

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE**  
**QUARTERLY MEETING April 16, 2015 at**  
*Governors State University, 1 University Parkway, University Park, IL 60484*

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

**Present:** Michael Aper, Jack Chavez, Mindy Conlee-Stevens, Michael Diiacova, Gary Fry, Ann Jaso, Darlene Kendall, Kim Kirchner, Rick Marr, Mark Murphy, Michael Pulley, William Ramm, Peter Skrypkun, Andy Small, and Anthony Travelstead

**Absent:** LaTania Milner and Jamie Voyles

**Introduction of Guests:** Guests attending were Dr. Deborah Bordelon, Provost and Vice President of Academic Affairs, Ms. Joyce Coleman, Associate Vice President of Human Resources & Diversity, and Ms. Pulcratia Kinney-Smith, Director of Human Resources Operations

Dr. Bordelon welcomed the committee to the campus and gave an informational presentation. Governors State has an enrollment of 5700 and the lowest tuition in the state at \$255.00 per credit hour. It is now a four year university with a new residence hall ready for the first freshmen class of 242 students. The university has 318 civil service employees and 214 Academic Professionals.

Ms. Coleman later gave a presentation on the Disney Effect, a customer service plan for Human Resources. The objective is to provide excellent customer service across the board. Examples are a 48 hr. response time to emails and phone inquiries. Disney corporation trainers are brought in to train employees. Co-workers treat each other at a superior level. Supervisors see that problems do not escalate. The hiring process is personalized. There are letters produced at every step. The importance of good communication was stressed.

**Minutes:** Gary Fry motioned to approve the minutes of the January 2015 quarterly meeting. Darlene Kendall seconded the motion. A roll call vote was taken. Motion Carried.

Mike Aper	Aye	Rick Marr	Aye	
Jack Chavez	Aye	LaTania Milner		
Mindy Conlee-Stevens	Aye	Mark Murphy	Aye	
Michael Diiacova	Aye	Michael Pulley	Aye	
Gary Fry	Aye	William Ramm	Aye	
Ann Jaso	Aye	Peter Skrypkun	Aye	
Darlene Kendall	Aye	Andy Small	Aye	
Kim Kirchner	Aye	Anthony Travelstead	Aye	
		Jamie Voyles		

**Executive Committee Minutes:** Rick Marr motioned and Anthony Travelstead seconded to approve the minutes of the January 23, 2015 meeting. A roll call vote was taken. Motion carried.

Mike Aper	Aye		
Gary Fry-Sect.	Aye		
Rick Marr	Aye		
Michael Pulley-Chair	Aye		
Peter Skrypkun	Aye		
Anthony Travelstead	Aye		
Jamie Voyles-Parliamentarian	Aye		
Andy Small-Ex Officio			

Mike Aper motioned and Rick Marr Seconded to approve the Executive Committee minutes from the February 25, 2015 meeting with modifications. A roll call vote was taken. Motion carried.

Mike Aper	Aye		
Gary Fry-Sect.	Aye		
Rick Marr	Aye		
Michael Pulley-Chair	Aye		
Peter Skrypkun	Aye		
Anthony Travelstead	Abstain		
Jamie Voyles-Parliamentarian			
Andy Small-Ex Officio			

**Report of Chair: - Andy Small**

The possibility of EAC meetings being held in one day was discussed. Face to face meetings are important. How can we justify two day meetings? The Open Meetings Act was brought up. If notification is posted for two days, we must convene for two days. It is the law. The Administrative Advisory Committee and Human Resources Directors’ meetings are one day. Our meetings are legally obligated. Theirs are not. Travel expenses and overtime were discussed. In the grand scheme of things our travel expenses for quarterly meetings are not that great. Dialogue was suggested between committee members and HR Directors. It was suggested to invite the HRD group to attend one of our meetings.

Andy reported on attending the Merit Board Hearings March 11 and March 13, 2105. 16 people testified. Most were HR affiliated. Five topics presented at the hearings were discussed by our committee and Director Morelock:

- 1. Remove limiting language from SUCSS procedures manual:** Per campuses current language limits exemption authority of campus. They hope the outcome to limit civil service positions. Director Tom Morelock stated the analytical process is most important. Positions change over time. There is a need for a common tool. The current proposal is not clear. Discussion ensued regarding the cultural opinion that Academic

Professional positions are advantageous. At UIC civil service employees do not sit on governance. At universities the term “Professional” has a more positive connotation. Employees believe AP salaries are higher. This isn’t always the case. Compensation is university based not provided by SUCSS.

- 2. Formalize SUCSS Audit Processes / Create Audit Procedures Manual:** Director Morelock stated that the process is formalized. There are questions regarding the audit procedures manual. The possibility of an outside vendor to finalize was suggested.
- 3. Expand the Rule of Three Project:** It is believed expanding the rule is extremely beneficial for creating larger applicant pools referred for interviews. HB3102 passed the house committee 15-0 and is now in the senate committee.
- 4. Allow out of State Recruiting for Civil Service Positions:** This would apply to original entry positions only. A larger applicant pool would be a result. There is a difference of opinion on this topic. Establishing residency and how to monitor was mentioned. Topic is to be tabled for further discussion.
- 5. Allow Campus HR offices to approve specialty factors:** Custom classes are now. Specialty factors would need to be attached to job descriptions.

**SURS Update:** none - Due to the resignation of Larry Curtis, written reports will be shared with the committee when possible. Larry will attend meetings when possible as a SURS rep. giving a report not as a committee member.

#### **Report of Director: Tom Morelock**

An update was given on rule change proposal – 250.50 (residency): Many comments were sent to J-CAR, The General Assembly’s Joint Committee on Administrative Rules.

An update on HB3102 Rule of Three: This would now apply to all classes resulting in larger applicant pools. Top three scores not just top three names would be referred.

**Audit Update** – Audits of ISU, CSU, and EIU have been completed. Results pending are NIU, CSU, and EIU, and UIC. SUCSS and UIUC are to be performed. FY 16 schedule is to be published 07/01/15. UIUC refused to submit follow-up supplemental information. WIU refused quarterly report. It is unknown if this will be on the Merit Board meeting agenda.

**Class Plan Update** –Police Officer and Police Sargent exams are finished. First oral boards are to be given next week. The possible elimination of typing tests has received mixed reviews. It may be a class by class decision. SUCSS IT dept. will not provide support. Much of the clerk and office support classes are redundant. Data is being gathered for C-JASI. The police corporal class will be eliminated. There are 15 statewide. It is not a supervisory class. Elimination proposals for 57 classes have been sent for first and seconded notices. 65 more that are not used need to be added. The goal is to have less than 1000 classes.

**Legal Update** - There have been 40 written discharges. 13 have gone to hearings. Three settled before hearing. One settled during hearing. One withdrew before hearing and one after. 3 employees resigned. 1 employee has been reemployed. 1 has been discharged and 1 placed on a 60 day suspension. Others are pending.

Director Morelock mentioned the Merit Board Sub-Committee hearings. The U of I has a new Board of Trustees member, Jill Smart. It was suggested at the hearing the audit process go to three years instead of two. This would take SUCSS longer to review more information.

Michael Diiacova motioned to adjourn. Darlene Kendall seconded the motion. Meeting adjourned.

*STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE  
 QUARTERLY MEETING April 17, 2015 at  
 Governors State University, 1 University Parkway, University Park, IL 60484*

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

**Present:** Michael Aper, Jack Chavez, Mindy Conlee-Stevens, Michael Diiacova, Gary Fry, Ann Jaso, Darlene Kendall, Kim Kirchner, Rick Marr, Michael Pulley, William Ramm, Peter Skrypkun, Andy Small, and Anthony Travelstead

**Absent:** LaTania Milner and Jamie Voyles

**Executive Committee Report –Michael Pulley**

The executive committee met January 23 and February 25, 2015. Minutes of those meetings were previously approved. Officers are -Michael Pulley as Chair, Gary Fry as Secretary, and Jamie Voyles as parliamentarian. It was reported ADA compliance is not an issue per Mari Martinelli, legal counsel. Other municipality policies were reviewed. Attending meetings via other means was discussed.

Gary Fry made a motion that the Executive Committee not carries forward allowing attendance by other means. Michael Aper seconded the motion. A roll call vote was taken. Motion carried.

Mike Aper	Aye	Rick Marr	Aye		
Jack Chavez	Aye	LaTania Milner			
Mindy Conlee-Stevens	Aye	Mark Murphy	Aye		
Michael Diiacova	Aye	Michael Pulley	Aye		
Gary Fry	Aye	William Ramm	Aye		
Ann Jaso	Aye	Peter Skrypkun	Nay		
Darlene Kendall	Aye	Andy Small	Aye		
Kim Kirchner	Aye	Anthony Travelstead	Aye		
		Jamie Voyles			

Gary Fry made the motion and Michael Aper seconded to make the following changes to the attendance policy in the Members Manual. Change bullet 2 on page 6 to read Two (2) absences in twelve (12) months. Change bullet 3 on page 6 to read Three (3) absences in twelve (12) months. A roll call vote was taken. Motion carried.

Mike Aper	Aye		Rick Marr	Aye		
Jack Chavez	Aye		LaTania Milner			
Mindy Conlee-Stevens	Aye		Mark Murphy	Aye		
Michael Diiacova	Aye		Michael Pulley	Aye		
Gary Fry	Aye		William Ramm	Aye		
Ann Jaso	Aye		Peter Skrypkun	Aye		
Darlene Kendall	Aye		Andy Small	Aye		
Kim Kirchner	Aye		Anthony Travelstead	Aye		
			Jamie Voyles			

Rick Marr motioned and Andy Small seconded for the chair of the Executive Committee to send a letter to the DER and EAC member(s) of each campus regarding changes to the Member Information Manual attendance policy. A roll call vote was taken. Motion carried.

Mike Aper	Aye		Rick Marr	Aye		
Jack Chavez	Aye		LaTania Milner			
Mindy Conlee-Stevens	Aye		Mark Murphy	Aye		
Michael Diiacova	Aye		Michael Pulley	Aye		
Gary Fry	Aye		William Ramm	Aye		
Ann Jaso	Aye		Peter Skrypkun	Aye		
Darlene Kendall	Aye		Andy Small	Aye		
Kim Kirchner	Aye		Anthony Travelstead	Aye		
			Jamie Voyles			

We need to check with the parliamentarian regarding Roberts Rules. When chair makes motion, can chair vote?

**Legislative Committee Report – Peter Skrypkun**

HB 2869 is same as SB 2020 of the 99<sup>th</sup> General Assembly, Sponsor Durkin, 1.1 billion to SURS, 1.0 billion to general revenue, and 150 million to state pension. This is 450 million higher than Rauner’s plan. HB 3828, sponsor Ives, co-sponsor Deluka, Tier III retirement plan by 2016. Those hired after 2011 are open to a 401K. Pension reform is expected by 05/31/2015. SB 1, PA 95-9 is for general pension reform. Actuarial change is due 01/04/2016. Franks sponsoring bill to eliminate 50% tuition waiver benefit. There is talk of privatizing state universities. Land grants can’t go private.

**Election Committee Report –**

UIUC has 2 vacancies on committee. Elections need to occur. Andy contacted the DER. Notice of election is needed before election can be run.

**Other Items as Presented –**

The committee was encouraged to support SUAA. Insight was asked for on how to share information with constituents. Suggestions were; be more vocal, attend merit board meetings, inform employees, unions, councils, etc. of committee.

Rick Marr motioned to adjourn. Mike Aper seconded the motion. Motion carried.

Respectfully submitted,

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Kim Kirchner, Secretary

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Andy Small, Chair