

NINETY-SIXTH MEETING
of the
ADMINISTRATIVE ADVISORY COMMITTEE
MEETING NOTES
August 13, 2014

The Ninety-Sixth Meeting of the Administrative Advisory Committee convened at 10:00 a.m. on August 13, 2014, in the Conference Room of the State Universities Civil Service System (University System), 1717 Philo Road, Suite 24, Urbana, Illinois.

Present were: Richard Enyard, representing Eastern Illinois University; Karen Kissel, representing Governors State University; and Maureen Parks, representing the University of Illinois.

Present by video conference were: James D. Montgomery, Chair; Tammy Carlson, representing Illinois State University; and Celeste Latham, representing Northern Illinois University.

Present by audio conference were: Vicki Baba, representing the Illinois Student Assistance Commission; Pam Bowman, representing Western Illinois University; Karen Helland representing the Illinois Board of Higher Education; Larry Pinkelton, representing Chicago State University; and Duane Stucky, representing Southern Illinois University.

Members absent were: Karen Hunter Anderson, representing the Illinois Community College Board; and Michael Pierick, representing Northeastern Illinois University.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Mari Martinelli, Manager, Legal Services and Legal Counsel; Cindy Neitzel, Assistant Director, Operations and Audit Division; Anna Johnson, Administrative Aide; and Andy Small, representing the State Universities Civil Service Advisory Committee.

Consideration of the Report of the Ninety-Fifth Meeting, May 7, 2014

Mr. Morelock requested if there were any additions or corrections to the Report of the Ninety-Fifth Meeting of the Administrative Advisory Committee which was held on May 7, 2014. The report was included in the agenda materials which were mailed to all members of the committee at an earlier date. Having heard no comments, Mr. Morelock asked the members to accept the report as presented. The Report was accepted. The report will be published at the University System office's website.

Review of Proposed Exemption Procedures Manual

The committee was updated on the following issues:

- Discussion on the review and revision of the Exemption Procedures Manual – a sub-committee of the HRDAC was assigned to assist in the review of the current Exemption Procedures Manual. The committee has met several times and several changes were suggested. Committee members include:

Maureen Parks, University of Illinois
Tammy Carlson, Illinois State University
Richard Enyard, Eastern Illinois University
Pulchratia Kinney-Smith, Governors State University
Angie Tippey, SIU School of Medicine Springfield
Celeste Latham, Northern Illinois University
Tracy Bennett, Southern Illinois University Carbondale

The HRDAC is now reviewing the suggested revisions. An update of this Manual will be presented to the Merit Board for approval, most likely at the November 2014 Merit Board Meeting.

Update on the Police Series Assessment Center Revisions

Mr. Morelock stated that at the November 21, 2013 Police Chief's meeting, the Police Chiefs agreed to financially cover the cost of revising two examinations in the Police Series at a cost of \$40,920. Each university utilizing Police Officers and/or Police Sergeants will be assessed a cost for this based on their police FTE value.

Mr. Morelock reported that all universities have signed the agreement and have indicated their acceptance of this development process. The University System office is scheduled to meet with the external vendor in the upcoming months. The official start date of this project is tentatively set for August 27, 2014.

The University System office will also be paying between \$5 to \$6,000 to the external vendor to add an "Integrity" component to the new Police Officer examination. The University System office feels that added an integrity component will be very beneficial. These revised examinations should be usable for future years.

Review of Procedure Manual Changes

Mr. Morelock explained that several changes to the Employment and Separation Procedures Manual and the Examination Procedures Manual have been added or revised. The Merit Board will take action on the following section at the August 20, 2014 board meeting:

- Contract Appointments – Section 3.3 and form
- Leave of Absence – Section 4.6
- Demotion – Section 4.9 and form

- Suspension Pending Discharge – Section 5.3 and form
- Initiation of Discharge Action – Section 5.4 and form
- Discharge Hearing – Section 5.5
- Disability Accommodations for Civil Service Pre-Employment Examinations – Section 5.17 and form

Maureen Parks added that many of the suggested changes make it possible for the universities to operate more efficiently and effectively.

Mr. Morelock also reminded the universities that when submitting the Written Charges for Discharge form to the University System office, that each of the charges should be clearly listed on the front of the form. Each charge should be no longer than a sentence in length.

Report of the Executive Director

Mr. Morelock updated the committee on the following:

- Merit Board Retreat – The University System office held a retreat on August 8, 2014 to provide an agency orientation and discuss the functions of the University System office with current Merit Board Members. Mr. Montgomery commented that the retreat was very helpful to obtain new insights, and that he recommends this type of orientation for all new board members. The slide show presentation of the retreat is available at the University System office’s website.
- Agency Budget – Current year-to-date expenditures/obligations for FY 14 are at the 94% level. The FY 15 appropriation was approved at \$2,000 less than the FY 2014 appropriation; however, the University System office received a lump sum appropriation, which will be very helpful in that it allows for added flexibility in transfers between line items.
- Classification Plan Update – The committee was updated on several revisions to the various class specifications and examinations pending or in progress. Mr. Morelock noted that 65% of examinations are now in E-tests, and that there are roughly 1,150 classifications.
- Audit Program Update – Since the last meeting of the committee, two new final Audit Reports have been released: University of Illinois College of Medicine at Peoria and University of Illinois at Urbana-Champaign. These reports are available at the University System office’s website.
- Legal Update – During FY 14, there were 55 Written Charges for Discharge served on employees by the various universities/agencies and seven employees requested a Hearing. During FY 15, there have been two Written Charges for Discharge served on employees by the various universities/agencies and two employees have requested a Hearing. Ms. Martinelli updated the committee on the Carpenter Review Decision Case, which will be heard at the upcoming Merit Board meeting in August.

Other Items as presented

The next meeting of the Administrative Advisory Committee is scheduled for Wednesday, November 5, 2014 at the University System office.