

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING – January 27, 2011
Eastern Illinois University

Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Maureen Bendoraitis, Julie Benedict, Barney Bryson, Sara Clayton, Janet Davis, Gary Fry, Janet Davis, Debra Hilligoss, James Jones, Darlene Kendall, Kim Kirchner, Cristina Milliken, LaTania Milner, Denise Rothenbach, David Ryan, Peter Skrypkun, David Turner, and Linda Wense

Absent: Susan Courson, Paul Kruszynski,

Guests:

President William Perry welcomed the committee to Eastern Illinois University and expressed his appreciation for their service and dedication. President Perry informed the committee about the new renewable energy center and invited anyone interested to contact Gary Reed, Director, Facilities Planning and Management to schedule a tour. Details may be found at Eastern’s website: www.eiu.edu.

Report of Designated Employer Representative (DER) of Host Campus –

Sandy Bowman, Interim Assistant Director, of HR – Employment/Examinations welcomed the committee to Eastern Illinois University. Ms. Bowman feels that the Civil Service system is a great system and appreciates the work the committee does. Ms. Bowman emphasized the importance of employee and administrative groups working together.

Seating of Members

Peter Skrupkin, Western Illinois University; Denise Rothenbach, University of Illinois Springfield; LaTania Milner, Chicago State University; and Cris Milliken, SIU School of Medicine were seated as new and returning members of EAC. Together, the EAC committee read the Charge and Obligation.

Minutes:

Linda Wense made a motion to approve the minutes of the October 2010 meeting. Kim Kirchner seconded. A roll call vote was taken.

Maureen Bendoraitis	Aye		Debra Hilligoss	Aye		Denise Rothenbach	Aye
Julie Benedict	Aye		James Jones	Aye		David Ryan	Aye
Barney Bryson	Aye		Darlene Kendall	Aye		Peter Skrypkun	Abstain
Sara Clayton	Aye		Kim Kirchner	Aye		David Turner	Aye
Janet Davis	Aye		Chris Milliken	Aye		Linda Wense	Aye
Gary Fry	Aye		LaTania Milner	Aye			

Motion passed.

Executive and Election Special Meeting Minutes:

Gary Fry made a motion to approve the minutes of the October 2010 Executive and Election special meeting. David Tuner seconded. A roll call vote was taken.

Julie Benedict	Aye		Gary Fry	Aye		Linda Wense	Aye
Barney Bryson	Aye		James Jones	Aye			
Sara Clayton	Aye		David Turner	Aye			

Motion passed.

Review of Correspondence

Sheila Kirby (card) thanked the committee members for their friendship and retirement contribution.

Ms. Pam Bowman, Director, Human Resources, Western Illinois University (email to Barney Bryson) expressed interest in EAC members attending the quarterly meetings via video/teleconferencing instead of the expenses for travel.

Ms. Dorinda Miller, UIUC (email to Barney Bryson) expressed the importance of the timely posting of the July 2010 (October 2010 meeting) EAC minutes to the SUCSS website per the by-laws. Mr. Morelock expressed regret of the error and will ensure compliance in the future.

Public Comments:

There were no requests for public comment

Report of Chair – Barney Bryson

Barney Bryson expressed concern with the 36(e)3 issue as well as the proposed reconstructing of the Merit Board. These items will be discussed further in the agenda. Barney also asked that the Executive committee meet briefly to discuss Article 6 section 2 of the SUCSAC by-laws and report to the committee. He asked that the committee pay close attention to House Bill 146.

Election of Officers

Tom Morelock was temporarily assigned as Chair to conduct the election of EAC Chair. Elections were held for Chair, Vice Chair, and Secretary with the outcome as follows:

Barney Bryson , Chair – nominated and unanimously approved
Sara Clayton , Vice Chair – nominated and unanimously approved
Julie Benedict, Secretary – nominated and unanimously approved

Election of Standing Committees

Elections for the Executive and Legislative committees were held by secret ballot and tabulated with the outcome as follows.

Executive Committee –Maureen Bendoraitis; Sara Clayton, Chair; Gary Fry; James Jones; Kim Kirchner, Secretary; Cristine Milliken; Linda Wense, Parliamentarian; (Barney Bryson, exio)

Legislative Committee – Susan Courson; James Jones, Chair; Kim Kirchner, Secretary; Cris Milliken, (Barney Bryson, exio)

Per the SUCSAC By-laws, the Election Committee was formed by:

SUCSAC Chair - Barney Bryson; EAC Secretary - Julie Benedict; Chair of Executive Committee – Sara Clayton; Secretary of Executive Committee – Kim Kirchner; Parliamentarian (Chair) - Linda Wense,

Report of Executive Director – Tom Morelock

Review of Rulemaking Process

Mr. Morelock presented an overview of the rulemaking process.

Transition of Exemption Procedures to Administrative Rules

Mr. Morelock explained the transition of exemption procedures to administrative rules.

Agency Budget Report

- Submitted FY12 budget at the August Merit Board meeting and was approved.
- Formally closed FY10.
- The System Office would like to employ 1 more position.
- Bryan Perrero was hired as legal counsel.
- System Office will further prepare for budget reduction.

Audit Program Update

Cindy Neitzel provided a schedule of audit activities as follows:

Audit Published: SIUE, GSU and ISAC

Draft Process– UIC, ISU, SIU School of Medicine, SURS, College of Medicine Rockford

FY2011

- CSU – 2/23 - 25
- EIU – 3/38 – 4/1
- NIU – 4/18 – 21
- Agency Audit - May
- UIUC – 6/6 – 10, 20 – 24

Legislative Inquiry – House bill 2386 Amendment:

Mr. Morelock presented an update of the current changes in the proposed House Bill 2386 Amendment. The 36(e)3 rule is very important and needs to be addressed. Each University and agency need to be aware of the process. He looks forward to good communication and cooperation in reaching a meaningful conclusion.

University of Illinois Chicago Audit Update

The System Office continues to work with U of I to review those positions in the past and those, most importantly, in the present and future. U of I is using a job analysis system survey to assist in the proper classification of the position. The audit program will be an item on the Merit Board agenda. A draft audit report will be presented at the next Merit Board meeting. Many questions and issues still require attention and the System Office is seeking the opinion of the advisory committees on authority, categorization of some titles and other suggestions for any current rules.

Linda Wense made a motion that the authority lies with the Merit Board and Executive Director of System Office for approval of 36(e)3. Dave Ryan seconded.

Maureen Bendoraitis	Aye		Debra Hilligoss	Aye		Denise Rothenbach	Aye
Julie Benedict	Aye		James Jones	Aye		David Ryan	Aye
Barney Bryson	Aye		Darlene Kendall	Aye		Peter Skrypkun	Aye
Sara Clayton	Aye		Kim Kirchner	Aye		David Turner	Aye
Janet Davis	Aye		Chris Milliken	Aye		Linda Wense	Aye
Gary Fry	Aye		LaTania Milner	Aye			

Motion Passed.

David Turner made a motion to support the elimination of three (3) categories; Specialist, Coordinator and Assistant To, of 36(e)3. Dave Ryan seconded.

Maureen Bendoraitis	Aye		Debra Hilligoss	Aye		Denise Rothenbach	Aye
Julie Benedict	Aye		James Jones	Aye		David Ryan	Aye
Barney Bryson	Aye		Darlene Kendall	Aye		Peter Skrypkun	Aye
Sara Clayton	Aye		Kim Kirchner	Aye		David Turner	Aye
Janet Davis	Aye		Chris Milliken	Aye		Linda Wense	Aye
Gary Fry	Aye		LaTania Milner	Aye			

Motion Passed.

Classification Plan Update

Jeff Brownfield provided an update on classification plan activities. Below are the activities in the following classification series:

- Medical positions – Reviewing
- Administrative Assistant and Administrative Aide – C-JASI conducted and results sent to HR offices for review. Gradually condensing the three categories to two categories.
- Civil and Electrical engineers - Combine in March
- Accounting Series – Effective date in March.
- Cooks and food service workers - CJASI conducted soon
- Multi-media Tech and AV Tech – Combine in 3 level series
- Publications series - Effective Feb
- Pipe Fitter and Pipe Fitter Welder Series – Effective soon

Review of Recent Procedure Update – Section 4 Classification Manual

Mr. Morelock reviewed the change of the classification manual that the Merit Board approved in the last meeting regarding approval for specialty factors on classification other than pilot program classifications.

Classification Determination – Fit Index and Audit Process – Position Review

A graduate assistant is working with the System Office to better refine the classification process.

Jeff Brownfield gave an overview of the Fit Index and process involved in Audit appeals.

Legal Update

Bryan Perrero presented the legal update.

The committee welcomed Bryan to the meeting and wished him well in his new position at the System Office.

FY2011:

- 38 written request for dismissal
- 14 requests for hearing
- 1 hearing
- 3 dismissed
- 3 Pending
- 2 University withdrew

Other Agency Activities

The System Office received the Above and Beyond award from the Employer's Support of the Guard and Reserve.

David Turner made a motion to adjourn. Gary Fry seconded the motion and the meeting adjourned.

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING – January 28, 2011
Eastern Illinois University

Chair Barney Bryson called the meeting to order. Roll call was taken, and a quorum was present.

Present: Maureen Bendoraitis, Julie Benedict, Barney Bryson, Sara Clayton, Janet Davis, Gary Fry, Janet Davis, Debra Hilligoss, James Jones, Darlene Kendall, Kim Kirchner, Paul Kruszynski, Cristina Milliken, LaTania Milner, Denise Rothenbach, David Ryan, Peter Skrypkun, David Turner, and Linda Wense

Absent: Susan Courson

SURS Update

Bryan Perrero presented the SURS update. Mr. Bill Mabe is the new director for SURS and very active in Springfield. The investment professionals are doing a great job in investing our funds. SURS is doing a great job amidst changes in the past few years, such as the board reorganization and the addition of the second tier. These have created challenges while trying to do business as usual. Mike Weinstein is the new General Counsel. His vast knowledge and experience will be a great asset.

Review of SUCSAC Meeting Dates

April 14 and 15 - UIUC host
July 21 and 22 - UIS and UIC-DSCC combined host
October 19 and 20 - UIC host
October 21 Council of council at UIC

Civil Service Performance Evaluation Process/Procedures

The committee discussed the importance of performance evaluation process as professional and personal development for employees. Positive and corrective communication should be given at the time of the occurrence.

Mr. Morelock asked Bryan to put together an overview of the Personnel File Act.

Minimum Qualifications Verification Process/Procedures (Discussion Item)

Process and procedures for determining minimum qualification at respective universities were discussed. System Office provided information of current practices.

Joint Illinois Senate Committee Hearing (Action Item)

Covered in an earlier agenda item.

State Universities Civil Service Act (110ILCS70) Proposed Changes (Discussion Item)

Covered in an earlier agenda item.

Quarterly Employee Data (Discussion Item)

Members reviewed the Quarterly Employee Data report with discussion. Mr. Morelock explained the purpose and information in the quarterly report. All data is gathered from the Universities.

Academic Professional Review

Covered in an earlier agenda item.

Staff Reduction and Precautionary Measures/Avoidance

Members discussed paperless practices at respective universities such as payroll, student account, travel reimbursements, and W2s documents.

Report of Executive Committee - Sara Clayton

Sara Clayton, Chair; Maureen Bendoraitis, Secretary; and Linda Wense, Parliamentarian
 The Executive Committee met to discuss the by-laws concerning meetings and video/teleconferencing.
 Propose that the text for audio/telecom be stricken from the by-laws.

Sara Clayton made a motion to strike teleconferencing at EAC meetings by article 6 section 2. James Jones seconded. After discussion, Sara Clayton withdrew the motion, James Jones seconded.

David Turner made a motion to not approve teleconferencing requests for EAC meetings in regards to article 6 section 1 paragraph 5b. James Jones seconded.

Maureen Bendoraitis	Aye		Debra Hilligoss	Aye		Denise Rothenbach	Aye
Julie Benedict	Aye		James Jones	Aye		David Ryan	Aye
Barney Bryson	Aye		Darlene Kendall	Aye		Peter Skrypkun	Aye
Sara Clayton	Aye		Kim Kirchner	Aye		David Turner	Aye
Janet Davis	Aye		Chris Milliken	Aye		Linda Wense	Aye
Gary Fry	Aye		LaTania Milner	Aye			

Motion passed.

Executive committee will work with the System office to review the by-laws of all reference points and present the information at the April meeting.

Report of Legislative Committee – James Jones

James Jones, Chair; Kim Kirchner, Secretary. James gave an update of the current legislative issues
 Governor Quinn signed a bill to issue 3.7 million dollars to the pension fund. A State tax increase was effective as of January 1, 2011. James presented a handout of House and Senate schedule and information.

Report of Election Committee – Linda Wense:

Linda Wense is the Chair. Illinois State University will hold a special election and Southern Illinois University Carbondale will hold special election in February.

Other items:

Barney thanked new members for participation and everyone for their vote of confidence for chair.
 David Turner was recognized for his dedication and service to the EAC committee and wished him well in his retirement.
 Barney recognized Jay Brooks (absent) for his dedication and service to the EAC committee and wished him well in his retirement.
 Mr. Morelock informed the committee of the death of the former System Office director, Walter Ingerski.

David Turner made a motion to adjourn. Gary Fry seconded. The meeting adjourned.

Respectfully submitted,

Julie Benedict, Secretary

Barney Bryson, Chair