



**MINUTES OF THE TWO-HUNDREDTH
MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD –
MAY 11, 2016**

**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**

Vice Chair Hasara called the meeting to order at 10:04 a.m.

Members present at the primary meeting location were: Karen Hasara, Vice Chair, representing the University of Illinois; and Daniel Caulkins, representing Eastern Illinois University.

Members present at the Chicago video conference location were: Lyneir Cole, representing Western Illinois University; Marvin Garcia, representing Northeastern Illinois University; Marshall Hatch, Sr., representing Chicago State University; Robert T. Marshall, Jr., representing Northern Illinois University; and Brian Mitchell, representing Governors State University.

Members present by audio conference were: Donna Manering, representing Southern Illinois University; and Jill Smart, representing the University of Illinois.

Members absent were: Rocky Donahue, representing Illinois State University; and James Montgomery, representing the University of Illinois.

Also present were: Jeff Brownfield, Executive Director; Teresa Rademacher, Secretary for the Merit Board; Maureen Parks, representative of the Human Resource Directors Advisory Committee; and Andy Small, Chair of the State Universities Civil Service Advisory Committee. Various other university employees and University System office staff were also in attendance.

Consideration of participation by other Merit Board Members, not physically present at meeting site

Vice Chair Hasara asked for approval for Merit Board members, not physically present, to actively participate by other means in accordance with the Open Meetings Act requirements. A motion was made by Rev. Hatch to allow Dr. Manering and Ms. Smart to participate by phone. Mr. Caulkins seconded Rev. Hatch's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Public Comments

The University System Office had received no requests to present public comments.

Consideration of the Minutes of the 199th Meeting of the Merit Board, January 27, 2016

The minutes of the 199th Meeting of the Merit Board, January 27, 2016 had been transmitted to members of the Merit Board with the agenda materials.

Mr. Garcia moved to approve the minutes of the 199th Meeting of the University Civil Service Merit Board held on January 27, 2016. Mr. Mitchell seconded Mr. Garcia's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Vice Chair Hasara made a comment that this meeting was the 200th Meeting of the Merit Board and that this is quite a milestone.

Consideration of Discharge Proceeding Number UIC-15-27 filed against Bernard Simmons by the University of Illinois at Chicago

On April 26, 2016, the Secretary for the Merit Board mailed the Hearing Record for the Bernard Simmons discharge case number UIC-15-27 to each member of the Merit Board. The Merit Board was asked to review the case and be prepared to act on this matter at this meeting.

Mr. Brownfield gave a brief summary of the case. Mr. Brownfield explained that this case involved some parking issues where Ms. Simmons was being accused of using a university hangtag and swipe card to park his personal vehicle and accused of carpooling with another employee without proper documentation. Mr. Simmons had been employed by the university for approximately 14 years and had no pass disciplinary issues.

After some discussion, Ms. Smart made a motion to reinstate Mr. Simmons following the completion of a 60-day suspension without pay. Dr. Manering seconded Ms. Smart's motion.

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

Ms. Smart	Aye
Mr. Caulkins.....	Nay
Mr. Cole	Aye
Mr. Donahue	Absent
Mr. Garcia.....	Aye
Ms. Hasara.....	Aye
Rev. Hatch	Aye
Dr. Manering	Aye
Mr. Marshall.....	Aye
Mr. Mitchell.....	Aye
Mr. Montgomery.....	Absent

The following decision and order was therefore adopted.

STATE OF ILLINOIS



STATE UNIVERSITIES CIVIL SERVICE SYSTEM



BERNARD SIMMONS,)	BEFORE THE UNIVERSITY CIVIL
)	SERVICE MERIT BOARD
Employee-Petitioner,)	
)	DISCHARGE PROCEEDING
v.)	
)	No. UIC-15-27
UNIVERSITY OF ILLINOIS at Chicago,)	
)	
Employer-Respondent)	

**DECISION AND ORDER OF THE
UNIVERSITY CIVIL SERVICE MERIT BOARD**

PROCEDURAL HISTORY

Discharge proceedings have been commenced by the **UNIVERSITY OF ILLINOIS AT CHICAGO**, employer, against **BERNARD SIMMONS**, employee, by service of Written Charges for Discharge by certified mail on December 9, 2015, and the Employee-Petitioner, **BERNARD SIMMONS**, has filed a timely written request for Hearing. A Hearing has been duly convened, held, and concluded on January 20, 2016 in conformity with the procedures set forth in section 250.110(f) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.110(f)). The complete Hearing Record has been certified and placed on file in this cause.

FINDINGS

The University Civil Service Merit Board has examined and reviewed the Hearing Record, as supplemented, which includes the following:

1. Written Charges for Discharge, dated December 9, 2015
2. Suspension Notice Pending Discharge, dated December 9, 2015



3. Employee-Petitioner's Request for Hearing, filed on December 15, 2015
4. Acknowledgement of Hearing Request to Employee-Petitioner, dated December 17, 2015
5. Notice of Appearance filed on December 23, 2015
6. Notice of Hearing to Hearing Officer Dudek, dated January 7, 2016
7. Notice of Convening of Hearing to the parties of record, dated January 7, 2016
8. Employer-Respondent's Witness & Exhibit List, received January 20, 2016
9. Employer-Respondent's Closing Argument, filed by Attorney for Employee-Respondent on February 1, 2016
10. Employee-Petitioner's Written Argument after Conclusion of Hearing, filed by Attorney for Employee-Petitioner on February 1, 2016
11. Transcript and Exhibits, dated January 20, 2016
12. Request for Findings of Fact from Hearing Officer Dudek, dated February 2, 2016
13. Findings of Fact rendered by Hearing Officer Dudek, dated February 17, 2016
14. Notice of Certification of Hearing Record to the parties of record and the Certification of Hearing Record, dated March 7, 2016

Now being fully advised of the matters contained in the Hearing Record, as supplemented, and based solely on the matters contained in the Hearing Record, as supplemented, the University Civil Service Merit Board makes the following jurisdictional and factual findings and issues the following Decision and Order:

1. That this discharge proceeding has been commenced and conducted in compliance with section 250.110(f) of the Code and all applicable State and Federal Laws and that the University Civil Service Merit Board has jurisdiction of the parties and subject matter thereof.
2. That the Hearing Record, as supplemented, does not support one or more of the charges of the employer, **UNIVERSITY OF ILLINOIS AT CHICAGO**, against the employee, **BERNARD SIMMONS**, and/or the charges as proven by said employer fail to establish just cause for discharge.

DECISION AND ORDER



WHEREFORE, IT IS HEREBY ORDERED:

1. The Findings of Fact of the Hearing Officer, attached hereto, are approved and certified to the employer, **UNIVERSITY OF ILLINOIS AT CHICAGO**, to the extent not inconsistent with the findings made herein.
2. The employee, **BERNARD SIMMONS**, shall be reassigned to perform the duties in a position in his classification following the completion of a 60-day suspension without pay.

DATED AND ENTERED this 11th day of May, 2016.

UNIVERSITY CIVIL SERVICE MERIT BOARD

By: */s/ Karen Hasara*
Karen Hasara, Vice Chair

ATTEST:

/s/ Teresa M. Rademacher
Teresa M. Rademacher
Secretary for the Merit Board

Ms. Smart asked that the University System look at other possibilities that the Merit Board could have in these discharge cases and to also look at the possibility that special meetings be called to take action on discharge/demotion cases. Mr. Brownfield informed the Merit Board that a committee was going to be developed to look at these various issues.

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

On May 3, 2016, the Secretary for the Merit Board mailed the Hearing Record for the Sherry D. Churchill discharge case number UIC-15-29 to each member of the Merit Board. The Merit Board was asked to review the case and be prepared to act on this matter at this meeting.

Mr. Brownfield gave a brief summary of the case. Mr. Brownfield stated that there was three charges in regards to this case. Ms. Churchill has been employed by the university for

approximately 24 years, but was recently employed in a new department where her duties involved allowing and authorizing university employees to rent vehicles from the university. Ms. Churchill had been trained by staff in the new department regarding the necessary procedures that were required when allowing employees to rent university vehicles. Mr. Brownfield stated that this case involved two incidents where Ms. Churchill rented a vehicle to an employee without a valid driver's license physically with him (though he had a valid driver license) and the second incident involved a person renting a vehicle that did not have a valid license. Ms. Churchill had a few minor disciplinary actions over her employment, but no suspensions.

After some discussion, Ms. Smart made a motion to reinstate Ms. Churchill following the completion of a 60-day suspension without pay. Mr. Cole seconded Ms. Smart's motion.

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

Ms. Smart	Aye
Mr. Caulkins.....	Nay
Mr. Cole	Aye
Mr. Donahue	Absent
Mr. Garcia.....	Aye
Ms. Hasara.....	Aye
Rev. Hatch	Aye
Dr. Manering	Aye
Mr. Marshall.....	Aye
Mr. Mitchell.....	Aye
Mr. Montgomery.....	Absent

The following decision and order was therefore adopted.

STATE OF ILLINOIS



STATE UNIVERSITIES CIVIL SERVICE SYSTEM

SHERRY D. CHURCHILL,)	BEFORE THE UNIVERSITY CIVIL
)	SERVICE MERIT BOARD
Employee-Petitioner,)	
)	DISCHARGE PROCEEDING
v.)	
)	No. UIC-15-29
UNIVERSITY OF ILLINOIS at Chicago,)	
)	
Employer-Respondent)	

**DECISION AND ORDER OF THE
UNIVERSITY CIVIL SERVICE MERIT BOARD**

PROCEDURAL HISTORY

Discharge proceedings have been commenced by the **UNIVERSITY OF ILLINOIS AT CHICAGO**, employer, against **SHERRY D. CHURCHILL**, employee, by service of Written Charges for Discharge by certified mail on December 9, 2015 and the Employee-Petitioner, **SHERRY D. CHURCHILL**, has filed a timely written request for Hearing. A Hearing has been duly convened, held, and concluded on February 17, 2016 in conformity with the procedures set forth in section 250.110(f) of the Illinois Administrative Code (Code) (80 Ill. Adm. Code §250.110(f)). The complete Hearing Record has been certified and placed on file in this cause.

FINDINGS

The University Civil Service Merit Board has examined and reviewed the Hearing Record, as supplemented, which includes the following:

1. Written Charges for Discharge, dated December 9, 2015
2. Suspension Notice Pending Discharge, dated December 9, 2015
3. Employee-Petitioner’s Request for Hearing, filed on December 22, 2015



4. Acknowledgement of Hearing Request to Employee-Petitioner, dated January 4, 2016
5. Revised Motion for Extension of Hearing Date, received January 7, 2016
6. Acknowledgment of Receipt of the Employer-Respondent's Revised Motion for Extension of Hearing Date, dated January 12, 2016
7. Notice of Hearing to Hearing Officer Dudek, dated January 22, 2016
8. Notice of Convening of Hearing to the parties of record, dated January 22, 2016
9. Notice of Appearance filed on behalf of Employee-Petitioner, dated January 27, 2016
10. Acknowledgment of receipt of Notice of Appearance, dated January 27, 2016
11. Subpoena request from Employer-Respondent, dated February 2, 2016
12. Subpoena for Rachelle C. Cirrintano, dated February 2, 2016
13. Subpoena request from Employee-Petitioner, dated February 5, 2016
14. Subpoena for Rachelle C. Cirrintano, dated February 5, 2016
15. Subpoena for Larry McDonald, dated February 5, 2016
16. Employee-Petitioner's Witness List, filed February 16, 2016
17. Employer-Respondent's Closing Argument, filed on February 26, 2016
18. Request for findings of Fact from Hearing Officer Dudek, dated March 15, 2016
19. Findings of Fact rendered by Hearing Officer Dudek, dated March 30, 2016
20. Notice of Certification of Hearing Record to the Parties of Record and the Certification of Hearing Record, dated April 13, 2016
21. Employer-Respondent's Objections to the Findings, filed on April 22, 2016
22. Receipt and Notice of Filing of the Employer-Respondent's Objections to the Findings, dated April 26, 2016

Now being fully advised of the matters contained in the Hearing Record, as supplemented, and based solely on the matters contained in the Hearing Record, as supplemented, the University Civil Service Merit Board makes the following jurisdictional and factual findings and issues the following Decision and Order:

1. That this discharge proceeding has been commenced and conducted in compliance with section 250.110(f) of the Code and all applicable State and Federal Laws and that the University Civil Service Merit Board has jurisdiction of the parties and subject matter thereof.
2. That the Hearing Record, as supplemented, does not support and sustain one or more of the charges of the employer, **UNIVERSITY OF ILLINOIS AT CHICAGO**, against the

employee, **SHERRY D. CHURCHILL**, and/or the charges as proven by said employer fail to establish just cause for discharge.

DECISION AND ORDER

WHEREFORE, IT IS HEREBY ORDERED:

1. The Findings of Fact of the Hearing Officer, attached hereto, are approved and certified to the employer, **UNIVERSITY OF ILLINOIS AT CHICAGO**, to the extent not inconsistent with the findings made herein.
2. The employee, **SHERRY D. CHURCHILL**, shall be reassigned to perform the duties in a position in her classification following the completion of a 60-day suspension without pay.

DATED AND ENTERED this 11th day of May, 2016.

UNIVERSITY CIVIL SERVICE MERIT BOARD

By: /s/ Karen Hasara
Karen Hasara, Vice Chair

ATTEST:

/s/ Teresa M. Rademacher
Teresa M. Rademacher
Secretary for the Merit Board

Report of the State Universities Employee Advisory Committee – Andy Small

The Merit Board heard a report from Andy Small, Chair of the State Universities Employee Advisory Committee (EAC). Mr. Small stated that he appreciated the discussions regarding the discharge hearings and that he supports the Merit Board’s recommendations. He stated that the committee last met on April 15, 2016 for one day because of the budget situations affecting the



universities. He further discussed the issues with the various universities regarding possible furloughs, layoffs, and the possibility of some universities closing. Mr. Small stated the Council of Council had met for 19 years and this year the meeting was deliberately canceled due to budget concerns. He also noted that the University System audit program had been suspended due to a lack of a state budget. Mr. Small also gave a brief update on recent committee activities such as the fall election for membership for the committee. Also, Mr. Small invited the Merit Board members to two upcoming events.

Report of the Human Resource Directors Advisory Committee – Maureen Parks

The Merit Board heard a report from Maureen Parks, representative of the Human Resource Directors Advisory Committee (HRDAC). Ms. Parks stated that the committee had last met on April 29, 2016 with Executive Director Brownfield and staff and that the committee had been very successful and that everyone was able to discuss the issues and there was agreement amongst the committee and the University System and many of the items were also a part of the this agenda for this meeting. She further stated that the committee had appreciated the relationship with the University System on the many issues the universities are facing. She further discussed the discharge process and agreed that this was a long overdue issue that needed to be discussed.

On a final note, Ms. Parks announced that she would be leaving the University of Illinois in July 2016 and would be moving to Florida to accept a position. Ms. Hasara and Mr. Brownfield thanked Ms. Parks for her many years of dedicated service.

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)

Mr. Brownfield stated that on January 8, 2016 the proposed rulemaking was published in the Illinois Register for the First Notice Period. A comment was received during the First Notice Period from the Office of the Secretary of State suggesting that a statement be added to Section 250.50(i) of the Code “and in accordance with the State Records Act (5 ILCS 160)”. Also, the University System is going to delete the protective occupational area in Section 250.50(b)(6) of the Code and a few technical changes. These changes were based on comments from JCAR to additional language regarding examinations and occupation categories. Mr. Brownfield further stated this the rulemaking is ready for the Second Notice Period.

Mr. Cole made a motion to authorize the submission of the proposed revisions for the Second Notice Period and final JCAR review. Mr. Mitchell seconded Mr. Cole’s motion.

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

Mr. ColeAye
 Mr. DonahueAbsent
 Mr. Garcia.....Aye
 Ms. Hasara.....Aye
 Rev. HatchAye
 Dr. ManeringAye
 Mr. Marshall.....Aye
 Mr. Mitchell.....Aye
 Mr. Montgomery.....Absent
 Ms. SmartAye
 Mr. Caulkins.....Aye

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

Mr. Brownfield gave a brief update on the emergency rule that was put in place for furloughs. The emergency rule for furloughs runs from March 1 through July 28, 2016. Mr. Brownfield further stated that Northeastern Illinois University and Western Illinois University have used the emergency rulemaking for furlough programs.

Discussion and update on proposed rulemaking to add section 250.119 to the Code regarding Furloughs

Mr. Brownfield gave a brief update on the matter of adding a new Section 250.119 to the Code regarding furloughs. Mr. Brownfield explained the new rule by the various sections. He noted that in this rulemaking that this rule is not trying to harm the employee, except for a loss of pay, but not benefits. Mr. Brownfield further stated that it was recommended by JCAR that the new furlough rule be placed in its own section instead of adding to a current section of the Code. The proposed rulemaking also contains an automatic repeal date of September 30, 2017. Mr. Caulkins questioned the automatic repeal date in the program, if it is a good program why not leave it in. Mr. Brownfield explained the rationale for the repeal date. Mr. Caulkins still felt that the automatic repeal date should be removed. Mr. Cole questioned why the rule limited the number of days to 30 and also that the repeal date should be removed. Mr. Brownfield explained why the number of days was limited to 30 because of insurance payments the employee would be facing if over 30 days.

The Merit Board had been asked to authorize the circulation of the proposed rulemaking to the universities and affiliated agencies for comments and publication in the Illinois Register for the First Public Notice Period in an email on April 25, 2016. Based on feedback the proposed

rulemaking will be published in the Illinois Register on May 20, 2016 to begin the First Notice Period.

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

Mr. Brownfield gave a brief update on this proposed rulemaking and various changes being recommended. These proposed changes are based on comments from the various groups and so several recommendations have been made to change Section 250.110(f) of the Code regarding various discharge proceedings.

Mr. Cole made a motion to authorize the circulation of this rulemaking proposal to the universities and agencies for comments and for publication in the Illinois Register for the First Notice Period. Mr. Caulkins seconded Mr. Cole’s motion.

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

- Mr. ColeAye
- Mr. DonahueAbsent
- Mr. Garcia.....Aye
- Ms. Hasara.....Aye
- Rev. HatchAye
- Dr. ManeringAye
- Mr. Marshall.....Aye
- Mr. Mitchell.....Aye
- Mr. Montgomery.....Absent
- Ms. SmartAye
- Mr. Caulkins.....Aye

Discussion and action on proposed changes to the Merit Board Policy Relating to Employee Benefits

Mr. Brownfield gave a brief update regarding the possible changes coming to the Fair Labor Standards Act (FLSA) which will have major effects on the various universities and agencies within our System. Mr. Brownfield pointed out to the Merit Board members the section regarding vacation for exempt vs. non-exempt employees. Mr. Caulkins made a comment that he was not in favor of the change.

Ms. Smart made a motion to approve the proposed changes as submitted in the agenda materials to the “Merit Board Policy Relating to Employee Benefits”. Due to a lack of a second, the motion failed without any further action.

Discussion and action on proposed revisions to Procedure Manuals

Mr. Brownfield gave a brief update on the various changes to the Pay Procedure Manuals based on the new system that the University System IT staff had developed and updated several months ago. Basically Mr. Brownfield stated that these changes being proposed are based on current procedures. Mr. Brownfield also discussed the other procedures giving a brief overview of the additional changes to the Employment and Separation Procedures Manual, Classification Procedures Manual, and the Examination Procedures Manual.

Mr. Cole made a motion to approve all of the changes to the Procedures Manuals. Mr. Mitchell seconded Mr. Cole’s motion.

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

- Mr. ColeAye
- Mr. DonahueAbsent
- Mr. Garcia.....Aye
- Ms. HasaraAye
- Rev. HatchAye
- Dr. ManeringAye
- Mr. MarshallAye
- Mr. Mitchell.....Aye
- Mr. Montgomery.....Absent
- Ms. SmartAye
- Mr. Caulkins.....Aye

Update and action to authorize the Executive Director to implement and administer the State Universities Civil Service System Budget for FY 2017

Mr. Brownfield stated that the House and Senate appropriation bills for the University System had been introduced in February for FY 2017. Testimony was presented to the Senate Appropriations Committee on March 27, 2017. At the time of the meeting, the University System had not testified before the House Higher Education Appropriations Committee. Mr. Brownfield stated that it is being requested that the Executive Director be authorized to implement the FY 2017 Budget for the fiscal year period July 1, 2016 through June 30, 2017

Vice Chair Hasara requested a motion on the Resolution presented by the Executive Director at the meeting. Mr. Garcia made a motion to adopt the following Resolution:

RESOLUTION

BE IT RESOLVED THAT the Merit Board authorizes the Executive Director to administer the FY 2017 agency budget, pursuant to the availability of funds and final approval by the Governor’s office. Contingent upon the availability of funds, the FY 2017 agency budget may include employee salary adjustments administered in accordance with applicable Merit Board Policies and Pay Administration Guidelines. The Merit Board also authorizes the Executive Director to make any other expenditures necessary for the operation of the State Universities Civil Service System and the Merit Board office, commencing July 1, 2016 and continuing until such time as the FY 2017 appropriation becomes effective or the Merit Board directs otherwise.

Mr. Cole seconded Mr. Garcia’s motion. A roll call vote was taken and the motion was approved with the following vote:

- Mr. Garcia.....Aye
- Ms. Hasara.....Aye
- Rev. HatchAye
- Dr. ManeringAye
- Mr. Marshall.....Aye
- Mr. Mitchell.....Aye
- Mr. Montgomery.....Absent
- Ms. SmartAye
- Mr. Caulkins.....Aye
- Mr. ColeAye
- Mr. DonahueAbsent

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

Mr. Brownfield updated the Merit Board on the status of the Errors and Omissions Insurance Policy. The University System made an application with the current vendor to obtain a new policy for FY 2017. The University System has been in contact with the State of Illinois Comptroller’s office, University of Illinois, and the insurance company to discuss ways to continue an Errors and Omissions Insurance Policy for Merit Board members.

Mr. Marshall made a motion that the University System continue the Errors and Omissions Insurance Policy. Mr. Garcia seconded by Mr. Marshall’s motion.

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

Mr. Marshall.....Aye
Mr. Mitchell.....Aye
Mr. Montgomery.....Absent
Ms. SmartAye
Mr. Caulkins.....Aye
Mr. ColeAye
Mr. DonahueAbsent
Mr. Garcia.....Aye
Ms. Hasara.....Aye
Rev. HatchAye
Dr. ManeringAye

Biennial Audit Program – Review of Recent Activities

Mr. Brownfield asked that this agenda item be tabled until the next Merit Board meeting which is scheduled for August due to time restraint.

Report of the Executive Director – Jeff Brownfield

Mr. Brownfield provided an agency report which included the following items:

- *Open Meetings Act requirement for the Administrative Advisory Committee and the Human Resource Directors Advisory Committee and Attorney General’s Opinion* – Mr. Brownfield stated that a letter had been sent to the Attorney General’s Office for an opinion to find out if the Administrative Advisory Committee and the Human Resource Directors Advisory Committee are subject to the Open Meetings Act and was told it is under review.
- *Annual Ethics Training for Merit Board Members and Staff* – Mr. Brownfield stated that the 2017 Ethics Training needed to be completed by all board members by May 31, 2016.
- *FY 2016 Budget Updates and letter to Legislatures* – Mr. Brownfield stated that Mr. Garcia had asked at the last meeting of the Merit Board, that the University System office send a letter to our state leaders regarding the FY 2016 budget. Mr. Brownfield stated that a letter had been sent and the University System has received a letter back from the Governor’s Office asking us to support some particular bills. Mr. Brownfield stated that there are some aspects contained in the bills that appear to have a fairly strong political slant. Due to this fact, we have not moved forward with this.

- Classification/Examination Update – Mr. Brownfield stated that there is a list of the many classification activities pending or in progress provided in the agenda materials.
- Update on Data Systems – Salary Data System and Supported Employees Program Data System – Mr. Brownfield gave a brief explanation of the new Salary Data System and the new Supported Employees Program Data System recently developed by the IT staff at the University System office.
- Staff Changes – Mr. Brownfield stated that the University System office is currently in the process of hiring a new Legal Counsel and an Administrative Aide position.

Report of Legal Counsel – Jeff Brownfield, Executive Director

Mr. Brownfield updated the Merit Board on the various outstanding legal matters. During FY 2016 thus far there had been 46 Written Charges for Discharge served on employees at the various universities and agencies. Eleven employees requested a Hearing. Mr. Brownfield further stated that there are two outstanding Administrative Review Cases, the Clifton D. Heard case and the Nicholas J. Raymond case; and currently three discharge cases are pending for the next meeting.

Executive Session

Ms. Hasara requested a motion to go into Closed Session at 11:59 a.m. Mr. Cole made a motion to go into Closed Session to discuss personnel issues. Ms. Smart seconded Mr. Cole's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

The meeting reconvened at 12:48 p.m. with no action being taken.

Other Items as Presented

The next meeting of the Merit Board will be held on Wednesday, August 17, 2016. Mr. Cole made a motion to adjourn the meeting. Mr. Garcia seconded Mr. Cole's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

The meeting adjourned at 12:49 p.m.

Respectfully submitted,

/s/ Teresa Rademacher

Teresa Rademacher
Secretary for the Merit Board

APPROVED:

/s/ James Montgomery

James Montgomery, Chair
University Civil Service Merit Board

August 17, 2016

Date