

Minutes of the Committee of the Whole Meeting of the Board of Trustees, Community College District No. 532, County of Lake and State of Illinois, held at the Administration Office of the College of Lake County, 19351 West Washington Street, Grayslake, Illinois on April 15, 2014 at 5:45 P.M.

Call to Order: 5:46 P.M. The meeting was called to order at 5:46 P.M. by Chairman Howland.

Roll Call: Present: Dr. Carrigan, Ms. Goshgarian, Ms. Howland, Ms. Paul and Ms. Welton, Student Trustee

Absent: Mr. Anderson, Dr. Griffin, and Mrs. Oilschlager

Others Present: Dr. Weber, President; Mr. Agazzi, Vice President for Administrative Affairs; Dr. Haney, Vice President for Educational Affairs; Ms. Hlavin, Associate Vice President for Student Development; Ms. Mason, Administrative Assistant to the President/Recording Secretary; Mr. Harden, Chief of Staff; Ms. Schiele, Executive Director of Public Relations and Marketing; and Mr. Garrett, Legal Counsel, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

Chairman Howland welcomed everyone to the meeting.

Receipt of Notices, Communications, Hearings, and Petitions: Chairman Howland announced that this was the point in the meeting reserved for those in the audience who wished to address the Board. There were no comments from the audience.

Closed Meeting: 5:48 P.M. **It was moved** by Paul, seconded by Carrigan, that the regular order of business be interrupted under Chapter 5 of the Illinois Compiled Statutes (ILCS) 120 (Open Meetings Act)/Sections 2(c1) to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” and 2(c2) to discuss “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees” with no action to be taken after the Closed Meeting.

Upon roll call, the vote was as follows:

Student Advisory Vote: Aye – Welton

Ayes: Carrigan, Goshgarian, Howland, Paul

Nays: None

The vote being (4) Ayes and (0) Nays, the Chairman declared the motion carried.

Committee of the Whole Meeting: 7:53 P.M. The meeting reconvened in the Committee of the Whole Meeting at 7:53 P.M.

Adjournment: 7:53 P.M. **It was moved** by Carrigan, seconded by Goshgarian, and unanimously carried, that the meeting be adjourned at 7:53 P.M.

Amanda D. Howland, Chairman

Philip J. Carrigan, Secretary

Minutes of the Closed Meeting of the Committee of the Whole Meeting of the Board of Trustees of Community College District No. 532, County of Lake and State of Illinois held at the Administration Office of the College of Lake County, 19351 West Washington Street, Grayslake, Illinois on April 15, 2014 at 5:50 P.M.

Call to Order: 5:50 P.M. The meeting was called to order at 5:50 P.M. by Chairman Howland.

Roll Call: Present: Dr. Carrigan, Ms. Goshgarian, Ms. Howland, Ms. Paul and Ms. Welton, Student Trustee

Absent: Mr. Anderson, Dr. Griffin, and Mrs. Oilschlager

Others Present: Dr. Weber, President; Mr. Agazzi, Vice President for Administrative Affairs; Dr. Haney, Vice President for Educational Affairs; Ms. Hlavin, Associate Vice President for Student Development; Ms. Mason, Administrative Assistant to the President/Recording Secretary; Mr. Harden, Chief of Staff; Ms. Schiele, Executive Director of Public Relations and Marketing; and Mr. Garrett, Legal Counsel, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

Purpose: Under Chapter 5 of the Illinois Compiled Statutes (ILCS) 120 (Open Meetings Act)/Sections 2(c1) to discuss “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body,” and 2(c2) to discuss “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.”

Collective Negotiating Matters Concerning Salary Schedules for One or More Classes of Employees:

Chairman Howland welcomed the Classified staff at 5:51 P.M. and asked them to introduce themselves. The following members of the Classified Staff Senate Benefits and Salary Committee were present: Ms. Jean Froese, Ms. Diane Hadad, Ms. Maureen Kelleher, Ms. Melanie Kessler, Ms. Patty McAnally, and Ms. Marylyn Varitek.

Ms. Kelleher thanked the Board for providing this annual opportunity for the Classified Staff Senate Benefits and Salary Committee to meet with the Board and present their proposal for FY 2015. In her presentation, Ms. Kelleher reviewed in specific detail the proposal previously distributed to the Board including a salary increase equal to the highest percentage awarded to any employee group; an immediate resolution for employees who are now topped out based on the new salary ranges and immediate review of previously lowered Classified level salary ranges with a commitment to review and adjust salary ranges annually to accommodate new hires brought in at a higher salary than current employees; all current health, dental, and vision benefits, premium payments, and flexible compensation continue at their current rates for all eligible Classified employees; a new category of leave policy specifically for bereavement involving an immediate family member to allow an employee five days of paid absence; an increase in the amount of vacation awarded to longer term (five plus years of service) Classified employees to be more consistent with

Collective
Negotiating
Matters
Concerning
Salary
Schedules for
One or More
Classes of
Employees:
(Cont.)

vacation awards of other employee groups and to reward longer term Classified staff for their length of service; and one additional personal day for Classified staff. Ms. Kelleher also reviewed the rate at which vacation hours are earned as hours per month for all employee groups. In addition, she noted that the Classified staff support the Specialists in their upcoming discussion regarding supervisor training, requirement for internal job postings to be available for a certain period, and CLC salaries versus fellow community colleges. Ms. Kelleher also updated the Board on the status of their concerns expressed at the December 2013 meeting regarding the Compensation Study, implementation of the Time and Labor process, and employee advocates.

At the conclusion of her presentation, Ms. Kelleher thanked the Board for dinner tonight and the opportunity to present the Classified employee group's proposal.

Chairman Howland thanked the Classified Staff Senate Benefits and Salary Committee for their presentation and stated that the Classified employee group was appreciated for all the work that they do for the College. The Classified staff left the meeting at 6:04 P.M.

Chairman Howland welcomed the Specialist staff at 6:05 P.M. and asked them to introduce themselves. The following members of the Specialist Salary and Benefits Committee were present: Ms. Lisa Daniels, Ms. Carmen Lowry, and Ms. Adeline Pierre.

Ms. Pierre thanked the Board for giving the Specialist staff the opportunity to present their Salary and Benefits Proposal for FY 2015 and distributed a copy her presentation to the Board. Highlights of her presentation included an overview of the specific details in the proposal previously distributed to the Board including a salary increase equal to the highest percentage awarded to any employee group for FY 2015; maintaining all current health, dental, and vision benefits including flexible compensation for all eligible employees and a review of the vacation time award/usage policy for non-exempt Specialists and Classified employees and part-time Specialists; a wellness and work/life balance allowing flex time so employees can participate in wellness and self-improvement during work hours and creation of a policy to allow employees to work remotely; internal equity considerations encouraging promotion from within by posting jobs internally first, providing a clear definition of job titles, requirements, and responsibilities, and ensuring new hires do not have a financial advantage over existing employees; educational advancement allowing for direct tuition reimbursement to institutions, creating more direct pay graduate programs similar to the NIU program, and accepting unofficial transcripts for 2% raises; and an explanation of previous agreements related to supervisor training at all levels, sabbaticals for Specialists, and an immediate resolution for employees topping out based on the new salary ranges.

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(Cont.)

At the conclusion of Ms. Pierre's comments, Chairman Howland thanked the Specialist Salary and Benefits Committee for their presentation. The Specialist staff left the meeting at 6:21 P.M.

Representing the Administrative/Professional employee group, Chairman Howland welcomed Ms. Lourdene Huhra and Ms. Santos-George at 6:22 P.M.

Ms. Santos-George thanked the Board for the opportunity to present the Administrative/Professional employee group's FY 2015 Salary and Benefits Proposal this evening and distributed a copy of her presentation to the Board. In her presentation, Ms. Santos-George reviewed in specific detail the proposal previously forwarded to the Board including the development process of the Salary/Benefits Proposal for FY 2015; consideration of specific budgetary factors; a salary increase that is reflective of the budget and economic conditions that the College and State of Illinois are currently enduring and in line with the requests of the other employee groups; maintaining the current comprehensive benefits that are available to all Administrators and Professionals; and establishment of an Administrative/Professional post-retirement service award that mirrors the same benefit given to the Classified non-bargaining unit and the Specialist group. Ms. Santos-George also presented a cost analysis of the proposed retirement program.

At the conclusion of her comments, Chairman Howland thanked Ms. Santos-George for her presentation. Ms. Santos-George and Ms. Huhra left the meeting at 6:30 P.M.

In the Board's discussion on the proposals presented by the employee groups this evening, Dr. Weber stated that the administration would bring solutions forward on their requests at the May meeting. He also mentioned that this may be a good opportunity to look at standardizing some of the College's benefits and creating greater efficiencies. In addition, Dr. Weber advised that the administration would have continued discussions with the employee groups on their issues of concern.

Appointment,
Employment,
Compensation,
Discipline,
Performance,
or Dismissal
of Specific
Employees:

In regard to budget considerations and personnel cost savings, Mr. Agazzi provided information regarding vacancies, retirements, and reduction of staff positions to help in balancing the budget. He also explained the reorganization of offices and standardizing service hours relating to the Human Resources department and cashiers. In addition, Mr. Agazzi reported on the proposed layoffs in the Adult Education area.

Dr. Haney explained that the Student Development/Educational Affairs alignment was cost neutral, and the administration would be looking into the structural organization within the academic divisions. In addition, he stated that there would be significant cuts in the health center.

Committee
of the Whole
Meeting:
7:53 P.M.

At 7:53 P.M., the meeting was completed, and it was unanimously determined to return to the Committee of the Whole Meeting.

It was unanimously agreed that in the interest of the district and to protect the privacy of individuals, the minutes not be open for public review until the Board decides it is no longer necessary to keep them confidential.

See original closed minutes signature page attached.

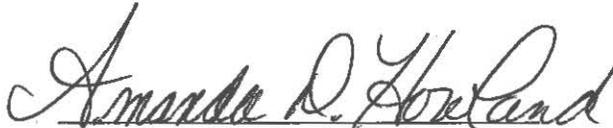
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Amanda D. Howland, Chairman


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