

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE

MEETING NOTES

January 30, 2015

The Human Resource Directors Advisory Committee convened on January 30, 2015 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; Alicia Lowery, University of Illinois at Urbana-Champaign; Leslie Arvan, University of Illinois Urbana-Champaign; Jamie Painter, University of Illinois Administration; Maureen Parks, University of Illinois Administration; George Perich, Southern Illinois University School of Medicine Springfield; Angie Tippey, Southern Illinois University School of Medicine Springfield; Eric Smith, University of Illinois Administration; Amy Chambers, Western Illinois University; Anita Sells, Western Illinois University; Diane Sayers, Western Illinois University; and Brenda Dunn, SURS.

The following persons were in attendance via video conference: Tracy Bennett, Southern Illinois University Carbondale; Sherrie Senkfor, Southern Illinois University Edwardsville; Marta Maso, Northeastern Illinois University; Tom Blackwell, Northeastern Illinois University; Celeste Latham, Northern Illinois University; Collette Homan, Illinois State University; Tammy Carlson, Illinois State University; and Melanie Schafsma, Illinois State University.

The following people were in attendance via teleconference: Vicki Baba, Illinois Student Assistance Commission; Karen Helland, Illinois Board of Higher Education; Robert Crouch, University of Illinois Chicago; Lynne Keaton, University of Illinois College of Medicine Peoria; Laura Alexander, University of Illinois Springfield; and Mark Owens, University of Illinois Springfield.

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

Following are the January meeting agenda items that were discussed:

1) Update on the Police Series Assessment Center Revisions

This project began with a meeting of subject matter experts in late August. The contracted vendor and the subject matter experts developed several exercise scenarios to be used for the Sergeant Oral Boards. The new testing instrument will be finalized soon, and testing will follow.

Once the Police Sergeant components are finalized, work will begin on the revision of the Police Officer Assessment instrument. A job analysis survey has been developed to assist with this. All incumbents and their supervisors will be asked to complete this survey. This new instrument will include an integrity component.

2) Update on the 'Rule of Three' Demonstration Project

The committee was provided a current analysis of the 'Rule of Three' Demonstration Project. The Merit Board approved a recommendation to pursue a legislative change to section 36h of the State Universities Civil Service Act (110 ILCS 70/36h) to incorporate this interpretation into the entire classification structure at the November Board meeting. The System Office is meeting with various legislators to sponsor this legislation in their upcoming session.

3) Proposed Rule change to section 250.50 of the Illinois Administrative Code Code) (80 Ill. Adm. Code §250.50)

The Merit Board recently approved a proposal to change section 250.50 of the Code. The primary change to this section of the Code is to allow an expanded pool of candidates for professional positions, consistent with the current employment and occupational trends associated with certain positions, while still requiring specific residency components to be met upon placement into one of these positions. The proposed rulemaking will allow the universities and agencies under the University System to consider applicants outside of the state of Illinois for professional, semi-professional, and managerial classifications. The proposed rulemaking will also provide examination accommodation guidelines and a more specific process to close testing for specific classifications when employment registers are sufficient. The proposal will appear in the February 13, 2015 Illinois Register to begin the First Notice Period.

4) Requirements Under the Open Meetings Act and Freedom of Information Act

The Committee was informed that all of the Board-sanctioned committees and sub-committees will be subject to the OMA and FOIA in the future. This committee will be subject to these provisions. Accordingly, current membership, guidelines, and functions will be captured in By-laws or guidance documents. This will be a Merit Board agenda item for their next meeting.

5) Other University System Office Activities

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

- *Quarterly Employee Served Data Reporting*
The Committee was informed of the requirement to transition these reports to the electronic delivery process recently provided for this purpose.

- *New Written Charges for Discharge and Notice of Demotion Forms*
New forms were provided for review. There is now an option to file an appeal by email. This option is now designated on these forms.
- *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 University System 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. The committee discussed the possible elimination of the typing requirement for all classifications.

The Committee was informed that the System office will begin deleting, or freezing, old/unused/outdated classes, especially many of the old IT classes.

The System Office discussed the elimination of all typing requirements. A list of classes requiring typing tests was provided. At some point, there will no longer be any typing tests provided through E-test. A remodel of the Clerk series will be required before this can be done. If typing is required for individual positions, then this will need to be designated as a Specialty Factor for that position and certified by the employer for each applicant. Further discussion and input may be needed.

- *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 FY2016 budget status.

6) **Other Topics**

Next meeting date is May 1, 2015.