

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE  
QUARTERLY MEETING**

*January 14, 2016, 10:00 a.m. at 11 Uptown Circle, Normal, IL 61761  
and January 15, 2016, 9:00 a.m. at 1101 N. Main Street, Normal, IL 61761*

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

**Present:** Michael Aper, Bill Buesing, Mindy Conlee-Stevens, Michael Diiacova, Ann Jaso, Kim Kirchner, Rick Marr, LaTania Milner, Mark Murphy, Jill Odom, Michael Pulley, William Ramm, Peter Skrypkun, Andy Small, Anthony Travelstead, Jamie Voyles, and Vance Woods

Members introduced themselves to the incoming new members: Ms. Mary Schultz, Northeastern Illinois University and Mr. Dan Urbanski, University of Illinois at Chicago

The Oath was read aloud by the full committee. New members were seated.

Campus updates were given by members with the common theme of dealing with the budget impasse.

**Election of Officers – uncontested results:**

Chair – Andy Small, NIU, Motioned by Jamie Voyles and Seconded by LaTania Milner

Vice-chair – Michael Pulley, SIUE, Motioned by Rick Marr and Seconded by Michael Diiacova

Secretary – Kim Kirchner, UIC DSCC, Motioned by LaTania Milner and Seconded by Michael Pulley

Parliamentarian – Jamie Voyles, UIS, Motioned by Kim Kirchner and Seconded by Bill Buesing

**Election of Committees – secret ballots tabulated by representatives from the system office**

**Executive Committee** – Michael Pulley (Chair), Mindy Conlee-Stevens, (secretary), Jamie Voyles (Parliamentarian) Rick Marr, Peter Skrypkun, Vance Woods, and Andy Small(Ex-officio)

**Legislative Committee** – Peter Skrypkun (Chair), Ann Jaso (secretary), Mark Murphy, Anthony Travelstead, and Andy Small, (Ex-officio)

**Election Committee** – Jamie Voyles (Chair) Mindy Conlee-Stevens, Kim Kirchner, Michael Pulley, and Andy Small

**Minutes:** Michael Aper motioned and Michael Diiacova seconded to approve the minutes of the October, 2015 quarterly meeting as amended. A roll call vote was taken. Motion Carried.

|                      |     |                     |         |              |         |
|----------------------|-----|---------------------|---------|--------------|---------|
| Mike Aper            | Aye | Mark Murphy         | Aye     | Dan Urbanski | Abstain |
| Bill Buesing         | Aye | Jill Odom           | Aye     | Jamie Voyles | Aye     |
| Mindy Conlee-Stevens | Aye | Michael Pulley      | Aye     | Vance Woods  | Abstain |
| Michael Diiacova     | Aye | William Ramm        | Abstain |              |         |
| Ann Jaso             | Aye | Mary Schultz        | Abstain |              |         |
| Kim Kirchner         | Aye | Peter Skrypkun      | Aye     |              |         |
| Rick Marr            | Aye | Andy Small          | Aye     |              |         |
| LaTania Milner       | Aye | Anthony Travelstead | Aye     |              |         |

**Report of Chair: Andy Small**

The following topics were discussed that are on the agenda for the joint EAC/HRDAC meeting to be held Friday. Election Process, Classification Plan, Custom Classes, Audit Process and Structure, Discharge Process, Specialty factors, Legislative updates, Statute/Rule/Procedure Update, and Employees on “soft money”.

**Report of Director: Jeff Brownfield**

- a) Update of rule change to section 250.50 (residency), effective 12/01/2015  
Hiring can now be done out of state on 600-700 positions in the occupational areas of professional, semi-professional, and managerial.
- b) Update of rule change to section 250.60 (Rule of Three), effective 01/01/2016  
Candidates with the top three scores can now be referred instead of the top three candidates.
- c) Discussion of possible rule change to section 250.30 and 250.50
- d) Discussion regarding proposed procedure manual changes
- e) Agency Budget/Staff Update
- f) Audit Program Update – The audit program has been temporarily suspended.
- g) Class Plan Update – Police Sergeant and Police Officer Exam Project, Elimination of typing requirements for Typing Test, Clerk and Office Support Series revisions, Reinstatement of Police Corporals, and deletion of old/unused classes.
- h) Legal Update – FY16 – 33 written discharges, 14 hearings, 7 are pending, and 2 have gone to arbitration.

**Report of Executive Committee – no report**

**Report of Legislative Committee – U.S. Supreme Court deadlocked allowing the California Teachers Association to keep collecting fair share fees.**

**Report of Election Committee – No report**

**Schedule EAC Meeting dates for 2016 - Michael Pulley motioned and Rick Marr seconded the motion to accept the following meeting dates and locations for 2016. April 14-15 at systems office, July 14-15 in Springfield hosted jointly by UIS and DSCC, Oct 12-13 at UIUC to coincide with Council of Councils. A roll call vote was taken. Motion carried.**

|                      |     |                     |     |              |     |
|----------------------|-----|---------------------|-----|--------------|-----|
| Mike Aper            | Aye | Mark Murphy         | Aye | Dan Urbanski | Aye |
| Bill Buesing         | Aye | Jill Odom           | Aye | Jamie Voyles | Aye |
| Mindy Conlee-Stevens | Aye | Michael Pulley      | Aye | Vance Woods  | Aye |
| Michael Diacova      | Aye | William Ramm        | Aye |              |     |
| Ann Jaso             | Aye | Mary Schultz        | Aye |              |     |
| Kim Kirchner         | Aye | Peter Skrypkun      | Aye |              |     |
| Rick Marr            | Aye | Andy Small          | Aye |              |     |
| LaTania Milner       | Aye | Anthony Travelstead | Aye |              |     |

***SATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE  
QUARTERLY MEETING Joint Meeting with HRDAC – January 15, 2016***

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

**Present:** Michael Aper, Bill Buesing, Mindy Conlee-Stevens, Michael Diacova, Ann Jaso, Kim Kirchner, Rick Marr, LaTania Milner, Mark Murphy, Jill Odom, Michael Pulley, William Ramm, Peter Skrypkun, Andy Small, Anthony Travelstead, Jamie Voyles, and Vance Woods

**Absent:** Ann Jaso

Andy welcomed committee members to the ISU Alumni Center and stated history was being made with the impending joint meeting with the Human Resource Directors Advisory Committee.

It was voted to allow Ann Jaso to attend via teleconferencing. Current by-laws do not support this type of attendance. This is a first of its kind meeting and others will be attending via teleconference.

At 10:00 a.m. members of the HRDAC were invited to join the meeting in progress. Andy Small welcomed attendees and reiterated that we are making history. Discussion ensued on the following topics.

**Electronic Voting** – No actual data has been collected regarding electronic voting but the general consensus is positive. Some campuses already use electronic voting, others use both electronic and paper, and some remain strictly paper. Advantages mentioned were higher voting turnout and streamlining of the process. Disadvantages mentioned were IT implementation and difficulty monitoring voters.

**Classification Plan** – Jeff Brownfield commented that the system needs feedback from both groups. More flexible classes are to be added. Old and unused classes are to be deleted. The clerical and office support classes are to merge. Michael Pulley stressed that employee protection is a concern. The group was reminded there is a classification revision request form on the SUCSS website procedures manual.

**Custom Classes** – Comments made concerning custom classes were; there needs to be more, management need to be on board, specialty factors need to be given a lot of thought, and performance issues can develop.

**Audit Process and Structure** – Jeff Brownfield informed the group the audit program has been suspended and will be going through a program redesign. Several audit options are being researched. A risk based program is being pursued. Options considered are a possible triennial audit as opposed to a biennial audit, no findings as opposed to continuous findings would determine length between audits, and mid cycle self-audits. Updating and streamlining are needed.

**Discharge Process** – The discharge process needs to change. 16 steps are too many. The process can sometimes take 2-3 years.

**Specialty Factors** – Maureen Parks stated campus HR depts. want to have control over determination of specialty factors. Currently specialty factors are approved by the system office.

**Legislative Updates** – Effective 12/01/2015 over 600 Professional, semi-professional, and managerial classifications can now be hired from out of state applicants. A residency requirement must be met within 180 days. Effective 01/01/2016 the top three scores are now to be referred for interviews as opposed to the top three candidates.

**Soft money** – Soft money is not general revenue. Soft money equals grant money. Positions are temporary.

Andy Small thanked everyone for attending. It was agreed the joint meeting should become an annual event.

Michael Aper motioned to adjourn. Bill Buesing seconded the motion. Meeting adjourned

Respectfully submitted,

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Kim Kirchner, Secretary

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Andy Small, Chair