Special Meeting of the
Board of Trustees

Appointment of President

Agenda
Monday, November 23, 2015

I. CALL TO ORDER
Monday, November 23, 2015 at 6:00 p.m.
Boardroom – A-300

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. CITIZEN PARTICIPATION

V. NEW BUSINESS
A. Action Exhibit
   15654 Appointment of President – Approval of President’s Employment
   Contract

VI. ADJOURNMENT

*Contract attached as part of this notice
SUBJECT: APPOINTMENT OF PRESIDENT – APPROVAL OF PRESIDENT’S EMPLOYMENT CONTRACT

RECOMMENDATION: That the Board of Trustees approve the employment contract with Mary-Rita Moore as President and Chief Executive Officer of Triton College. The term of the agreement is from November 24, 2015 to June 30, 2019, and is subject to all conditions contained in the attached document. The annual salary for fiscal year 2015-2016 is $225,000 and will be subject to annual review.

RATIONALE: Patricia Granados retired as President of Triton College December 31, 2014. Following a national search by the Presidential Search Committee, a review of 53 applicants and interview of multiple candidates deemed highly qualified, four finalists were forwarded to the Board of Trustees for interview. Mary-Rita Moore was identified by the Board of Trustees for final consideration and she has accepted the attached contract offer, subject to the Board’s final approval.
EMPLOYMENT CONTRACT WITH MARY-RITA MOORE

THIS AGREEMENT, entered into as of the 24th day of November, 2015, by and between the Board of Trustees, Community College District No. 504, County of Cook and State of Illinois (Triton College), a body politic and corporate, hereinafter referred to as the "Board" and Mary-Rita Moore hereinafter referred to as Mary-Rita Moore.

WITNESSETH:

Whereas, the Board desires to employ Mary-Rita Moore as President and Chief Executive Officer of Triton College and Mary-Rita Moore desires to be employed by the Board in such capacity.

NOW, THEREFORE IN CONSIDERATION OF THE PREMISES, it is agreed by and between the Board and Mary-Rita Moore as follows:

1. The term of the Agreement is from November 24, 2015 to June 30, 2019, both dates inclusive unless sooner terminated as provided herein.

2. During the term of this Agreement, Mary-Rita Moore is to serve as President and Chief Executive Officer of Triton College, and will perform the duties and responsibilities of her position as set forth in the official position description, which is attached hereto and made a part of this agreement and designated as Exhibit "A" and part of the Triton College Board of Trustees' Policy Manual and hereby incorporated by reference, and will perform such other additional duties as may be assigned to him/her from time to time by the Board. Such duties shall be of a nature consistent with the duties of President of a Community College. The Board will provide Mary-Rita Moore with office space, equipment, and such administrative, educational, and clerical faculty and staff as may be required to develop and maintain a community college program within the District. Mary-Rita Moore will make such recommendations to the Board concerning programs, personnel appointments, expenditures, and faculty, staff, and student regulations which, in her best
professional judgment, are necessary or desirable for the maintenance of the College program. Final approval of the Board is required prior to the commencement of the program, the appointment of personnel, the incurring of financial obligations, adoption of regulations, and the implementation of other matters of policy. Mary-Rita Moore will make regular reports to the Board of the status of the College program and submit her recommendations for its improvement. Mary-Rita Moore will provide the Board and its members with such information as they may reasonably request from time to time.

3. The Board may adopt rules and regulations from time to time and, to the extent that such rules and regulations are not inconsistent with the provisions of this Agreement, Mary-Rita Moore will abide by them.

4. Mary-Rita Moore will devote her entire time, attention and energies to her employment during the term of this Agreement, and will not engage in any other business activity, whether for compensation or otherwise. Notwithstanding the provisions of the preceding sentence, however, Mary-Rita Moore may, subject to the giving of prior notice to the Board, on her vacation days, engage in such extra-curricular consulting (including accreditation services) activities, teaching, lecturing, public speaking and professional writing, for compensation or not, that are reasonably related to, and not inconsistent with, her employment as President, and subject to prior approval of the Board, may become a member of the Board of Directors of corporations, provided such activities or memberships shall not interfere with her responsibilities or conflict with the Board's policies or objectives.

5. During the term of the Agreement, Mary-Rita Moore shall give reasonable notice to the Chairman of the Board if she is to be absent from her duties for in excess of two (2) days.
6. In full compensation her services, the Board will, during the term of this Agreement, pay to Mary-Rita Moore for each fiscal year specified in this contract, an annual basic salary and stipend computed at the rate of:

   A. BASIC ANNUAL SALARY: $225,000 (Two hundred twenty-five thousand and 00/100 dollars) for balance of fiscal year 2016 payable in bi-weekly installments and subject to annual review. Any changes to Mary-Rita Moore’s basic annual salary shall be approved by the Board of Trustees prior to onset of the next fiscal year. Salary payments shall be subject to withholding and other applicable taxes.

   B. STIPEND: For calendar year 2016, the Board agrees to provide for Mary-Rita Moore, a tax sheltered annuity in the amount of Fifteen Thousand and 00/100 Dollars ($15,000.00) to be placed with a firm of her choice on or before January 31 of each year of this contract, to be provided by the Board in compliance with the Internal Revenue Code.

7. The Board shall pay Mary-Rita Moore's required employee State University Retirement System (SURS) Contribution under such Act. Said contributions shall be deemed employer contributions pursuant to the Internal Revenue Code.

8. The Board shall pay Mary-Rita Moore’s Medicare contributions in the amount of 1.45% of the President’s wages.

9. In addition to the above, Mary-Rita Moore shall be entitled to all benefits provided by the Board for other administrators employed by the Board as detailed in the Administrative Policy Manual, Section XII.

10. Mary-Rita Moore shall receive all retirement benefits specified in the Administrative Policy Manual in effect at the time of retirement.

11. The Board shall pay the cost of an annual professional medical examination, but not exceeding the total sum for such examination of THREE HUNDRED AND 00/100 DOLLARS.
($300.00) for each year.

12. Mary-Rita Moore shall receive life insurance for the benefit of her selected beneficiaries, consistent with all provisions of the Administrative Policy Manual and Triton College Health Insurance Plan, including double indemnity clauses; however, the amount of the insurance shall be set at a rate equal to three times (3x) the highest amount shown on her "W-2 Wage and Tax statement" itemized under "Medicare wages & tips" for the last full year of employment, but in no event shall be less than three times (3x) the compensation shown in paragraph 2 above.

13. The Board shall provide to Mary-Rita Moore an automobile, including a cellular telephone, as mutually agreed upon for business and personal use during the term of this Contract. The automobile shall not be more than three (3) years in age, and during the term of this Contract, shall be fully maintained by the Board, including but not limited to keeping the automobile in safe, usable condition, and providing for all expenses incidental to automobile usage including insurance.

14. Prior to January 31 of each year, commencing in 2016 the Board will meet with Mary-Rita Moore and evaluate her performance with reference to the duties and responsibilities of her position as set forth in the official position description which is a part of the Triton College Board of Trustees Policy Manual. At such time, the Board shall evaluate this Agreement, and may, if it deems fit, propose extending this Agreement through execution of a written amendment with Mary-Rita Moore, which shall be approved by the Board of Trustees at a public meeting.

15. This agreement may be terminated in any of the following ways:

A. By Mary-Rita Moore's delivery of written notice to the Board at least (90) days prior to the effective date specified in said notice.

B. By the Board, for just cause as follows:

............... (i) Death of Mary-Rita Moore;
............... (ii) Serious disability of a nature which, even with reasonable
accommodation, renders Mary-Rita Moore physically or mentally incompetent to perform her obligations pursuant to this Agreement for a period in excess of three (3) months;

(iii) Any act, omission of duty, or conduct of Mary-Rita Moore of a serious nature which brings substantial discredit or injury to the reputation of the College, the Board, or the President;

(iv) Any willful or serious failure by Mary-Rita Moore to comply with the rules and policies established by the Board;

(v) Any breach of the terms of the Agreement by Mary-Rita Moore, which the Board, in the exercise of prudent judgment, and for good and just cause shown, considers to be material and sufficient for termination.

(vi) For failure to perform her duties and responsibilities at a level acceptable to the Board.

If the Board seeks to terminate Mary-Rita Moore for cause it shall first provide Mary-Rita Moore with full notice of the reasons for her termination and an opportunity to respond to those reasons at a hearing. Such hearing shall be before the Board or, if the Board so determines, before a committee of the Board. If the hearing is conducted by the committee, the committee will report the findings to the full Board. The full Board will then accept, reject, or amend the committee’s recommendation as to whether just cause exists to terminate this Agreement. If the full Board then determines to terminate this Agreement, the Board shall specify the effective date of the termination.

C. By the Board without cause: The parties acknowledge that the Board retains the sole and unlimited discretion to change the Administration at the College. If the Board chooses to terminate this Agreement without cause, it will take all reasonable
steps to safeguard the professional reputation of the President. The Board's right of termination under this Subparagraph may be exercised without any obligation to provide Mary-Rita Moore with a pre-termination or post-termination hearing, and Mary-Rita Moore expressly waives any right she may possess to such a hearing.

16. In the event of termination, Mary-Rita Moore shall be entitled to compensation as follows:

A. If, pursuant to Paragraph 15A, Mary-Rita Moore elects to terminate the Agreement, she shall receive the compensation provided for in this Agreement until the effective date of the termination, as well as compensation for any accrued vacation days.

B. If, pursuant to Paragraph 15B, Mary-Rita Moore is terminated for cause, her compensation shall cease upon termination.

C. If, pursuant to Paragraph 15C, the Board terminates Mary-Rita Moore without cause, she shall be compensated as follows:

   (i) Commencing with the effective date of such termination, the Board shall continue to pay Mary-Rita Moore her base salary in effect on the date of such notice, in bi-weekly installments, for one year from the date of Mary-Rita Moore’s last date of employment.

   (ii) During the period of such severance payments, the Board shall continue to provide Mary-Rita Moore annuity premium payments as provided in Paragraph 6C, and Mary-Rita Moore will be included in hospitalization and insurance benefits provided to other administrators. The severance payments provided in this subparagraph are in lieu of all other claims and rights which Mary-Rita Moore has or may have under this Agreement, under existing laws, or under any Board policies, including those pertaining to administrative tenure as set forth in the
Administrative Policy Manual relating to the termination of Agreements.

17. The Board may, for any reason whatsoever, determine that this Agreement will not be renewed. If the Board so determines, it shall send written notice thereof to Mary-Rita Moore at least five (5) months prior to the termination date of the Agreement, that it will not be renewed. If the Board gives such notice, then this Agreement shall terminate on June 30, 2019. In the event of the failure to provide such notification, this Agreement shall be deemed extended for ninety (90) days and it shall thereupon terminate.

18. On the effective termination date of this Agreement, Mary-Rita Moore will surrender to the Board the possession of her office and any automobile and other equipment and property owned by the Board. Mary-Rita Moore will not be entitled to office services after such termination date.

19. This Agreement is for the personal service of Mary-Rita Moore and may not be assigned, in whole or in part, by either party, without the prior written approval of the other party. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement, and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written. No amendment to this Agreement is effective unless it is set forth in writing, signed by both parties and attached hereto. This Agreement is to be construed in accordance with the laws of the State of Illinois.

20. All notices required or permitted to be sent hereunder are to be in writing, and shall be considered provided when delivered in person or when the same shall be deposited in the United States Mail and sent by registered or certified mail, with return receipt requested, and proper postage affixed thereto, as follows:
A. NOTICES TO THE BOARD

Secretary
Board of Trustees of Community College
District No. 504 (Triton College)
2000 5th Avenue
River Grove, Illinois 60171

B. NOTICES TO MARY-RITA MOORE:

617 S. Hawthorne Ave
Elmhurst, IL 60126

The addresses set forth herein may be changed by the parties from time to time by sending written notice of such changes to the other party.

21. This Agreement shall be binding upon the parties and upon their heirs, executors, administrators, and successors.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first above written.

__________________________________
MARY-RITA MOORE

BOARD OF TRUSTEES, COMMUNITY COLLEGE DISTRICT NO. 504,
COUNTY OF COOK AND STATE OF ILLINOIS (TRITON COLLEGE)

ATTEST:

__________________________________
SECRETARY OF THE BOARD

__________________________________
CHAIRMAN

DATE: ___________
Posting Preview

Position Information

Posting Number: 0600974
Classification Title: President
Working Title: Chief Executive Officer
Title Code: 
Position Type: Administrative
Department: Office of the President/Board of Trustees

ESSENTIAL FUNCTION OF THE POSITION:

The President is the chief executive officer of the College, responsible to the Board of Trustees for the total organization, administration, and development of the College. As CEO the President is the official channel to the Board for all policy, program and budget recommendation. It is the President's responsibility to monitor the diverse needs of the district, provide creative educational leadership to meet the goals of the college as determined by the Board of Trustees, and to foster a constructive sensitivity to cultural differences within the district and the campus. The President or the President's official designee represents the College in all relationships with governmental and external regulatory agencies.

RESPONSIBILITIES AND AUTHORITIES

A. Develop and recommend to the Board comprehensive plans for the development of the College, setting forth institutional philosophy, missions and goals, budget allocation and distribution of resources and facilities that utilize sound management principles in accordance with the needs of the district's citizens and students through the assessment of the problems and opportunities facing the institution.

B. Execute policies, resolutions and directives as adopted by the Board of Trustees through the development and implementation of administrative procedures consistent with Board policies and applicable laws, as appropriate for the effective operation of the College.

C. Develop and maintain an effective system of communication with the Board of Trustees keeping them fully informed regarding the College.

D. Responsible for the orientation and professional development of the Board. Maintain the Board Policy Manual and provide counsel on policy applications. Attend all meetings of the Board of Trustees except when the President's salary is being considered or when temporary absence is required.

E. Responsible for the selection, development and evaluation of senior administrative staff as needed to implement the missions of the college.

F. Provide a climate that encourages the development and implementation of progressive institutional initiatives.
G. Provide leadership and organization in the development of problem-solving approaches that integrate the entire College community.

H. Provide leadership in the recruitment and selection of a superior staff of professional and support personnel and foster a climate which is conducive in building commitment to the institutional purpose and missions.

I. Provide recommendations to the Board of Trustees for initial or continued employment of all employees of the College, and recommend promotions and/or terminations.

J. Under the supervision of the Board, coordinate the President’s annual evaluation process.

K. Responsible for promoting a favorable public image of the College to internal and external constituencies and representing the College to the general public, directly and through the media, so as to communicate the goals and programs of the College.

L. Participate in concert with other college presidents and leaders in attempts to influence local, state and federal agencies to best serve the needs of the institution and district.

M. Assess the overall effectiveness of the institution with respect to the mission statement and objectives of the college on an annual basis.

N. Delegate to members of the President’s staff powers and duties as the President deems appropriate in the administration of the College.

O. Perform other duties assigned or delegated by the Board of Trustees.

Minimum Qualifications:

Preferred Qualifications:

Posting Date: 09-02-2015

Closing Date: 10-02-2015

Special Instructions to Applicants:

1. Compensation commensurate with education and experience

2. Triton College is an Affirmative Action and Equal Opportunity Employer