

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
June 26, 2014

The Human Resource Directors Advisory Committee convened on June 26, 2014 at 10:00 a.m. in the Conference Room of the State Universities Civil Service System Office (University System), 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: Eric Smith, University of Illinois Administration; Richard Enyard, Eastern Illinois University; Deb Stone, University of Illinois at Urbana-Champaign; Elyne Cole, University of Illinois at Urbana-Champaign; Robbie Witt, University of Illinois at Urbana-Champaign; Leslie Arvan, University of Illinois at Urbana-Champaign; Karen Helland, Illinois Board of Higher Education; Alicia Lowery, University of Illinois at Urbana-Champaign; Aneda Fisher, University of Illinois Administration.

The following persons were in attendance via videoconference: Jennifer Watson, Southern Illinois University Edwardsville; Rhonda Wybourn, Northern Illinois University; and Celeste Latham, Northern Illinois University; Collette Homan, Illinois State University; Tammy Carlson, Illinois State University; Melanie Schafsma, Illinois State University; Ron Puskarits, University of Illinois Chicago. Vicki Baba, Illinois Student Assistance Commission, also participated by teleconference.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director; Cindy Neitzel, Assistant Director; Mari Martinelli, Legal Counsel; and other University System Office staff members.

This meeting was scheduled to continue with discussions on the many agenda items from the April meeting that were not discussed. Following are the April meeting agenda items that were discussed at this special meeting.

1) Update on the Police Series Assessment Center Revisions

The Committee was informed that all universities had approved this Contractual Agreement. As a result, this project has been approved and will start in the next few weeks.

2) Update on the Review of the Exemption Procedures Manual

A sub-committee was established to assist the University System Office in their review and possible revision of the Exemption Procedures Manual. The University System Office asked the DERs for their input and representation on this sub-committee. Committee members include:

Maureen Parks, University of Illinois
Tammy Carlson, Illinois State University
Richard Enyard, Eastern Illinois University
Pulchratia Kinney-Smith, Governors State University
Angie Tippey, SIU School of Medicine Springfield
Celeste Latham, Northern Illinois University
Tracy Bennett, Southern Illinois University Carbondale

This group has been very active and productive, and has completed a final draft of a new Exemption Procedures Manual. The committee continued with discussion on this proposal, reviewing the proposed changes by section. Some changes were incorporated with further discussions to resume at the next regularly scheduled meeting of this group.

3) Review of HR Survey Topics

A survey was conducted by Maureen Parks from the University of Illinois which attempted to prioritize some process/procedure issues with respect to the SUCSS rules and regulations. The following topics were discussed:

- a) Retain the exemption authority at the campus level and clarify the roles that SUCSS and universities have in this respect. This is already captured in the current exemption procedures. This committee is attempting to further clarify this through changes to those procedures.
- b) Document the audit process, audit standards, and audit timeframe by providing a rubric for determining exemption status and provide a clearer, detailed explanation of findings in order to better guide the universities. This committee is attempting to add a rubric and further clarity through changes to the exemption procedures. We are collectively in the midst of that revision process now.
- c) Expand the 'Rule of Three' demonstration project to all professional classifications. This would require a statutory change, which may be supported through documentation obtained under the current program. We hope to finish this project and subsequent analysis soon. Hopefully, this will lead to some sort of statutory change.
- d) Allow all specialty factor assignments to be granted and approved by each campus within established guidelines. This would pose an issue when attempting to reconcile complaints. It was determined that some training could be provided to employers. The System office will look into providing this.
- e) Identify and document, through SUCSS procedures, appropriate methods to include out-of-state candidates more efficiently at the beginning of the search process with the initial applicant pool. This would require some sort of

statutory or rule change. The System office will review current regulatory limitations in this respect and further discuss at a later date.

- f) Implement an exception to the 900-hour extra help rule where an employee prefers the hourly extra help employee group and does not want a status civil service position. It was noted that there are several violations in this respect now. Guidelines simply are not being followed in many instances. This added provision would be difficult to manage and audit, and is truly inconsistent with the intent of these provisions and basic statutory employment guidelines.
- g) Collaborate with the HRDAC to develop a category for soft-funded positions. A recent demonstration project was approved for the University of Illinois Chicago to establish this possibility and analyze its impact.

4) **Other University System Office Activities**

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

- *Audit Update*
The Committee was informed of the audit schedule for the current fiscal year. The Committee was again informed that the Final Audit Report for each institution will be posted at the SUCSS public website.
- *Class Plan Update*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed.
- *Legal Update*
The Committee was updated on the status of discharge and administrative review cases.
- *Budget Update*
The Committee was informed of the current agency budget and the FY2015 budget status.
- The Committee was informed that the System office is working on several procedural changes which will be presented at the next HRDAC meeting. These include changes or new additions on the following topics:
 - ✓ Demotion
 - ✓ Leave of Absence
 - ✓ Contract Appointments
 - ✓ Accommodations for Testing

5) **Other Topics**

The next Committee meeting is scheduled for Friday, August 1, 2014.

