

NINETY-EIGHTH MEETING
of the
ADMINISTRATIVE ADVISORY COMMITTEE
MEETING NOTES
May 6, 2015

The Ninety-Eighth Meeting of the Administrative Advisory Committee convened at 10:07 a.m. on May 6, 2015, in the Conference Room of the State Universities Civil Service System (University System), 1717 Philo Road, Suite 24, Urbana, Illinois.

Present were: Paul McCann, representing Eastern Illinois University; and Maureen Parks, representing the University of Illinois.

Present by audio conference were: Tammy Carlson, representing Illinois State University; Julie DeWees, representing Western Illinois University; Celeste Latham, representing Northern Illinois University; Larry Pinkelton, representing Chicago State University; Duane Stucky, representing Southern Illinois University; and Eric Zarnikow, representing the Illinois Student Assistance Commission.

Members absent were: James Montgomery, Chair, Merit Board Chair; Karen Helland, representing the Illinois Board of Higher Education; Karen Hunter Anderson, representing the Illinois Community College Board; Karen Kissel, representing Governors State University; 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; and Danielle Routh, Secretary for the Merit Board.

Consideration of the Report of the Ninety-Seventh Meeting, November 14, 2014

Mr. Morelock requested if there were any additions or corrections to the Report of the Ninety-Seventh Meeting of the Administrative Advisory Committee which was held on November 14, 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 by the committee. The report will be published at the University System's website.

Update on HB 3102 regarding changes to the State Universities Civil Service Act ("Rule of Three"), sections 36h and 36j (110 ILCS 70/36h and 36j) and possible rule revision to section 250.60 of the Illinois Administrative Code (80 Ill. Adm. Code §250.60)

At the November 19, 2014 Merit Board meeting, the Merit Board approved a proposed statute change regarding the 'Rule of Three'. Mr. Morelock stated that State Representative Carol Ammons from the Champaign/Urbana area had sponsored the proposed legislation in the spring 2015 session. It was unanimously passed by the House Higher Education Committee and the full House. Currently it is moving through the Senate and is sponsored by State Senator Scott Bennett. The University System is very optimistic and hopes that the bill will be passed soon.

Mr. Morelock further stated that if and when HB 3102 is approved and signed by the Governor, a change to section 250.60 of the Code will be required, along with some other procedural changes. Committee members were provided a copy of the possible rule change to section 250.60 of the Code. The University System will be presenting this possible rule change to the Merit Board for their review.

Review and discussion of proposed rule change to section 250.50 of the Illinois Administrative Code (80 Ill. Adm. Code § 250.50) regarding residency requirements

Mr. Morelock stated that the Merit Board had approved the submission of a proposed rule change to section 250.50 of the Illinois Administrative Code (Code) to be published in the Illinois Register for the First Notice Period.

Mr. Morelock stated that the primary changes to this section would be to allow an expanded pool of candidates for professional positions, consistent with the current employment and occupational trends associated with certain positions, while still requiring specific residency components to be met upon placement into one of these positions. Mr. Morelock further stated that this would also allow out-of-the state applicants to compete equally with in-state residents for the professional, semi-professional, and managerial occupational areas within the Class Plan.

Mr. Morelock stated that the rulemaking will also allow examination guidelines to close testing for specific classifications when employment registers are sufficient. The proposed rulemaking was published in the Illinois Register on February 13, 2015 and the First 45-day Notice Period ended on March 30, 2015.

Mr. Morelock stated that several comments were received during the First Notice Period, with most supporting the change. Several comments had suggested a change in the timeframe for an applicant to establish residency upon appointment. The original proposal set this timeframe at 90 calendar days, while many comments suggested this be moved to 180 calendar days. Based on these comments, the University System will be asking the Merit Board to modify the original rule change proposal to include this 180 calendar day timeframe requirement. A copy of the revised rule change proposal will be presented to the Merit Board for their approval and submission for the Second Notice Period.

JCAR staff had also submitted some questions regarding this rulemaking and the University System will be responding to these questions upon submission of this change for the Second Notice Period.

Update on the Police Series Assessment Center Revisions

At the end of August 2014, the University System staff met with the external consultant from I/O Solutions, along with several subject matter experts from the various universities who opted to participate in the development of the Police Sergeant Assessment Center. Based on feedback from this initial meeting, the consultant developed several exercise scenarios for this Assessment Center. Once all of the exercises have been developed and have been reviewed; staff also met with the subject matter experts to formally obtain their feedback and finalize the exercises for the Assessment Center. This has now been finalized and the Police Sergeant testing has now been initiated using this new Assessment Center model.

Mr. Morelock stated that the University System and I/O Solutions have now initiated the update to the Police Officer Assessment Center. An integrity component will be incorporated into the Police Officer Assessment Center. The job analysis survey of our current Police Officers and their supervisors has been completed. This survey has provided data on relevant job tasks, as well as knowledge, skills, and abilities required to perform those tasks. With the assistance of the consultant and job analysis survey, along with other job analytical and personality information, the University System office is now building the specific components of the Police Officer Assessment Center.

Report of the Executive Director

Mr. Morelock updated the committee on the following:

- Agency Budget/Staffing Update – Current year-to-date expenditures/obligations for FY15 are at a 95% level. The Governor presented his budget address on February 18, 2015, recommending the FY16 budget be set at \$1,146,500. This is a \$56,000 reduction from the FY15 level of \$1,202,500. IBHE recommended the FY16 budget be set at the FY15 level of \$1,202,500. Mr. Morelock also informed the committee of his upcoming retirement set for June 30, 2015.
- Classification Plan Update – The committee was updated on several revisions to the various class specifications and examinations pending or in progress.
 - 1)The committee was informed of the need and plan to delete old and unused classifications; and
 - 2)The committee was informed of the possibility of eliminating the typing requirements for all classes.
- Audit Program Update – Since the last meeting of the committee, five new final Audit Reports had been released: University of Illinois College of Medicine at Rockford, Southern Illinois University School of Medicine, State Universities Retirement System, Southern Illinois University Edwardsville, and the University of Illinois at Chicago. These reports are available at the University System website.
- Legal Update – Thus far during FY15, there had been 43 Written Charges for Discharge served on employees by the various universities/agencies and 13 employees had requested a Hearing. Ms. Martinelli updated the committee that there are four pending Administrative Review cases at this time: John Boudin/NIU, Akilah Marshall/CSU, Antonio Ragland/SIUC, and Anna Broadfoot/SIUE.

Other Items as presented

The next meeting is tentatively scheduled for Wednesday, August 5, 2015.