



**CLOSED MINUTES OF THE ONE-HUNDRED-AND-NINETY-SEVENTH
MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD –
August 19, 2015**

**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 Executive Session meeting to order at 11:22 a.m.

Members present at the primary meeting location were: Karen Hasara, representing the University of Illinois; Robert T. Marshall, Jr., representing Northern Illinois University; and Dr. Robert D. Webb, representing Eastern Illinois University.

Members present at the Chicago video conference location were: Chair, James D. Montgomery, representing the University of Illinois; and Brian Mitchell, representing Governors State University.

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

Members absent were: Lyneir Cole, representing Western Illinois University; Rocky Donahue, representing Illinois State University; Marvin Garcia, representing Northeastern Illinois University; Rev. Marshall Hatch, representing Chicago State University; and Jill Smart, representing the University of Illinois.

Also present were: Bruce Finne, Interim Executive Director; Mari Martinelli, Manager, Legal Services and Legal Counsel; and Danielle Routh, Secretary for the Merit Board.

Ms. Hasara made a motion to adjourn to Closed Session at 11:22 a.m. to discuss personal matters of the search for the position of the Executive Director for the State Universities Civil Service System (University System). Mr. Marshall seconded Ms. Hasara's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Ms. Hasara gave a report from the Search Committee. The Search Committee is made up of three members of the Merit Board, Dr. Webb, Mr. Cole, and Ms. Hasara (Mr. Cole did not attend any of the Search Committee meetings). Additionally the committee has a representative from each of the Advisory groups, Andy Small, State Universities Civil Service Advisory Committee; Maureen Parks, Human Resource Advisory Committee; and Walter Knorr, Administrative Advisory Committee.

Ms. Hasara stated there were thirty-five applicants and the committee had narrowed down the candidates to seven. The Search Committee has selected three to bring forward to the Merit Board. The finalist will be interviewed during an anticipated public meeting, which will give those that are interested an opportunity to see and hear the finalists on August 27, 2015, beginning at 9:30 a.m.

There will be video session available at various sites. Each candidate will be asked the same specific question. The Search Committee will give everyone an opportunity to ask each candidate any questions. The three finalists' resumes will be posted on the University System's website. The three finalist are: Rhonda Armstead, Jeff Brownfield, and James Gallaher.

It was agreed that Ms. Hasara will ask for a motion when the meeting goes back into regular session for a Special Merit Board meeting to meet and make the final selection for the Executive Director.

Ms. Hasara asked that those that are unable to attend at their university to notify the University System office a few days prior to the interview date. The more sites in use, the less efficient the system works.

Ms. Hasara thanked the University System office and all those involved during the selection and interview process.

Ms. Martinelli stated the contract for Mr. Finne, Interim Executive Director, had been signed and finalized.

Ms. Hasara suggested setting up an additional Special Merit Board Meeting for hiring the Executive Director and asked the Merit Board to save the date of either September 16 or 17, 2015 for this meeting. The University System office will scheduled the Special Merit Board meeting.

Ms. Hasara made a motion to adjourn the closed session and move to open the meeting. Mr. Marshall seconded Ms. Hasara's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

The meeting adjourned at 11:44 a.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