



**MINUTES OF THE  
CLOSED EXECUTIVE COMMITTEE MEETING OF THE  
UNIVERSITY CIVIL SERVICE MERIT BOARD –  
May 26, 2015**

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***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, IL***

Chair Montgomery called the Executive Session meeting to order at 11:30 a.m.

Members present at the primary meeting location were: Karen Hasara, representing the University of Illinois; Robert T. Marshall, Jr., representing Northern Illinois University; and Robert D. Webb, representing Eastern Illinois University.

Members present at the Chicago videoconference location were: Chair, James D. Montgomery, representing the University of Illinois; and Michael Curtin, representing Chicago State University.

Member present at the Carbondale videoconference location was: Donna Manering, representing Southern Illinois University.

Member present by audio conference was: Jill Smart, representing the University of Illinois.

Members absent were: Lyneir Cole, representing Western Illinois University; Marvin Garcia, representing Northeastern Illinois University; and Brian Mitchell, representing Governors State University.

Also present were: Mari Martinelli, Manager, Legal Services and Legal Counsel; Danielle Routh, newly appointed Secretary for the Merit Board; and Teresa Rademacher, previous Secretary for the Merit Board.

The purpose of the Executive Session was to discuss personnel issues regarding the retirement of the current Executive Director, Lewis T. (Tom) Morelock. Chair Montgomery stated that Mr. Morelock will be retiring June 30, 2015. The committee discussed the authorization and negotiation process for hiring Bruce John Finne as an Interim Executive Director for the University System.

Chair Montgomery stated that the first order of business would be to negotiate a salary for Mr. Finne and his ability to act as the Interim Executive Director.

Dr. Manering stated she had done some research and couldn't find any information on Mr. Finne, other than the resume that had been provided. She asked how the Executive Committee came up with his name and how his name rose to the top in the selection process. Ms. Hasara stated that she had recommended him and stated that she had known Mr. Finne personally for many years and that she highly recommended him as a temporary Executive Director. She further stated that Mr. Finne served as an Executive Director for the Civil Service Commission for over 30 years and that he lives in Springfield. She stated that he is a lawyer and has been involved in labor relations and labor law. He retired several years ago and that he is involved in a group that goes around the country volunteering their time to help organizations improve their service.

Dr. Manering asked the time line for the Interim Executive Director. Ms. Hasara stated that Mr. Finne would be willing to stay until a permanent Executive Director be hired, but hopefully no longer than three months depending on the applicant pool.

Dr. Manering asked if a Search Committee was going to be formed and Chair Montgomery stated that he would like to see a Search Committee that would be represented from all of the constituents involved and that his thoughts would be to use some of the resources from the universities.

Ms. Rademacher spoke about how the search was conducted the last time and that all the interviews were held at the University System office. The University System office sent out the

posting for the position to numerous sites and to our employer representatives. She also stated that approximately 50-60 applicants applied. The Executive Committee of the Merit Board served as the Search Committee and other board member that wanted to participate. The final decision on who to hire was made by the entire Merit Board.

Chair Montgomery recommended that the Search Committee for the Executive Director have the broadest and the most thoroughness examinations for the potential applicant be done by this Search Committee. Dr. Webb stated that the Search Committee typically receives all the applicants and would review the applications and once the process has been narrowed down to a smaller number, then the Merit Board will make the final selection.

Dr. Manering stated that each of the three groups, Administrative Advisory Committee, Human Resource Directors Advisory Committee, and the State Universities Civil Service Advisory Committee, submit one name from their group to be a representative on the Search Committee. Dr. Manering stated that she liked how the process was done before at the University System office and that same process should be done this time.

Chair Montgomery asked if someone from the Merit Board would be willing to Chair the Search Committee for the new Executive Director. Ms. Hasara nominated herself to be the Chair. Chair Montgomery stated that a Co-Chair would also be helpful if any other board would like to.

There was discussion held on who would draft letters that should be sent to the advisory groups for membership on the Search Committee. Chair Montgomery also asked that Ms. Martinelli draft an employment agreement with Mr. Finne and that the budget details should be worked out by the University System office.

Chair Montgomery stated that the University of Illinois would be willing to aid in the posting of the Executive Director's position on their websites, so that a larger candidate pool could be created.

Chair Montgomery went over the details that would be discussed in the Open Meeting.

Dr. Webb made a motion to adjourn the closed session and move to open the meeting. Ms. Smart seconded the motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried. The meeting adjourned at 12:03 p.m.

Respectfully submitted,

*/s/ Danielle L. Routh*

Danielle L. Routh  
Secretary for the Merit Board

APPROVED:

*/s/ James Montgomery*

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James Montgomery, Chair  
University Civil Service Merit Board

August 19, 2015

Date