

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DUPAGE WATER COMMISSION
HELD ON MAY 8, 2008**

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, W. Murphy, and L. Hartwig

Committee members absent: D. Zeilenga and L. Rathje (*ex officio*)

Also in attendance: R. Martin and M. Crowley

Commissioner Chaplin moved to approve the Minutes of the April 10, 2008, Administration Committee meeting. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to Resolution No. R-25-08: A Resolution Amending the Personnel Manual, the Staff Attorney explained that even though it was not necessary to amend the Personnel Manual to incorporate the April 10, 2008, amendment to the Commission's Tuition Reimbursement Policy (limiting reimbursement to \$4,000.00 per employee per fiscal year), it would prudent to incorporate such a cap to avoid confusion among the employees.

In response to Commissioner Murphy's question, General Manager Martin distributed a memorandum concerning the cost of higher education. Based upon the data contained in the memorandum, Commissioner Murphy commented that the Commission's new reimbursement limit of \$4,000.00 per employee per fiscal year would only cover one or two classes at Devry and, thus, as one employee is currently doing, it would take nine years for an employee attending Northern to garner a graduate degree.

Commissioner Murphy questioned whether the General Manager verified job-relatedness as part of the process. General Manager Martin responded in the affirmative. Commissioner Hartwig inquired whether anyone had ever been turned down. General Manager explained that no one had ever been turned down because all employees taking advantage of the program were working toward obtaining business degrees.

Commissioner Murphy suggested that perhaps the Commission should consider tying the cap to a percentage of the cost. Commissioner Chaplin disagreed, noting that reimbursement amounts would vary depending upon where an employee chose to go to school, raising discrimination concerns and seeming inequitable.

Commissioner Murphy asked Commissioner Hartwig whether Addison's 75% cost limitation had ever caused such problems. Commissioner Hartwig responded in the negative but noted that Addison has a \$3,000.00 per employee per fiscal year cap in addition to a 75% cost limitation.

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Commissioner Chaplin commented that the Commission needs to be respectful of taxpayers; that the program was never intended to be a full reimbursement program; and that the majority of the Board agreed at the April meeting that a \$4,000.00 per employee per fiscal year cap was reasonable. Commissioner Chaplin added that she failed to see how any graduate degree was job-related for any position other than perhaps the Staff Attorney and the General Manager.

Commissioner Hartwig asked how the cost of an MBA was calculated in the memorandum. General Manager Martin advised that the data was obtained from the university. After confirming with Commissioner Murphy the typical number of credit hours required for an MBA, Commissioner Hartwig advised that the cost identified in the memorandum was not calculated correctly unless books and other incidentals were included.

Commissioner Hartwig then asked Commissioner Murphy how much tuition reimbursement Woodridge provides. Commissioner Chaplin advised that she had checked and the amount was capped at \$3,000.00.

After (1) the Staff Attorney re-confirmed that even though it was "cleaner" to amend the Personnel Manual to incorporate the cap, it was not critical to do so, and (2) Commissioner Murphy expressed his strong disagreement with the cap, Commissioner Chaplin moved to recommend to the Board approval of Resolution No. R-25-08: A Resolution Amending the Personnel Manual. Seconded by Commissioner Hartwig and approved by a Voice Vote.

All voted aye except Commissioner Murphy voted nay. Motion passed.

There being no further discussion, Commissioner Murphy moved to adjourn the meeting at 7:25 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.