

# ADMINISTRATION COMMITTEE

Administration Building  
1215 Waukegan Road  
Glenview, IL 60025  
Regular Meeting Minutes  
Friday, February 10, 2012

## 1. Roll Call

Commissioner Coulson called the meeting to order at 8:35 a.m. and the roll was called.

Commissioners/Official Staff present: Commissioners MJ Coulson, Angie Katsamakidis, Dan Peterson, Executive Director Chuck Balling, Supt. of Administrative Operations Barb Cremin and Human Resource Manager Laila Bashia

Commissioners/Official Staff absent: None

## 2. Agenda Topics

- a. **Employee Development Plan**-Executive Director Balling, Supt Cremin and Human Resource Manager Bashia provided an informational session and presentation of staff's approach to preparing for employee turnover through an ongoing process of anticipating departures, transferring knowledge and relationships and building skills, abilities and experience. The goal is to assure that the District has a ready pipeline of talent ("Building Capacity") and help provide continuity in leadership ("Leadership Continuity") to minimize the risk of disruption to operations in the event of any planned or unplanned turnover.
- b. **Part- time and Seasonal Salary Ranges for Fiscal year 2012**- Supt Cremin presented the proposed ranges to the committee and explained that changes to the ranges only affect those who are below the existing minimums or those employees who have reached the maximum. The committee approved the proposed changes to the part-time and seasonal salary ranges.
  - Receptionist/Administrative Assistant- Title Change from Secretary to more closely align with the types of responsibilities generally associated with the position.
  - Special Project Manager- This is a newly created part-time position whose primary function is to assist throughout the District with special projects as assigned:
  - Restaurant positions- Positions have been eliminated since The Café operations have been outsourced. Pool concession workers are recorded under the Operations II range.
  - Asst Pool Manager- the maximum of the range was increased from \$15.00 to \$19.00 to create more internal equity with the Asst. Director of Camps and Asst. Swimming Coach positions.

- c. **Merit Increase Pool for Full time Employees for Fiscal Year 2012-2013-**  
The Committee reviewed the market data presented and is recommending approval of a merit increase pool of \$167,000 for full- time employees in 2012-2013 (which is roughly equivalent to 3%).
- d. **Full-time Salary Ranges:** The Committee reviewed the supporting documentation provided by staff and is recommending that a conservative approach be taken by recommending a salary range adjustment of 1.5% rather than the 2% that was originally proposed.
- e. **Executive Director Performance Evaluation Process-** The timeline and process was reviewed. The process will remain the same as in previous years with an additional posting requirement of the executive director's compensation at least 6 days prior to formal approval by the Board as required by the Open Meetings Act.

**3. Matters from the Public**

None

**4. Committee Recommendation(s)/Direction**

- a. **To approve the proposed Part-time and Seasonal Salary Ranges for fiscal year 2012-2013.**
- b. **To approve the Full time merit increase pool for Full-time Employees for fiscal year 2012-2013 in the amount of \$167,000.**
- c. **To approve the Full-time salary ranges for fiscal year 2012-2013 based on an adjustment of 1.5%**
- d. **To follow the same process as done in previous year's for the Executive Director's evaluation process with the additional of the necessary posting to comply with the Open Meetings Act compensation disclosure requirements. .**

**5. Adjourn**

The meeting was adjourned at 10:35 a.m.

**ATTEST:**

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Angie Katsamakos  
Board President

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Charles T. Balling  
Board Secretary

Approved this 23rd day of February 2012