mr. Jenner's questions. Mr. Jenner would like to approach this issue by rewriting several sets of closed session minutes to see whether the rewritten version could be released to the public. Ms. Kisser will review the same minutes Mr. Jenner did. Following that review, Mr. Jenner and Ms. Kisser will write guidelines, based on Attorney Rogers' summary.

COMBINED DISCUSSION OF BOARD POLICY 1.8.10 re: RECEIPT AND FORWARDING OF MAIL; Report from Dr. Butler on Technical Aspects of email

Dr. Butler has researched this issue and brought a proposed technical solution for consideration. Trustees will have separate email accounts, and per each Trustee's preference, messages received at the Board email account would be forwarded to that Trustee's personal email address.

A similar system for voicemail was discussed; each Trustee would have a telephone extension listed on the website, so that callers could leave voicemail messages. These messages would then be transferred as .wav files to the appropriate Trustee's email box. During discussion, it was agreed to bring this item back for discussion next month and to share Dr. Butler's solutions with the Board at the June Board meeting.

COMMENTS BY COMMITTEE MEMBERS

Ms. Kisser stated she would like shorter meetings. There were no other comments.

FUTURE AGENDA ITEMS

Future agenda items include: 1) guidelines on rewarding employees, 2) guidelines for closed session minutes, 3) Trustee voicemail and email guidelines, 4) President's evaluation process, 5) continue review of Section 6, and if time allows, 6) discussion of a Board position on legislative issues.

CLOSED SESSION

No Closed Session was held.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 9:34 p.m.

Patricia Kriegermeier, Recording Secretary