

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
May 1, 2015

The Human Resource Directors Advisory Committee convened on May 1, 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; Robbie Witt, University of Illinois at Urbana-Champaign; Alicia Lowery, University of Illinois at Urbana-Champaign; Leslie Arvan, University of Illinois at Urbana-Champaign; Jamie Painter, University of Illinois Administration; Maureen Parks, University of Illinois Administration; George Perich, Southern Illinois University School of Medicine Springfield; Eric Smith, University of Illinois Administration; Marta Maso, Northeastern Illinois University; Joyce Coleman, Governors State University; Tammy Carlson, Illinois State University; Colette Homan, Illinois State University; Lynn Keeton, University of Illinois College of Medicine at Peoria; Renee Mitchell, Chicago State University; and Brenda Dunn, State Universities Retirement System.

The following persons were in attendance via video conference: Jennifer Watson, Southern Illinois University Carbondale; Tracy Bennett, Southern Illinois University Carbondale; Tamika Johnson, Southern Illinois University Edwardsville; and Deb Talbot, Southern Illinois University Edwardsville.

The following persons were in attendance via teleconference: Vicki Baba, Illinois Student Assistance Commission; and Melanie Schaafsma, Illinois State University.

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 May meeting agenda items that were discussed:

1) Update on the HB 3102 (Rule of Three)

The Merit Board approved a proposed statute change about the 'Rule of Three' at the Merit Board meeting in November, 2014. It has been unanimously passed by the House Higher Education Committee and the full House. It is now moving through the Senate sponsored by Senator Scott Bennett. The University System office is hopeful that the bill will pass soon.

The Committee was informed that a change to section 250.60(d) of the Illinois Administrative Code (Code) will be required, along with some other procedural changes, should HB 3102 become law. The Committee reviewed this proposed rule change and was informed that this would be presented to the Merit Board for their approval and submission to the First Notice Period.

2) Update on the Proposed Rule Change to section 250.50 (Residency)

The Merit Board approved the proposed rule change to section 250.50 of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.50) to be published in the Illinois Register for the First Notice Period. Primary changes to this rule will allow for an expanded pool of candidates for professional positions, while still requiring the specific residency components should an out-of-state applicant be selected. This proposed rulemaking will allow the universities and agencies under the University System to equally consider applicants outside of the state of Illinois for professional, semi-professional, and managerial classifications. Rulemaking will also provide examination accommodation guidelines and a more specific process to close testing for specific classifications when employment registers are sufficient. Several comments were received during the First Notice Period, with most supporting the change. Several comments suggested a change in the timeframe for an applicant from out of state to establish residency upon appointment. The original proposal set this timeframe at 90 days, while many comments suggested this be moved to 180 days. Based on those comments, the University System office will be asking the Merit Board to modify the original rule change proposal to include this 180 day timeframe requirement. A copy of the revised rule change proposal was presented to the Committee for their review. This will also be presented to the Merit Board for their approval and submission for the Second Notice Period.

The Committee was informed that the Joint Committee on Administrative Rules (JCAR) staff had submitted some questions regarding the rule change proposal. The University System office will be responding to these questions upon submission of this change for the Second Notice Period.

3) Update of the Police Series Assessment Center Revisions

At the end of August 2014, the University System staff met with the external consultant from I/O Solutions along with several subject matter experts from the various universities who opted to participate in the development of the Police Sergeant Assessment Center. Based on feedback at this initial meeting, the Consultant then developed several exercise scenarios for this Assessment Center. Once all of the exercises were developed and reviewed, staff then met with the subject matter experts to formally obtain their feedback and finalize the exercises for the Assessment Center. This has now been finalized and Police Sergeant testing has now been initiated using this new Assessment Center model.

The University System office and I/O Solutions have now initiated the update of the Police Officer Assessment Center. An integrity component will also be incorporated into the Police Officer Assessment Center. The job analysis survey of our current Police Officers and their supervisors has been completed. This has provided data on relevant job tasks, as well as knowledge, skills, and abilities required to perform those tasks. With the assistance of the Consultant and job analysis survey, along with other job analytical and personality information, the University System office is now building the specific components of the Police Officer Assessment Center. It is our hope to have this

Assessment Center completed by the end of the fiscal year, and begin utilizing the Police Officer Assessment Center early next fiscal year.

4) **Report of the Executive Director**

- *Budget Update*

The Committee was informed of the current year agency budget and the FY16 budget status.

- *Class Plan Update*

The Committee was provided a list of many classification activities that are pending or in process.

- Elimination of typing requirements
- Clerk and Office Support Series Revisions
- Police Corporals
- Deletion of old/unused classifications

- *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's public website.

- *Legal Update*

The Committee was updated on the status of discharge, administrative review cases, and Director's Review Decisions.

5) **Other Topics**

Next meeting date is July 31, 2015.