

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
August 1, 2014

The Human Resource Directors Advisory Committee convened on August 1, 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: 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; Karen Helland, Illinois Board of Higher Education; Alicia Lowery, University of Illinois at Urbana-Champaign; Jamie Painter, University of Illinois Administration; Maureen Parks, University of Illinois Administration; Vicki Baba, Illinois Student Assistance Commission; Anh Tran, Illinois Student Assistance Commission; Brenda Dunn, State Universities Retirement System; Robert Crouch, University of Illinois Chicago; Lynne Keaton, University of Illinois College of Medicine Peoria; Angie Doolin, Southern Illinois University School of Medicine Springfield.

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; Marta Maso, Northeastern Illinois University; Mark Owens, University of Illinois Springfield.

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.

Following are the August meeting agenda items that were discussed:

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 is scheduled to start with a meeting of subject matter experts in late August.

2) **Review of Proposed Procedure Manual Changes**

Several proposed changes to the Employment and Separation Procedures Manual and the Examination Procedures Manual were presented to the Committee for their review. These revisions included language changes to the following procedures:

- a) Contract Appointments (Section 3.3, Form 3.3a)
- b) Leave of Absence (Section 4.6)
- c) Demotion (Section 4.9, Form 4.9a)
- d) Suspension Pending Discharge (Section 5.3, Form 5.3a, Form 5.3b)
- e) Discharge Hearing (Section 5.5)
- f) Initiation of Discharge Action (Section 5.4, Example 5.4a)
- g) Disability Accommodation for Civil Service Pre-Employment Examinations (New Section 5.17)

The Committee reviewed these proposals and made some minor modifications. These proposals will now be submitted for Merit Board approval at their next meeting.

3) **Review of proposed Changes to 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. The items remaining open for further discussion are Section 3.1, 6.3, and 7.1.

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.

5) **Other Topics**

The next Committee meeting is scheduled for Friday, October 31, 2014.