

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING – July 21, 2011
SIU School of Med and UIC DSCC

Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Maureen Bendoraitis, Julie Benedict, Barney Bryson, Sara Clayton, Susan Courson, Janet Davis, Gary Fry, Debra Hilligoss, Darlene Kendall, Kim Kirchner, Richard Marr, Cristina Milliken, Vicki Nelson, David Ryan, Peter Skrypkun, and Linda Wense

Absent: James Jones, Paul Kruszynski, LaTania Milner, Denise Rothenbach,

Guests: Linda Brookhart, Executive Director, State Universities Annuitants Association presented pertinent information about SUAA and important Bills in both House and Senate that affect retired and current employees.

Report of Designated Employer Representative (DER) of Host Campus –
None

Minutes:

Sara Clayton made a motion to approve the minutes of the April 2011 meeting. Cris Milliken seconded. A roll call vote was taken.

Maureen Bendoraitis	Aye	Gary Fry	Aye	Vicki Nelson	Aye
Julie Benedict	Aye	Debra Hilligoss	Aye	David Ryan	Aye
Barney Bryson	Aye	Darlene Kendall	Aye	Peter Skrypkun	Aye
Sara Clayton	Aye	Kim Kirchner	Aye	Linda Wense	Aye
Susan Courson	Aye	Rick Marr	Aye		
Janet Davis	Aye	Chris Milliken	Aye		

Motion passed.

Review of Correspondence
None

Public Comments:
None

Report of Chair – Barney Bryson

Barney Bryson informed the committee of the Executive Committee's special meeting and that a report will be given on Thursday. The Election Committee will hold a special meeting today at 1pm. Barney has concerns that some EAC members are not being allowed to attend Merit Board meetings or are asked to take vacation time to attend. Although not mandatory, it is important to be a part and understand the process and directions of the Merit Board. The committee felt that the meetings are important and they do learn a great deal from attending. If this is an issue, please inform Barney.

SURS Update

Susan Courson, SURS, presented a handout for discussion on changes at SURS and upcoming changes in the actuarial factors to be implemented on July 2, 2012.

Report of Executive Director – Tom Morelock

Review and Discussion of Proposed Rule Changes

Exemptions – 250.30 is adding (b) and requiring each position exempt under 36 (e) 3 to be reviewed. The change has not yet been presented for the first notice period will be in the next few weeks.

Register Maintenance – The section regarding permissive removal from registers will be modified to allow for the removal of names from the original entry registers if the posting of the position indicates how long the applicant will remain on the register.

Pilot Program – The pilot program is ending and the classifications will be called “custom classifications”

Discharge - Language will be removed from rules regarding the reconsideration of merit board discharge decisions. This needs to be updated to coincide with the administrative review act.

Probationary Period Extension – Administrative rules will be changed to all for the extension of the probationary period for time spent in an off-site comprehensive training program (ie police officer) recognized and approved by the System office.

Review of Proposed Revisions to Exemption Procedures Manual

System Office handed provided a handout of the changes at last meeting. The rule change proposal will require systems to approve all 36 (e) 3 extensions. Per discussions with the Human Resources committee, categories of coordinator, assistant to, and specialist have been added back. System Office added the category of 36 (e)4 of professor, associate professor, and assistant professor.

Agency Budget Report

Final FY12 was approved by the House and Senate and signed by the Governor. The budget was reduced by 5.5% of last year’s appropriation. Personal Services line item was kept the same; however, contractual services was cut most significantly.

Audit Program Update

Cindy Neitzel provided a schedule of audit activities as follows:

Finalized:

- SIU School of Medicine
- Illinois State University
- University of Illinois

Drafts:

- Chicago State University
- Eastern Illinois University
- System Office

Drafts Pending:

- Northern Illinois University
- University of Illinois Urbana Champaign
- University of Illinois Springfield

FY12 Schedule will at the website next week

Classification Plan Update

Jeff Brownfield provided an update on classification plan activities. Below are a few activities in the following classification series:

The System Office is working on 65 to 70 classifications at this time.

- Administrative Aid, Administrative Assistant and Administrative Program Assistant – The Administrative Program Assistant has been frozen and the Universities have been asked not to hire into that classification.
- Ambulatory Care Group – Updating and combining with Patient Unit Clerk
- Hospital classifications are now being reviewed and used based on reclassifications with PAA review.
- Cook Series and Food Service – Did not receive a good response with CJASI. System Office will continue to work with Human Resources offices to accommodate access to computers.
- Financial Aid Advisor – CJASI – this particular area endured losses to PAA
- Internal Auditor – CJASI – this particular area endured losses to PAA
- Lab Mechanic and Machinists – Progressing
- Medical Insurance – Pretesting
- Multi Media and Instruction – Nearing completion
- Occupational Therapy and Physical Therapy – most are moving to Masters and Ph.d but many are still fit for Civil Service.
- Clinical Actors/Standardized Patients – expanded to other areas with testing and training
- Purchasing Officer Series – CJASI in the next week or two and am revising series based on procurement act and additional rules
- Pipefitter and Refrigeration Mechanics – Drafted a specification that includes combinations of the pipe trade groups.
- Building Mechanic Series – This series will perform work that is more general in nature. If additional or specified work is needed the journeyman would complete the work.

Legal Update

Mr. Morelock provided an update of the legal activities.

Bryan Perrero has left the System Office.

FY 2011

- 66 written for discharge
- 1 notice of demotion
- 18 of the 66 requested a hearing
- 6 discharged
- 1 reinstatement with 60 day suspension
- Remaining were resolved
- Pending – 2

FY2012

- 1 written charge and resigned before hearing
- Pending – 2

UIC Audit Issue Update

None

Employment Applications Screening and Eligibility for Civil Service Testing

Jeff Brownfield presented an overview of application screening and eligibility for civil service testing (open and continuous). He also added that each University might be different in verifying what is written on an application but most reference checking and other credential verification will be done at the interview level. Human Resources will verify certification, licenses, DD214 and others. Ideally the Human Resources and Hiring Department would work together to verify credentials and such.

Other Agency Activities

None

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Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Maureen Bendoraitis, Julie Benedict, Barney Bryson, Sara Clayton, Susan Courson, Janet Davis, Gary Fry, Debra Hilligoss, Darlene Kendall, Kim Kirchner, Richard Marr, Cristina Milliken, Vicki Nelson, David Ryan, and Linda Wense

Absent: James Jones, Paul Kruszynski, LaTania Milner, Denise Rothenbach, Peter Skrypkun

Quarterly Employee Data (Discussion Item)

Members reviewed the Quarterly Employee Data report with discussion.

Academic Professional Review

None

Report of Executive Committee - Sara Clayton

Sara Clayton provided a report of the special committee meeting earlier this morning. After discussion, there were concerns by some members regarding the history of changes made to this portion of the by-laws. The agenda item was tabled until October. The committee will continue to review past changes in the by-laws concerning the items.

Report of Legislative Committee – James Jones

None

Report of Election Committee – Linda Wense:

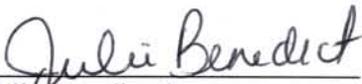
Linda Wense reported that the Election Committee approved a generic election schedule so that the dates did not need to be adjusted and approved each year. See additional/separate minutes.

Other items:

Rick Marr asked other members to share their wellness programs and policies associated. At ISU, an employee is allowed 1.5 hours a week to participate in program taking into consideration operational needs.

Dave Ryan made a motion to adjourn. Rick Marr seconded. The meeting adjourned.

Respectfully submitted,


Julie Benedict, Secretary


Barney Bryson, Chair