



Strengthening Governance

ACCT National Conference

October 2015

Board Policies: The Good, the Bad,
and the Silly

Presentation Topics

- Objective of Presentation
- Demographics of McHenry County College and Black Hawk College
- History of Policy Revision and Development at McHenry County College and Black Hawk College
- What Is a Policy
- Questions to Ask
- Sample Policies to Dissect
- Lessons Learned

Objective of Presentation

Trustees will recognize the importance of developing and reviewing policy through examining processes and standards in several specific examples.

Demographics of McHenry County College(MCC)

- Location of District
- Size of College
- High School District
- Awards and Recognition
 - Aspen Top 150
 - Ranked 4th in state for completion
 - 100% Pass rate on NCLEX Exam
 - Green Genome Award Winner

Demographics of Black Hawk College

- Location
- Counties Served
- Multi-Site College
- Enrollment
- Degrees and Certificates
- Specialty Program
- National and International Recognitions
- Designated “Military Friendly” five years in a row

History of Policy Revision and Development at MCC

- Approximately 175 policies
- Last major revisions came in early 2000's
- Past president developed a committee that revised policies; then had policies approved by the Board
- An Internal Policy Committee(IPC) attempted to develop and revise policy in 2010
- Stalled until 2011 when the Board developed an Evaluation and Policy Committee

Policy Revision Process at MCC

- Evaluation and Policy Committee and IPC decided on order of Policies to be revised
- IPC began development and revision process
- Revised full sections of policy manual at once
- Edits went to Chief Communication Officer for compliance with College style guide
- Edits were returned to IPC for review
- Edits then sent to College Attorney for compliance with the law
- Edits and Attorney's suggested comments sent directly to Board

Policy Revision Process at MCC

- Evaluation and Policy Committee meets once a month to discuss edits
- Evaluation and Policy Committee typically does one of the following
 - Approves IPC developed or revised policies
 - Approves IPC developed or revised policies with attorney's Comments
 - Send developed or revised policy back to IPC for further discussion

History of Policy Revision and Development at BHC

- BHC policies originate:
 - with the President
 - in response to state law
 - at the Board's initiative
 - from other sources including internal and external task forces and committees
- Last major evaluation of Black Hawk College policy manual was done as a committee of the whole over several months in 2014.

Policy Revision Process at BHC

- Policy Making is the first of five major responsibilities of the BHC Board of Trustees
- Approximately 130 policies ranging from very specific to very broad
- Many but not all policies are interpreted through Administrative Guidelines authorized by the President
- BHC Board Policy calls for annual review but review has been sporadic

What is a Board Policy?

A statement of belief based on institutional values intended to influence and guide decisions and actions taken at your College

Questions to consider when developing and revising policy

- Is the language of the policy clear?
- Does it comply with the law?
- Is it broadly directive, or is it narrowly prescriptive?
- Is it still relevant, based on beliefs and values of the College?
- Does it conflict with any other policy?
- Are there policies we should have but do not?

Board Authority

Trustees have authority for official Board action only when acting in concert as a Board of Trustees legally in session. No member of the Board of Trustees shall have the power to speak out or act in the name of the Board unless authorized to do so by the Board of Trustees in legal session. (MCC)

No member of the Board shall at any time act or purport to act in behalf of or in the name of the Board of Trustees of the district without prior authority from the Board of Trustees. (BHC)

Trustee Emeritus

- A Board member who leaves the Board after serving the College for six or more years will be considered for Trustee Emeritus status upon the request of the Chair of the Board. (MCC)
- The rank of Trustee Emeritus/Emerita exists to honor those former trustees who have given outstanding service to the College based on certain criteria. It expresses the College's gratitude for their service and entitles those so honored to certain privileges. The range of privileges may be reviewed from time to time by the Board of Trustees.
A Trustee Emeritus/Emerita will be granted upon the completion of three elected terms of office. (BHC 2011 – since replaced)

Board Compensation

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service. Recurring expenses to be reimbursed may include but are not necessarily limited to basic internet and basic phone service up to a determined maximum charge per month and travel to scheduled Board meetings and related activities. Non-recurring expenses to be reimbursed include, but are not limited to, such items as travel, meals, and conference registrations. Board members should obtain prior Board approval for all non-recurring expenses. The Board Chair may use his or her discretion, guided by past practice, to determine whether or not a request for reimbursement is justified. . . . (BHC)

Board Compensation

Any Board member with expenses equal to or over 1/8 of the travel budget will need to have additional travel expenses approved by a majority of the Board.

At times confirmation may have to be after-the-fact if a regular or special Board meeting is not scheduled prior to the conference.

The sum total of Board travel in a given year will not exceed the total amount budgeted for a given year. (JJC)

Non-Harassment Policy

The College is committed to fostering a positive learning and working environment. The College will not condone harassment or related retaliation of or by any employee or student. Individuals who violate this Policy will be disciplined and subjected to corrective action, up to and including termination or expulsion.

The College is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the College expects that all relationships among employees or students will be free of bias, prejudice, and harassment. (BHC)

Discrimination, Harassment, and/or Anti-Violence

- The College is committed to providing a safe and respectful environment and will not tolerate acts or threats of violence including but not limited to aggression, hate crimes, bullying, cyber bullying, cyber intimidation, domestic violence, stalking, intimidation or harassment from students, employees or outside parties including visitors and vendors. Discrimination and/or harassment based on sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, gender-related identity, color, marital status, military status or unfavorable military discharge is prohibited by law.
- Employees and students engaging in such conduct will be subject to disciplinary action up to and including termination or expulsion from the College

Smoke and Tobacco-Free Campus

To promote a safe, clean and healthy learning environment, and in compliance with the Illinois Smoke-Free Campus Act(110 ILCS 64/1), the College prohibits the use of tobacco products inside College facilities, College vehicles and on all College property. This includes the burning of any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment. The use of smokeless/chewing tobacco is also prohibited.

It is the responsibility of all faculty, staff, students and visitors to comply with this policy. Refusal to comply with this policy will be met with increasingly severe penalties.

Concealed Carry

- Black Hawk College hereby establishes the BHC Concealed Carry Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations. BHC is committed to providing a safe and secure environment for the BHC Community and its guests. In support of this commitment, BHC establishes restrictions on the ability to carry firearms or weapons on any BHC campus or property in accordance with the Board of Trustees' authority to promulgate rules and regulations and the 2013 Illinois Firearm Concealed Carry Act.

Lessons Learned

- Good policy reflects the values of your institution
- Development of a process for regular review of policy is a board responsibility
 - When should a college add a new policy?
 - When is it time to revise a policy?
 - When is it time to eliminate a policy?
- Voices of internal constituents matter when developing policy
- Other lessons learned

Presenters

- **Linda Liddell**– Vice Chair, MCC Board of Trustees
lliddell08@gmail.com
- **Dorothy Beck** – Trustee, Black Hawk College
drthybck@hotmail.com
- **Dr. Tony Miksa** – Vice President, Academic and Student Affairs
tmiksa@mchenry.edu