

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE**  
**QUARTERLY MEETING**  
*April 15, 2016, 10:00 a.m. at 1717 Philo Rd., Urbana, IL 61802*

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, Kim Kirchner, Rick Marr, Mark Murphy, Jill Odom, Michael Pulley, William Ramm, Mary Schultz, Peter Skrypkun, Andy Small, Anthony Travelstead, Dan Urbanski, and Jamie Voyles

Attending via teleconference: Ann Jaso - could attend but could not vote.

Attending from the SUCSS office were: Omeka Brown, Jeff Brownfield, Bob Curry, Gail Hankins, Paula Mitchell, Cindy Neitzel, Shannon Ramirez, and Danielle Routh.

Absent: LaTania Milner and Anthony Travelstead

**Minutes:** Mark Murphy motioned and Michael Diiacova seconded to approve the minutes of the January 2016 quarterly meeting as amended. 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 |              |     |
| Michael Diiacova     | Aye | William Ramm   | Aye |              |     |
| Ann Jaso             |     | Mary Schultz   | Aye |              |     |
| Kim Kirchner         | Aye | Peter Skrypkun | Aye |              |     |
| Rick Marr            | Aye | Andy Small     | Aye |              |     |
|                      |     |                |     |              |     |

**Campus Updates:** Brief updates were given by members. WIU – layoffs and furloughs, SIUE - no additional layoffs, Gov. State – no immediate layoffs, NIU – no layoffs, UIC – some contractors laid off, UIUC – no layoffs, NEIU – furloughs, SIU School of Med.- no layoffs or furloughs, ISU – no layoffs of furloughs, DSCC – no layoffs or furloughs

Bill Buesing suggested EAC send a letter to the system’s office landlord thanking him for generosity extended to the system’s office while under dire budget constraints. Andy is to draft and send letter.

**Report of Chair:** Andy Small

The Council of Councils will not take place this year. Andy thanked UIUC and UIC for trying. The July meeting will be held at the system’s office with an invitation extended to merit board members. An orientation was suggested to possibly be held at the July meeting. Andy thanked Jeff Brownfield for his efforts. Mr. Brownfield suggested an orientation training session be held after a merit board meeting. Mr. Brownfield thanked EAC for the positive synergy created by the joint meeting with HRDAC. Andy and Jeff will coordinate the same type of meeting for next January with the possibility of representatives from SURS and SUAA attending.

**Report of Director:** Jeff Brownfield

Updates were given on proposed rulemaking to sections 250.30 and 250.50 and emergency rule making to sections 250.110 and 250.120. The possibility to add new section to 250.170 regarding furlough language was discussed. Proposed procedure manual changes regarding salary, rule of three, and out of state were discussed. Possible statute changes for out of state recruitment and veteran’s preference were discussed.

Agency Budget/Staff Update has not changed due to state budget impasse.

**Audit Program Update**

Audit program has been suspended. The program will be creating a new approach. The merit board will approve. The attorney will be the audit boss. The outline is half developed. EAC feedback will be valuable.

Class Plan Update – deletions of old classes and revisions to the clerk and office support series were discussed.

Legal Update – The search for an attorney is ongoing.

Projects and Accomplishments of the systems office were discussed. Topics included Twitter account, Specialty Factors, additional review of questions after 25 exams are given, revising occupational codes with federal government guidelines, supported employees, demonstration projects(rule of three and soft money), and out of state recruitment.

Bill Buesing motioned and Jamie Voyles seconded to go forward with rule changes submitted to the merit board. Motion carried.

**Report of Executive Committee – no report**

**Report of Legislative Committee – Peter Skrypkun suggested monitoring legislative alerts.**

**Report of Election Committee –** Upcoming elections this year will be at SIUE, UIC (2), and UIUC. A SURS member election needs to be revisited. A special election at EIU may need to be held to fill the vacancy left by Vance Woods as a result of being laid off.

A motion was made by Mindy Conlee-Stevens and seconded by Mark Murphy to waive the by-laws to allow tele or video conferencing at the July meeting. A roll call vote was taken. Motion did not pass.

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

A motion was made by Dan Urbanski and seconded by Rick Marr to waive the first reading of the by-laws to allow attendance via teleconference at the July meeting. 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 | Nay |              |     |
| Michael DiIacova     | Aye | William Ramm   | Aye |              |     |
| Ann Jaso             |     | Mary Schultz   | Aye |              |     |
| Kim Kirchner         | Aye | Peter Skrypkun | Aye |              |     |
| Rick Marr            | Aye | Andy Small     | Aye |              |     |
|                      |     |                |     |              |     |

A motion was made by Mark Murphy and seconded by Michael DiIacova to waive second reading of the by-laws to allow attendance via teleconference at the July meeting. 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 | Nay |              |     |
| Michael DiIacova     | Aye | William Ramm   | Aye |              |     |
| Ann Jaso             |     | Mary Schultz   | Aye |              |     |
| Kim Kirchner         | Aye | Peter Skrypkun | Aye |              |     |
| Rick Marr            | Aye | Andy Small     | Aye |              |     |
|                      |     |                |     |              |     |

A motion was made by Dan Urbanski and seconded by Michael DiIacova to permit attendance at the July meeting via teleconference. 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 |              |     |
| Michael DiIacova     | Aye | William Ramm   | Aye |              |     |
| Ann Jaso             |     | Mary Schultz   | Aye |              |     |
| Kim Kirchner         | Aye | Peter Skrypkun | Aye |              |     |
| Rick Marr            | Aye | Andy Small     | Aye |              |     |
|                      |     |                |     |              |     |

UIUC member Michael Aper announced this would be his last meeting as he is retiring. Andy thanked Michael for his EAC service and wished him well.

Respectfully submitted,

\_\_\_\_\_  
Kim Kirchner, Secretary

\_\_\_\_\_  
Andy Small, Chair