



## **AGENDA FOR THE RESCHEDULED 196<sup>th</sup> MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD**

*The Merit Board convened for its 196<sup>th</sup> Meeting at 10:00 a.m., Wednesday, May 20, 2015. Due to technical difficulties and an emergency situation, the meeting had to be cancelled and rescheduled. The 196<sup>th</sup> Meeting of the Merit Board has been rescheduled for Tuesday, May 26, 2015, beginning at 10:00 a.m. at the State Universities Civil Service System, 1717 Philo Road, Suite 24, Urbana, Illinois and via videoconference at the following locations:*

***University of Illinois at Chicago***

College of Pharmacy  
Room 270  
833 Wood Street  
Chicago, IL

***Southern Illinois University Carbondale***

Miles Hall  
Conference Room 003A  
1255 Douglas Drive  
Carbondale, IL

**Agenda  
Item  
Number**

**SUBJECT**

**1. Call to Order and Roll Call – Chair Montgomery**

*Chair to introduce new Merit Board member, Jill Smart, who from the University of Illinois Board of Trustees. Ms. Smart is replacing Judge Holmes. Chair to call meeting to order and roll call of members.*

- 2. Consideration of participation by other Merit Board Members, not physically present at meeting site (Action Item)**  
*Chair to ask for approval for Merit Board members, not physically present, to actively participate by other means in accordance with Open Meetings Act requirements.*
- 3. Public Comments (Action Item)**  
*No requests have been submitted to present public comments.*
- 4. Appointment of Secretary for the Merit Board (Action Item)**  
*The Merit Board will be asked to appoint a new Secretary for the Merit Board.*
- 5. Consideration of the Minutes of the 195<sup>th</sup> Meeting of the Merit Board, February 25, 2015 (Action Item)**  
*The Merit Board will be asked to approve the Minutes from the February 25, 2015 meeting.*
- 6. Consideration of the Minutes of the Meetings of the Sub-Committee of the Merit Board, March 11 and 13, 2015 (Action Item)**  
*The Merit Board will be asked to approve the Minutes from the March 11 and 13, 2015 Sub-committee meetings.*
- 7. Consideration to destroy the recording of the Executive Session of the 180<sup>th</sup> Meeting of the Merit Board, May 18, 2011 (Action Item)**  
*The Board will be asked to determine whether to destroy the recording of the Executive Session from the May 18, 2011 meeting.*
- 8. Report of the Human Resource Directors Advisory Committee – Maureen Parks**  
*Maureen Parks will update the Merit Board on recent committee activities.*
- 9. Report of the State Universities Civil Service Advisory Committee – Andy Small, Chair**  
*Chair Andy Small will update the Merit Board on recent committee activities.*
- 10. Report of the Administrative Advisory Committee – Tom Morelock**  
*Tom Morelock will update the Board on recent committee activities.*
- 11. Update and authorization for the Executive Director to implement and administer the Merit Board Budget for FY 2016 (Action Item)**  
*The Merit Board will be updated on the status of the budget and asked to adopt a resolution authorizing the Executive Director to implement the FY 2016 budget as funds become available.*

**12. Consideration of Public Officials Errors and Omissions Insurance – July 1, 2015 through June 30, 2016 (Action Item)**

*The Merit Board will be asked to approve the continuation of the Public Officials Errors and Omissions Insurance coverage.*

**13. Update and action on proposed rule change to section 250.50 of the Illinois Administrative Code (80 Ill. Adm. Code §250.50), Examinations (Action Item)**

*The Merit Board will be updated on the status of the proposed rule revision to section 250.50 of the Code regarding residency requirements. The Merit Board will be asked to authorize the submission of these revisions for the Second Notice Period and final JCAR review.*

**14. Update on legislation regarding the Rule of Three changes to sections 36h, Appointment and 36j, Promotions of the State Universities Civil Service Act (110 ILCS 70/36h and 36j) (Action Item)**

*The Merit Board will be updated on the status of HB3102, capturing this statutory change, and the possible rule revision to section 250.60 of the Code regarding the 'Rule of Three' if HB3102 is signed into law. The Merit Board will be asked to authorize the submission of the proposed rule revisions for the First Notice Period upon final approval of the corresponding statutory change.*

**15. Report of the Sub-Committee of the University Civil Service Merit Board – Karen Hasara, Chair**

*Chair Hasara will update the Board on the events regarding this committee.*

**16. Update on the review and revisions to the Exemption Procedures Manual**

*The Merit Board will be provided a history of events regarding recent activities in this respect and current status of this review.*

**17. Biennial Audit Program – Review of Recent Activities (Action Item)**

*The Merit Board will be updated on the current biennial audit activities, including a review of recent final audit reports issued. Most specifically, the Board will be asked to review and discuss recent developments in the follow-up audit activities for the University of Illinois at Urbana Champaign, Western Illinois University, and Governors State University.*

**18. Discussion of Open Meetings Act and obligations for Advisory Committees (Action Item)**

*The Merit Board will be asked to approve the drafting of formal bylaws for the Administrative Advisory Committee and the Human Resource Directors Advisory Committee, consistent with current committee practices and incorporating compliance components in accordance with the Open Meetings Act.*

**19. Annual Ethics Training for Merit Board Members and Staff**

*The Merit Board will be updated on the annual Ethics Training for calendar year 2015.*

**20. Report of the Executive Director – Tom Morelock**

*The Executive Director’s Report will include a recap of each of the following items:*

- a. FY15 and FY16 Budget Updates*
- b. Classification/Examination Update*
- c. University/Agency Visits*
- d. Staff Changes*

**21. Report of Legal Counsel – Mari Martinelli, Manager, Legal Services and Legal Counsel**

*The Merit Board will be updated on recent legal activities, including discharge and demotion cases referred to the Merit Board.*

**22. Executive Session (*Action Item*)**

*The Merit Board will adjourn to Executive Session to discuss personnel matters. This subject matter is specifically authorized for executive session discussion by the Illinois Open Meetings Act.*

**23. Other Items as Presented**