



**CLOSED MINUTES OF THE SPECIAL MEETING  
OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD –  
SEPTEMBER 17, 2015**

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**State Universities Civil Service System Office  
1717 Philo Road, Suite 24  
Urbana, Illinois 61802  
&  
(Video Conference)  
University of Illinois at Chicago  
College of Pharmacy  
Room 270  
833 South Wood Street  
Chicago, Illinois  
&  
(Video Conference)  
Southern Illinois University Carbondale  
Miles Hall  
Conference Room 003A  
1255 Douglas Drive  
Carbondale, Illinois**

Chair Montgomery called the meeting to order at 10:48 a.m.

Member present at the primary meeting location was: Karen Hasara, representing the University of Illinois.

Members present at the Chicago video conference location were: James Montgomery, Chair, representing the University of Illinois; Lyneir Cole, representing Western Illinois University; Marvin Garcia, representing Northeastern Illinois University; Marshall Hatch, representing Chicago State University; Brian Mitchell, representing Governors State University; and Jill Smart, representing the University of Illinois.

Member present at the Southern Illinois University Carbondale video conference location was: Dr. Donna Manering, representing Southern Illinois University.

Members absent were: Rocky Donahue, representing Illinois State University; Robert Marshall, representing Northern Illinois University; and Dr. Robert Webb, representing Eastern Illinois University.

Also present were: Bruce Finne, Interim Executive Director and members of the Search Committee, Andy Small and Maureen Parks.

Chair Montgomery stated the purpose of this meeting was to make a selection for the new Executive Director for the State Universities Civil Service System (University System).

Ms. Hasara gave an update on the process and progress of the Search Committee. The Committee has narrowed the search to three finalists after several meetings and interviews. The finalists are, Rhonda Armstead, Jeff Brownfield, and James Gallaher. Ms. Hasara stated that the committee held a public open forum on August 27, 2015. A survey was made available online for those that attended this meeting to receive opinions regarding the final candidates. The same question was asked during the final interview for all three finalists and everyone who attended was available at each site was able to ask questions to each finalist. The results of the survey were very complimentary of Mr. Brownfield. The Search Committee has met a couple of times including this morning in an effort to make a solid recommendation to the Merit Board. The Search Committee would like to recommend Mr. Brownfield for the position of Executive Director.

Ms. Hasara gave a brief background of Mr. Brownfield. She spoke about his 15 years of experience with the University System office and how she did not know much about Mr. Brownfield prior to starting the search process.

Mr. Finne spoke highly of Mr. Brownfield and how Mr. Brownfield understands regulations, how to work with people, and the board will see more of an open process with him.

Discussion was held between the Merit Board about Mr. Brownfield's leadership capabilities, his ability to make difficult decisions, and what he would do differently from the previous Executive Director.

Ms. Hasara stated according to the surveys, Mr. Brownfield shows leadership qualities. The universities' responses from the survey showed that Mr. Brownfield is collaborative, flexible, has solved a lot of their problems, and is always available.

Mr. Finne stated that he is confident there will be positive changes in the audit process. The annual survey that will be sent out to the universities will indicate those changes. Changes Mr. Finne foresees from Mr. Brownfield will be in regards to open communication, transparency, and

collaboration. There was continued discussion in regards to appointing Mr. Brownfield as Interim Executive Director with mixed feelings from the board.

Dr. Manering mentioned that out of the three candidates for the Executive Director's position, Mr. Brownfield has her vote and that she proposed the Merit Board to take a more active role in the evaluation process of the new Executive Director. Dr. Manering indicated that she was ready to vote for Mr. Brownfield and that by delaying the process she felt that the committee would not be able to find a more qualified candidate than Mr. Brownfield.

Mr. Cole stated that the Merit Board should ask Mr. Brownfield what his plans are to do differently than the previous Executive Director and that would put members of the Merit Board at ease. Mr. Brownfield was asked about his plans and he informed them of what his ideas were.

Ms. Hasara made a motion to appoint Mr. Brownfield as the new Executive Director for the University System. Mr. Cole seconded Ms. Hasara's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Ms. Hasara made a motion to adjourn back into Open Session. Ms. Smart seconded Ms. Hasara's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

The Closed Session adjourned at 11:17 a.m.

The Committee went back into Closed Session to discuss Mr. Brownfield's salary.

Ms. Hasara spoke on behalf of the Search Committee and that the committee had agreed that the range would be between \$100,000 to \$130,000. Ms. Hasara suggested not starting Mr. Brownfield at the minimum with all his years of experience. The committee agreed to pay a salary of \$110,000 annually. Ms. Smart will work on performance based incentives and goals for Mr. Brownfield.

Mr. Cole made a motion to extend the offer of the \$110,000 to Mr. Brownfield as his starting salary. Mr. Mitchell seconded Mr. Cole's motion.

A roll call vote was taken and the motion was approved with the following vote:

Mr. Cole.....Aye  
Mr. Donahue.....Absent  
Mr. Garcia .....Aye  
Rev. Hatch.....Aye  
Ms. Hasara.....Aye  
Dr. Manering .....Absent  
Mr. Marshall .....Absent  
Mr. Mitchell.....Aye



Mr. Montgomery.....Aye  
Ms. Smart .....Aye  
Dr. Webb.....Absent

Ms. Hasara made a motion to make the appointment of Mr. Brownfield as Executive Director September 18, 2015. Ms. Smart seconded Ms. Hasara’s motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Ms. Hasara made a motion to adjourn from closed session. Mr. Cole seconded Ms. Hasara’s motion. In accordance with the Merit Board Bylaws, the closed session adjourned at 11:35a.m.

Respectfully submitted,

*/s/ Danielle L. Routh*

Danielle L. Routh  
Secretary for the Merit Board

APPROVED:

*/s/ James Montgomery*

James Montgomery, Chair  
University Civil Service Merit Board

November 18, 2015

Date