

NINETY-SEVENTH MEETING
of the
ADMINISTRATIVE ADVISORY COMMITTEE
MEETING NOTES
November 5, 2014

The Ninety-Seventh Meeting of the Administrative Advisory Committee convened at 10:00 a.m. on November 5, 2014, in the Conference Room of the State Universities Civil Service System (University System), 1717 Philo Road, Suite 24, Urbana, Illinois.

Present were: Paul McCann, representing Eastern Illinois University and Maureen Parks, representing the University of Illinois.

Present by video conference were: James D. Montgomery, Merit Board Chair, Chair and Celeste Latham, representing Northern Illinois University.

Present by audio conference were: Tammy Carlson, representing Illinois State University; Julie DeWees, representing Western Illinois University; Craig Dietch, representing Northeastern Illinois University; Karen Helland, representing the Illinois Board of Higher Education; Larry Pinkelton, representing Chicago State University; Duane Stucky, representing Southern Illinois University; and Eric Zarnikow, representing the Illinois Student Assistance Commission.

Members absent were: Karen Hunter Anderson, representing the Illinois Community College Board and Karen Kissel, representing Governors State University.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Mari Martinelli, Manager, Legal Services and Legal Counsel; Cindy Neitzel, Assistant Director, Operations and Audit Division; and Anna Johnson, Administrative Aide.

Consideration of the Report of the Ninety-Sixth Meeting, August 13, 2014

Mr. Morelock requested if there were any additions or corrections to the Report of the Ninety-Sixth Meeting of the Administrative Advisory Committee which was held on August 13, 2014. The report was included in the agenda materials which were mailed to all members of the committee at an earlier date. Having heard no comments, Mr. Morelock asked the members to accept the report as presented. The Report was accepted. The report will be published at the University System office's website.

Update and Review of Proposed Revisions to the Exemption Procedures Manual

A sub-committee of the Human Resource Directors Advisory Committee (HRDAC) was formed and has met on several occasions to assist the University System office in a review and update of the current Exemption Procedures Manual. The proposed revisions have been presented to the HRDAC for their review. The University System office and HRDAC will continue to work together to update several provisions contained in the Exemption Manual. At this time, efforts are being concentrated on three sections of the Manual: Section 3 – Principal Administrative Appointments, Section 6 – Accountability for Exemption Authorization, and Section 7 – Quarterly Reporting Requirements. Mr. Morelock hopes these revisions can be presented to the Merit Board in the near future.

Update on the Police Series Assessment Center Revisions

On August 27, 2014, the University System staff met with the external consultant from I/O Solutions along with several subject matter experts from the various universities who opted to participate in the development of the Police Sergeant Assessment Center Project. Based on feedback at this initial meeting, the consultant has been developing several exercise scenarios for this Assessment Center. Once all of the exercises have been developed and reviewed, staff will then meet with the subject matter experts to get their feedback and finalize the criteria for the project. The University System office staff is expecting to meet with I/O Solutions within the next three to four weeks, and will meet with subject matter experts hopefully in December 2014.

Once this Police Sergeant Assessment Center Project is completed, work will begin on the Police Officer Assessment Center Project. Also, an integrity component will be incorporated into the Police Officer Assessment Center Project and will be funded by the University System office. A job analysis survey will be sent out to current Police Officers in the field so that we can gather data on relevant job task, as well as knowledge, skills, and abilities required to perform those tasks in the upcoming months. With the assistance of the consultant and job analysis survey, along with other job analytical and personality information, we will build the components of the Police Officer Assessment Center. It is the hope of the agency to have this survey completed by the end of the calendar year, and finalize the Police Officer Assessment Center Project early calendar year 2015.

Review and Discussion of Proposed Rule Change to Section 250.50 of the Illinois Administrative Code (80 Ill. Adm. Code § 250.50) regarding Residency Requirements

This proposed rule change addresses the issue of residency requirements for civil service applicants. A copy of the proposed rule change was included with the agenda materials. This change examines how to differently address residency requirements. The change proposes a way to allow an expanded pool of candidates to apply for professional positions and would still require a residency requirement, but that obligation could be fulfilled within 90 days of employment.

Maureen Parks expressed concerns that establishing residency within 90 days could be a problem. Ms. Parks suggested that there could be an appeal process to the University System office if a person lives close to a state border, and does not feel moving is necessary.

Larry Pinkelton also expressed concerns with the 90 day residency requirement. He suggested that 90 days may not be enough time in today's real estate market. He inquired if there would be any flexibility to increase the number of calendar days to get moved. Mr. Morelock suggested that Mr. Pinkelton offer these comments during the First Notice Period.

Update and Review of 'Rule of Three' Demonstration Project

The 'Rule of Three' Demonstration Project was approved by the Merit Board in March 2012, and remains active through July 2015. This project provides a different interpretation of the statutory 'rule of three' obligation, specifically moving from a literal employment register referral of the top three people to a referral of the top three scores for any vacant position.

Over the past couple of years, the University System office has been collecting data from this project and its limited scope, most specifically related to applicant pools and the employment/selection of candidates subject to the defined project parameters. Some preliminary summary reports regarding this project were included in the agenda material as the University System office considers possible actions upon the completion of this project.

One of the components that has been tracked in this demonstration project is which individuals are actually being selected from the expanded pools of candidates for positions. Employment pools have doubled in most examples, which the University System office feels is a very positive outcome. Diversity in the applicant pools have also grown, which includes more minorities. The study shows that the expansion of pools increases the number of minorities that are actually hired. The size of pools has increased, diversity has increased, and the number of minorities hired has increased. This provides a more diverse employment opportunity for many more people. The University System office would like to start a statutory change to alter the Rule of 3, using this Demonstration Project as a proven study and example.

Report of the Executive Director

Mr. Morelock updated the committee on the following:

- Agency Budget/Staffing Update – Current year-to-date expenditures/obligations for FY15 are at a 90% level. Staff of the University System office proposed a budget for FY16 which was presented to the Merit Board on August 20, 2014 and approved. Budget was sent to IBHE on October 6, 2014 and a budget meeting has been scheduled for December 3, 2014.
- Classification Plan Update – The committee was updated on several revisions to the various class specifications and examinations pending or in progress.
 - Deletion of old and unused classifications
 - Elimination of Typing Requirements
- Audit Program Update – Since the last meeting of the committee, four new final Audit Reports have been released: Northeastern Illinois University, Southern Illinois University Carbondale, Western Illinois University, and Illinois Student Assistance Commission. These reports are available at the University System office's website.

- Legal Update – During FY 15, there have been 20 Written Charges for Discharge served on employees by the various universities/agencies and 7 employees requested a Hearing. Ms. Martinelli updated the committee that there are no pending administrative review cases at this time.

Other Items as presented

The committee approved the following for meeting dates in 2015:

- Wednesday, February 4, 2015
- Wednesday, May 6, 2015
- Wednesday, August 5, 2015
- Wednesday, November 4, 2015