

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, March 14, 2016 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. Kisser called the roll, the following committee members were present:

Ms. Kisser  
Ms. Walsh  
Mr. Jenner

Also present were Trustees Smith and Parrish. Dr. Gabbard was also present. Attorney Nanci Rogers was present as legal counsel.

ACCEPTANCE OF AGENDA

The agenda was accepted as presented.

ACCEPTANCE OF MINUTES

The minutes of the Evaluation and Policies Committee meeting, November 9, 2015 were accepted as revised.

OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS

No one addressed the committee.

DISCUSSION OF BOARD SELF-EVALUATION

Mr. Jenner noted that it had been five months since the evaluation forms were completed. Ms. Kisser added that the evaluation would be discussed at the next Board retreat, which has not been planned yet. Ms. Kisser suggested that the evaluation be redone; the Board could tentatively pick a retreat date. Dr. Gabbard stated that he will bring his goals and objectives to the Board during closed session at the Committee of the Whole meeting or the March Board meeting. This will be discussed at the Board meeting, a retreat date will be set, and the Board will discuss whether they want to redo the forms.

DISCUSSION OF SAFETY POLICY

Mr. Jenner explained that last year, driven by a parent email, Mr. Clesceri presented information about security policies and procedures on campus. Discussion followed about establishing a Board policy on campus security and any input was to be sent to Mr. Jenner. Mr. Jenner did not receive any input; he noted that discussion could be restarted. Ms. Kisser felt this seemed more like procedures for the Campus Public Safety department. Dr. Miksa, with the Internal Policy Committee, looked at security policies from other colleges and noted that the information was sent by email. Dr. Miksa noted that the internal committee agreed with Ms. Kisser that procedures are in place to keep the campus as safe as it can be kept. Copies of the information were provided, Board Policy 6.2, Campus Safety. After brief discussion, it was agreed that this would be addressed during the next review of Section 6 of the Board Policy Manual.

DISCUSSION OF TRAVEL POLICY

Mr. Jenner spoke about elementary school districts sending Board members to a convention; he asked whether there was interest in having a policy about such travel. Ms. Walsh was open to discussing such a policy; Dr. Gabbard stated that the College has an extensive travel policy and passed copies around. During discussion, it was noted that the Board follows the same travel procedures as employees follow. This item will be added to the next Evaluation and Policies Committee meeting agenda.

REVIEW OF BOARD POLICY MANUAL, SECTION 3, Board of Trustees

Review was conducted of the policies listed below.

<b>POLICY</b>	<b>TITLE</b>	<b>NOTES</b>
3.0	Human Resources	Approved with title change
3.1	Employment	No change; approved.
3.1.1		Numbering off; no record of Policy 3.1.1. All subsequent policies will be numbered accordingly.
3.1.2	Recruitment and Selection	Approved with minor verbiage changes.
3.1.2.1	Equal Opportunity and Non-discrimination	Approved with changes.

3.1.2.2	Appointment	Approved with changes.
3.1.3 new 3.6	Reorganization	Approved with changes.
3.1.4	Classification and Position Descriptions	Approved with changes.
3.1.5	Causes for Termination of College Personnel	Approved with changes.
3.1.6	External Employment	Approved with changes.
3.1.7	Emeritus Program	Approved with number change.
3.2	Employee Groups	Approved with new title.
3.2.1	Role Description of the College President	Approved with changes.
3.2.2	Administrative Contracts	Approved with changes.
3.2.3	Request for Review or Suspension of Termination of Employment	Further Board Policy Manual Review Committee review is needed.
3.3	Faculty- Full-time	Approved with changes.
3.3.1 new 3.2.3.1	Spoken English Proficiency for all Full-time Faculty	Further Board Policy Manual Review Committee review is needed.
3.4	Adjunct Faculty	Approved with changes.
3.4.1	Adjunct Faculty Qualifications	Approved with changes.
3.4.2	Adjunct Faculty Notification of Assignment	Approved with changes.
3.4.3	Benefits	Approved deletion of policy.
3.5, new 3.2.5	Classified and Professional Employees	Approved with changes.
3.5.1	Conditions of Employment	Approved deletion of policy.
3.6, new 3.2.6	Contracted Services/Personnel	Approved with minor changes.
3.7, new 3.3	Employee Military Leave of Absence	Approved.
3.8	Campus Police Officers and Campus Public Safety Officers	Approved deletion of policy.
3.8.1	Definition	Approved deletion of policy.
3.8.2	Duties and Responsibilities	Approved deletion of policy.
1.8.9	Signatory for Illinois Community College Board Materials	Moved into Section 1, December 2015. Merging into Role of President policy, and approved deletion of Policy 1.8.9.

COMMENTS BY COMMITTEE MEMBERS

There were no comments.

SET AGENDA FOR NEXT MEETING

Items for the next meeting include Board Self-Evaluation, review of materials on safety policy, President's evaluation process, discussion of a tuition policy statement.

CLOSED SESSION

No closed session was held.

ADJOURNMENT

Hearing no further business, the meeting was adjourned at 8:34 p.m.

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Patricia Kriegermeier, Recording Secretary