

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, November 10, 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 Mr. Jenner called the roll in Ms. Walsh's absence, the following committee members were present:

Ms. Kissler
Mr. Jenner

Ms. Walsh was absent. Mr. Smith and Mr. Parrish were present. Dr. Smith was present. Attorney Nanci Rogers was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted with one addition; Mr. Jenner noted an additional topic under item 11, discuss adoption and Revision History of each policy.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, October 14, 2014 were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the committee.

PRESIDENT'S REPORT

Dr. Smith had no report.

DISCUSSION OF POLICY ON FUND BALANCES

Committee members reviewed a policy draft which reflected changes suggested at the October Evaluation and Policies Committee meeting. During discussion, several verbiage changes were discussed and agreed upon. Revisions will be made, and the fund balance policy will be brought to the December Evaluation and Policies Committee meeting before sending to the Board for approval.

REVIEW OF CLOSED SESSION GUIDELINES

Discussion ensued on providing more detailed information to the public when going into closed session.

It was agreed that meeting chairs would individually converse with Dr. Smith in advance of a meeting about what language could be added to a closed session exception to explain in more detail why the Board was going into closed session. Discussion followed on the semi-annual review of closed session minutes; after discussion, Mr. Jenner and Ms. Kisser agreed to conduct the review of past minutes to determine if any can be released for public viewing.

REVIEW OF NEW TRUSTEE ORIENTATION PACKET

A revised version of the index for the orientation packet was reviewed. The committee asked Mr. Smith, the newest Trustee, whether the packet included what he needed to know. He confirmed that the packet was very effective. During discussion, it was agreed that information about voicemail and email access would be added to the packet.

UPDATE ON BOARD SELF-EVALUATION

There was no discussion. This item will be brought back for the December meeting.

STATUS OF BOARD POLICY MANUAL REVIEW

Regarding Timing, Dr. Miksa stated that the Internal Board Policy Manual Review Committee wants to spend time working on the procedures that accompany the Board Policy Manual. Dr. Miksa asked whether a reprieve on the review would be possible, until February, 2015. The Evaluation and Policies Committee agreed with that date.

Discussion followed on the order the next review will take. Dr. Miksa proposed starting with Section 3, Human Resources – General, then proceeding to Section 4, Students, Section 5, Academics, and Section 6, Campus Health and Safety, followed by Section 2, College Operations. Dr. Miksa asked what the Board would like to do about Section 1, Board of Trustees. After brief discussion, it was agreed that this section would be reviewed after the April, 2015 election.

Regarding Formatting/Numbering System, brief discussion followed on whether a different numbering system might be considered. The Internal Committee has policy manuals from other colleges and will discuss a system before continuing on the review.

Regarding web links, the Internal Committee proposes a one-page list containing all web links to documents on the specific policies, which will refer back to the specific page in the policies. Mr. Jenner asked the Internal Committee to look at other manuals to see how they handle web links.

Regarding adoption/revision history on each policy, Mr. Jenner noted that some policies show revision dates and some show adoption dates. He asked the Internal Committee to consider what might be done.

Dr. Miksa confirmed that some historical data is already in the manual. He added that going forward, adoption date and revision dates will be added to all policies as such action occurs.

PHILOSOPHY POLICIES – COLLEGE, EDUCATIONAL, SUSTAINABILITY

Mr. Jenner explained philosophy policies from District 26 on the three topics cited above; he thought this would be a good time to review what McHenry County College has in place. Examples of the College's policies on the three topics were provided for reference. Extensive discussion followed and Trustees will send their thoughts to Mr. Jenner. Mr. Jenner stated that the College is doing a lot of good things with sustainability, and suggested this might be a topic for a future presentation at the Association of Community College Trustees Leadership Congress.

COMMENTS BY COMMITTEE MEMBERS

Ms. Kisser and Mr. Jenner spoke about whether a closed session would be necessary at tonight's meeting, and expressed their concerns that holding another closed session to review the previous minutes would begin a never-ending cycle. Mr. Jenner asked whether anyone had anything to discuss regarding the closed session minutes; if the answer is no, a closed session would not be needed. Attorney Rogers confirmed that there is no requirement to hold a closed session. Trustees present indicated that they had nothing to discuss regarding the closed session minutes.

FUTURE AGENDA ITEMS

Future agenda items include 1) status of the Board Policy Manual Review including update on formatting/numbering system and web links, 2) continued discussion of Fund Balance Policy, 3) update on Board Self-Evaluation, 4) discussion about cancellation of the January Evaluation and Policies Committee meeting.

CLOSED SESSION

No closed session was held.

ACCEPTANCE OF CLOSED SESSION MINUTES, Evaluation and Policies Committee, October 14, 2014

Ms. Kisser moved to accept the closed session minutes from the Evaluation and Policies Committee meeting, October 14, 2014 and Mr. Jenner seconded the motion. There was no discussion. When the roll was called, Ms. Kisser and Mr. Jenner voted in favor. The motion carried.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:10 p.m.

Patricia Kriegermeier, Recording Secretary