

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Tuesday, September 19, 2017
5:00 p.m.



Board Room
8900 U.S. Highway 14
Crystal Lake, IL 60012

EVALUATION AND POLICIES COMMITTEE

AGENDA

1. Call to Order
2. Roll Call
3. Acceptance of Agenda
4. Open for Recognition of Visitors and Presentations
Three (3) minutes per person or less
5. Discussion of Board Policy 2.15 - Reimbursement of Travel, Meal and Lodging Expenses
6. Discussion of Board Policy 3.6 - Emeritus Program
7. Discussion of Trustee Professional Development
8. Discussion of Board Self-Evaluation / Board Retreat
9. Comments by Committee Members
10. Set Agenda for Next Meeting
11. Closed Session
 - A. Other matters as pertain to the exceptions of the Open Meetings Act
12. Adjournment

Karen Tirio
Chair

Informational background regarding the current policy listed above and the reasons for suggesting no changes; making changes to current policy; addition of new policy or deletion of current policy.

The College suggests making minor changes to Exhibit A of policy 2.15 to reflect a more accurate hotel rate Chicago and Suburban Cook County, outside of Illinois.

Approved as presented on _____ Approved with noted changes on _____ Under advisement

Current policy

2.15 REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS Standard Mileage Rate at time of reimbursement (e.g. \$0.54 / mile for 2016)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Breakfast	\$17.00
Lunch	\$18.00
Dinner	\$34.00

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	\$222.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$112.00 / night
All other Illinois Counties	\$112.00 / night
Outside of Illinois	\$222.00 / night or as approved by the Board

Approved as presented on _____ Approved with noted changes on _____ Under advisement

Proposed changes (Items added are in bold and items to be removed are in struck through)

2.15 REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	As adopted and published by the IRS Standard Mileage Rate at time of travel reimbursement (e.g. \$0.54 / mile for 2016).
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals Including Tax and Tip	
Breakfast	\$17.00
Lunch	\$18.00
Dinner	\$34.00

Maximum Reimbursable Rates for Lodging Excluding Taxes	
Chicago and Suburban Cook County	\$222.00 269.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$112.00 189.00 / night
All other Illinois Counties	\$112.00 189.00 / night
Outside of Illinois	\$222.00 269.00 / night or as approved by the Board

Final policy

2.15 REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)

Approved as presented on _____ Approved with noted changes on _____ Under advisement

Auto	As adopted and published by the IRS Standard Mileage Rate at time of travel.
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed Air Travel
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals Including Tax and Tip	
Breakfast	\$17.00
Lunch	\$18.00
Dinner	\$34.00

Maximum Reimbursable Rates for Lodging Excluding Taxes	
Chicago and Suburban Cook County	\$269.00/ night
DuPage, Kane, Lake, McHenry and Will Counties	\$189.00/ night
All other Illinois Counties	\$189.00/ night
Outside of Illinois	\$269.00/ night or as approved by the Board

Approved as presented on _____ Approved with noted changes on _____ Under advisement

Informational background regarding the current policy listed above and the reasons for suggesting no changes; making changes to current policy; addition of new policy or deletion of current policy.

The College suggest changing the policy to reflect the privileges of an Emeritus.

Approved as presented on _____ Approved with noted changes on _____ Under advisement

Evaluation and Policies Committee September 19, 2017

Current policy**3.6 EMERITUS PROGRAM**

Consideration for Emeritus status will be given to select employees who meet the current criteria, and who have retired from the College and have served the College with distinction for a minimum of five consecutive years. There shall be no salary or any other monetary rewards associated with this status. It is an honorary designation, granted in appreciation of the employee's service and desire to continue a relationship with the College during retirement years.

Proposed changes (Items added are in bold and items to be removed are in struck through)**3.6 EMERITUS PROGRAM**

Consideration for Emeritus status will be given to select employees who meet the current criteria, and who have retired from the College and have served the College with distinction for a minimum of five consecutive years. There shall be no salary or any other monetary ~~rewards~~ **payments** associated with this status. It is an honorary designation, granted in appreciation of the employee's service and desire to continue a relationship with the College during retirement years. **The privileges of Emeritus status are as follows:**

- A. Emeritus personnel qualify for tuition waiver for credit and non-credit classes. (Excluding all trips.) The spouse and dependent children of Emeritus personnel qualify for tuition reimbursement for credit classes that are successfully completed. (Successful completion is defined as a grade of C or above.)**
- B. Upon request, Emeritus personnel receive MCC business cards indicating their status.**
- C. Emeritus personnel will be invited to college functions and will be kept on the College mailing list.**
- D. Emeritus personnel will be included on the eNews distribution list after providing a personal email address.**
- E. Emeritus personnel will qualify for the employee rate in the MCC Fitness Center.**

Final policy**3.6 EMERITUS PROGRAM**

Consideration for Emeritus status will be given to select employees who meet the current criteria, and who have retired from the College and have served the College with distinction for a minimum of five consecutive years. There shall be no salary or any other monetary payments associated with this status. It is an honorary designation, granted in appreciation of the employee's service and desire to continue a relationship with the College during retirement years. The privileges of Emeritus status are as follows:

- A. Emeritus personnel qualify for tuition waiver for credit and non-credit classes. (Excluding all trips.) The spouse and dependent children of Emeritus personnel qualify for tuition reimbursement for credit classes that are successfully completed. (Successful completion is defined as a grade of C or above.)**
- B. Upon request, Emeritus personnel receive MCC business cards indicating their status.**
- C. Emeritus personnel will be invited to college functions and will be kept on the College mailing list.**
- D. Emeritus personnel will be included on the eNews distribution list after providing a personal email address.**
- E. Emeritus personnel will qualify for the employee rate in the MCC Fitness Center.**

Approved as presented on _____ Approved with noted changes on _____ Under advisement