

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
May 7, 2010

The Human Resource Directors Advisory Committee convened on May 7, 2010 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Sandra Bowman, Eastern Illinois University; Chuck Phillips, Eastern Illinois University; Wes Weisenburn, University of Illinois Springfield; Robbie Witt, University of Illinois Urbana/Champaign; Rhonda Wybourn, Northern Illinois University; Jodi Tyrrell, Northern Illinois University; Karen Baker, Northern Illinois University; Peggy Podlasek, Illinois Board of Higher Education; Pam Coogan, Illinois Community College Board; Maureen Parks, University of Illinois Administration; Jami Painter, University of Illinois Administration; Alicia Lowery, University of Illinois Urbana/Champaign; Elyne Cole, University of Illinois Urbana/Champaign; Eric Smith, University of Illinois Administration; Karen Greenwah, University of Illinois Administration; Marta Maso, Northeastern Illinois University; Pulchratia Kinney-Smith, Governors State University.

The following persons were in attendance via teleconference: Pam Bowman, Western Illinois University; Stuart Clauson, Western Illinois University; Celeste Latham, Northern Illinois University; Collette Homan, Illinois State University; Tammy Carlson, Illinois State University; Penny McCarty, Southern Illinois University School of Medicine; Angela Tippey, Southern Illinois University School of Medicine; Susan Veach, University of Illinois – DSCC; Mirta Mendez, University of Illinois Chicago; Anniese Lemond, University of Illinois Chicago; Kathy Blackwell, Southern Illinois University Carbondale; Jennifer Watson, Southern Illinois University Carbondale.

The following persons were in attendance via video conference: Jack Croffoot, University Of Illinois – Rockford School of Medicine.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director; Mary Follmer, Assistant Director, Legal Services; and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1) **Update on Proposed Furlough Rule**

The System Office informed the Committee of the recent JCAR activities regarding this rule change proposal and presented a new draft of an amended proposed rule change regarding furloughs. This latest version contains two amendments which should address the major objection to this rule proposal. The Merit Board will be asked to either adopt this latest amended version or withdraw the rule proposal. There will not be any further opportunity to amend this proposal. The Committee discussed the new amendments and their impact. *The Merit Board will take final action on this proposal at their May 19 meeting.*

2) **Update on Pilot Program Sub-Committee Activities**

The Committee was updated on the recent activities of this sub-committee, which was directed to specifically review the details of the Pilot Program, outlining advantages and issues, and offering some ideas on future development of this program. The sub-committee had reviewed the history of its development, numbers of employees, and related employment protocols. The System Office had also collected specific information to determine what impact, if any, current civil service rules would have on the continued use and employment protocols contained in this program. Employers were asked to provide specific information to assist in this assessment. Data collected from employers utilizing this program suggested that the application of the 'rule of three' to this classification structure was somewhat irrelevant due to the flexible employment protocols applied for these classifications. It was determined that in most cases, the 'rule of three' application would have no effect on the final selection of candidates to fill these vacant positions over the last few years.

The System Office informed the Committee that this program is scheduled to discontinue in the Fall 2010, so some modification may be necessary to the employment protocols regarding these classifications. **The System Office confirmed that these classifications in this program would continue to exist in the class plan, but that certain employment protocols may have to be modified in accordance with standardized civil service guidelines.** The credentials assessment model and scoring parameters for entry into these classifications would continue. However, there was some question regarding register maintenance and removal of candidates. *The System Office was asked to investigate this matter and determine if procedure changes can be implemented to accommodate flexibility in this respect.*

3) **Data Collection – Employee Served/Quarterly Reports**

Current procedures require the collection and compilation of various data elements related to the various employment categories contained in the University System. Copies of the procedural requirements related to this topic were provided to the Committee. The System Office will begin the process of establishing the most efficient electronic format for the collection of information, consistent with procedural requirements. *The System Office will continue to work with NIU and SIUE to formulate an efficient electronic format for the collection of raw data information to prepare these reports.*

The Committee expressed some concern with the current quarterly ethnicity/race reports submitted by the various agencies/institutions. New federal categorical designations in this respect will be required. After some discussion, the System Office indicated they will most likely modify their requirements to coincide with these federal requirements. *Employers may submit quarterly ethnicity/race reports under either the new or old format, but at some point in the near future all of these reports should coincide with federal guidelines.*

4) **System Office Activities**

The Committee was updated on various University System Office activities including:

- *Budget Update*
The Committee was informed of the current agency budget status and the presentation of the FY 2010 agency budget proposal to the IBHE. The very poor economic climate indicates a fairly dismal budget year ahead. Like many other employers, the University System Office has built reserves in their FY 2010 budget in response to the poor economic environment.
- *Other Class Plan Activities*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations.

The Committee was informed of the distribution of a computerized job analysis survey across several classifications, including Administrative Assistant, Administrative Aide, and Program Administrative Assistant. Several questions and concerns were expressed regarding this process and the job analysis results.

- *Audit Schedule*
The Committee was informed of the audit schedule for the current fiscal year. The Committee was asked their opinion of whether the Final Audit Report for each institution should be posted at the SUCSS public website. The System Office indicated that these documents were open to the public anyway and that they have received a greater number of Freedom of Information Act requests for these. *The Committee will revisit this topic at their next meeting.*
- Mary Follmer provided a brief update of legal activities.

5) **Meeting Schedule**

The next Committee meeting is scheduled for July 30, 2010. Committee members were urged to present any new agenda items.