



## **AGENDA**

### **FOR THE 201<sup>st</sup> MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD**

*The University Civil Service Merit Board (Merit Board) will convene for its 201<sup>st</sup> Meeting at **10:00 a.m., Wednesday, August 17, 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 – Chair Montgomery**  
*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 200<sup>th</sup> Meeting of the Merit Board, May 11, 2016 – Action Item**

*The Merit Board will be asked to approve the Minutes from the May 11, 2016 meeting.*

**5. Consideration of the Closed Minutes of the 200<sup>th</sup> Meeting of the Merit Board, May 11, 2016 – Action Item**

*The Merit Board will be asked to approve the Closed Minutes from the May 11, 2016 meeting.*

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

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

**7. Report of the Human Resource Directors Advisory Committee – Representative from Committee**

*A representative from the committee will update the Merit Board on recent committee activities.*

**8. Consideration of the FY 2018 Budget Recommendation for the State Universities Civil Service System Office – Action Item**

*The Merit Board will be asked to approve the FY 2018 agency lump sum budget proposal which will be presented to the Illinois Board of Higher Education for consideration in the yearly University System budget and approval process.*

**9. Update regarding adopted rulemaking to Sections 250.30 and 250.50 of the Code (80 Ill. Adm. Code §250.30 and §250.50)**

*The Merit Board will be updated on the status of the rulemaking to Sections 250.30 and 250.50 of the Code.*

**10. Discussion and action on proposed rulemaking to Section 250.119 of the Code (80 Ill. Adm. Code §250.119) – Action Item**

*The Merit Board will be updated on the status of the proposed rulemaking revisions to the new Section 250.119 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.*

**11. Update regarding proposed rulemaking to Section 250.110 of the Code (80 Ill. Adm. Code §250.110)**

*The Merit Board will be updated on the status of the rulemaking to Section 250.110 of the Code regarding the discharge proceedings.*

**12. Discussion and action for Approval of the Governance, Risk, and Compliance Audit Charter and Process for the Universities System – Action Item**

*The Merit Board will be presented with the audit charter for review and approval.*

**13. 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.*

**14. 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 and other technical changes as requested by the agency.*

**15. Consideration of Demonstration Project for the “Electronic Position Description System” – Action Item**

*The Merit Board will be asked to consider the application for a new Demonstration Project, as presented in accordance with section 250.140(e) of the Code.*

**16. Consideration of Demonstration Project for the “Student Employment Pathway Program” – Action Item**

*The Merit Board will be asked to consider the application for a new Demonstration Project, as presented in accordance with section 250.140(e) of the Code.*

**17. Update on the Public Officials Errors and Omissions Insurance Policy for the period of July 1, 2016 through June 30, 2017**

*The Merit Board will be updated on the status of the insurance policy.*

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

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

- a. Budget Updates – FY 2016 and FY 2017*
- b. Classification/Examination Update*
- c. Staff Changes*
- d. Accomplishments and follow-up to requested actions of the Merit Board*
- e. Customer Service*
- f. Specialty Factor – electronic approval process*

**19. Report of Legal Counsel – David DeThorne, 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 and pending Administrative Review cases. Also the Merit Board will be updated on the following proposed legislative agenda items that are being developed. These actions will require legislative actions to the State Universities Civil Service Act.*

- *Allow municipal police to transfer to universities*
- *Change the out of state examination section to conform to our rules*
- *Additional authority to institute furlough, etc.*
- *Start a discussion group to review the discharge process*

**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**