



## **AGENDA FOR THE 200<sup>th</sup> MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD**

*The University Civil Service Merit Board (Merit Board) will convene for its 200<sup>th</sup> Meeting at **10:00 a.m., Wednesday, May 11, 2016**, at the State Universities Civil Service System (University 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 – Vice Chair Hasara**  
*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. Consideration of the Minutes of the 199<sup>th</sup> Meeting of the Merit Board, January 27, 2016 – Action Item**

*The Merit Board will be asked to approve the Minutes from the January 27, 2016 meeting.*

**5. Consideration of Discharge Proceeding Number UIC-15-27 filed against Bernard Simmons by the University of Illinois at Chicago – Action Item**

*The Merit Board will be asked to consider and act on matters surrounding this discharge case. The Merit Board will then be asked to adopt a decision and order on this matter.*

**6. Consideration of Discharge Proceeding Number UIC-15-29 filed against Sherry D. Churchill by the University of Illinois at Chicago – Action Item**

*The Merit Board will be asked to consider and act on matters surrounding this discharge case. The Merit Board will then be asked to adopt a decision and order on this matter.*

**7. Report of the State Universities Employee Advisory Committee – Andy Small, Chair**

*Chair Andy Small will update the Merit Board on recent committee activities.*

**8. Report of the Human Resource Directors Advisory Committee – Maureen Parks**

*Maureen Parks will update the Merit Board on recent committee activities.*

**9. Discussion and action on proposed rulemaking to sections 250.30 and 250.50 of the Code (80 Ill. Adm. Code §250.30 and §250.50) – Action Item**

*The Merit Board will be updated on the status of the proposed rulemaking revisions to sections 250.30 and 250.50 of the Code. The Merit Board will be asked to authorize the submission of these revisions for the Second Notice Period and final JCAR review.*

**10. Update on Emergency rulemaking to sections 250.110 and 250.120 of the Code (80 Ill. Adm. Code §250.110 and §250.120) regarding Furloughs**

*The Merit Board will be updated on the status of the Emergency rulemaking regarding Furloughs.*

**11. Discussion and update on proposed rulemaking to add new section 250.119 to the Code regarding Furloughs**

*The Merit Board will be asked to authorize the circulation of this rulemaking proposal to the universities and affiliated agencies for comments and publication in the Illinois Register for the First Public Notice Period.*

**12. Discussion and action on proposed rulemaking to section 250.110 of the Code (80 Ill. Adm. Code §250.110) regarding discharge proceedings – Action Item**

*The Merit Board will be asked to authorize the circulation of this rulemaking proposal to the universities and affiliated agencies for comments and publication in the Illinois Register for the First Public Notice Period.*

**13. Discussion and action on proposed changes to the Merit Board Policy Relating to Employee Benefits – Action Item**

*The Merit Board will be asked to approve the proposed changes to the Merit Board Policy Relating to Employee Benefits based upon proposed changes to the Fair Labor Standards Act regarding nonexempt vs. exempt employee status.*

**14. Discussion and action on proposed revisions to Procedure Manuals – Action Item**

*The Merit Board will be asked to approve specific changes to the Classification Procedures Manual, Employment and Separations Procedures Manual, the Examination Procedures Manual, and the Pay Administration Procedures Manual.*

**15. Update and action to authorize the Executive Director to implement and administer the State Universities Civil Service System Budget for FY 2017 – 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 2017 budget as funds become available.*

**16. Discussion and consideration of Public Officials Errors and Omissions Insurance – July 1, 2016 through June 30, 2017 and update on FY 2016 Policy – Action Item**

*The Merit Board will be asked to approve the continuation of the Public Officials Errors and Omissions Insurance coverage and will be updated on the status of the FY 2016 Policy.*

**17. Biennial Audit Program – Review of Recent Activities**

*The Merit Board will be updated on the current biennial audit activities, including a review of recent final audit reports issued.*

**18. Report of the Executive Director – Jeff Brownfield**

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

- a. Open Meetings Act requirement for the Administrative Advisory Committee and the Human Resource Directors Advisory Committee and Attorney General's Opinion*
- b. Annual Ethics Training for Merit Board Members and Staff*
- c. FY 2016 Budget Update and Letter to Legislatures*
- d. Classification/Examination Update*
- e. Update on Data Systems – Salary Data System and Supported Employees Program Data System*

*f. Staff Changes*

**19. Report of Legal Counsel – Jeff Brownfield, Executive Director**

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

**20. Executive Session – Action Item**

*Executive session to discuss personnel matters. This subject matter is specifically authorized for executive session discussion by the Illinois Open Meetings Act.*

**21. Other Items as Presented**