

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE

MEETING NOTES

January 18, 2013

The Human Resource Directors Advisory Committee convened on January 18, 2012 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Tammy Carlson, Illinois State University; Collette Homan, Illinois State University; Brenda Dunn, State Universities Retirement System; Jami Painter, University of Illinois Administration; Maureen Parks, University of Illinois Administration; Eric Smith, University of Illinois Administration; Alicia Lowery, University of Illinois at Urbana/Champaign; Robert Crouch, University of Illinois at Chicago; Angela Tippey, Southern Illinois University School of Medicine Springfield; Penny McCarty, Southern Illinois University School of Medicine; Richard Enyard, Eastern Illinois University; Linda Holloway, Eastern Illinois University; Sandy Bowman, Eastern Illinois University; Mark Owens, University of Illinois Springfield; Deb Stone, University of Illinois Urbana/Champaign; Elyne Cole, University of Illinois Urbana/Champaign; Robbie Witt, University of Illinois Urbana/Champaign; Melinda Swearingen, University of Illinois College of Medicine Peoria; Leslie Arvan, University of Illinois Urbana/Champaign; Peggy Podlasek, Illinois Board of Higher Education; Marta Maso, Northeastern Illinois University; Shenise Cook, Chicago State University.

The following persons were in attendance via videoconference: Jennifer Watson, Southern Illinois University Carbondale; Jack Croffoot, University of Illinois College of Medicine Rockford; Pam Bowman, Western Illinois University; Stuart Clausen, Western Illinois University; Rhonda Wybourn, Northern Illinois University; Pulchratia Kinney-Smith, Governors State University; Wes Weisenburn, University of Illinois DSCC; Kim Kirchner, University of Illinois DSCC. The following person was in attendance via teleconference: Vicki Baba, Illinois Student Assistance Commission.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1) Implementation/Impact of SURS Legislation (Return to Work Limitations for Annuitants)

The Committee once again reviewed PA 97-0968 which established guidelines and employment limitations on annuitants under SURS. There was discussion regarding the implementation of this new law scheduled to take effect in August 2013. An impact analysis and review of the issue were provided by the System office and University of Illinois Administration. There is a potential conflict with the State Universities Civil Service Act when attempting to impose employment limitations for status civil service employees.

There have been discussions with SURS about a possible remedy to various issues on this topic through a trailer bill. Further discussions with SURS and legislative staff were held on January 15. The University of Illinois staff was asked to compile some language for a trailer bill on this matter in order to address specific issues, including the potential conflict with the State Universities Civil Service Act. Committee members were asked to provide written suggestions for changes to this legislation. The System Office provided a copy of proposed language to address the conflict between PA 97-0968 and the State Universities Civil Service Act.

2) Review and Discussion of Proposed Rule Changes

a) Records Retention - Section 250.50(h)

This rule change proposal was published in the Illinois Register on September 28, 2012 to begin the First Notice Period. At the November meeting, the Merit Board approved the proposed rule change for submission to JCAR for their review and the initiation of the Second Notice Period. The Committee was informed that JCAR approved the rule change as submitted. This change was then adopted and became effective on December 26, 2012.

b) Exemptions - Section 250.30

An amended version of this rule change proposal was provided at the last meeting. This version incorporated some suggestions provided by the JCAR staff. This version is intended to provide a more direct link to related procedural guidelines and shift the exemption authority to the System Office.

The Committee was informed that, based on a suggestion made at the November Merit Board meeting, the System Office had coordinated a small focus group of stakeholders to review the current proposed rule change in an attempt to reach a consensus on the final language and provide a recommendation to the Merit Board. Several people from the HRDAC were on this focus group including Penny McCarty, Robert Crouch, Tammy Carlson, Maureen Parks, and Steve Cunningham along with other representatives from SEIU, AFSCME, and EAC.

The Committee was updated on the discussions and activities of the focus group. The focus group had collectively committed to support all of the language contained in the proposed rule change except for the phrase 'to the Executive Director' as it appears in two sentences of subsection 250.30(b)(4)(C). There was no consensus on this language.

Some wanted it to remain while others wanted it deleted. There was a also a commitment by members of this focus group to reconvene and discuss possible procedural changes to incorporate some sort of pro-active notification protocol and increased accountability standards.

The Committee voiced their concern now with language contained in other subsections of this rule change proposal. Specifically, there was some concern with the language proposed under 250.30(b)(2) in the last sentence. Even Committee members who were on the focus group, and who had previously supported all of the language except for that in 250.30(b)(4)(C), were now questioning some of the other provisions contained in this rule change. The Committee members indicated that most likely will be contacting Merit Board members to ask for the withdrawal of this rule change proposal. The System Office expressed concern that there seemed to be a lack of trust, credibility and integrity throughout the course of these difficult discussions and several university/employer representatives were backing out of their previous commitments.

Member of the Committee suggested that audits only review those employment and personnel decisions made during the audit timeframe rather than auditing personnel and employment decisions that may have occurred several years earlier. The System office informed everyone that the class plan management process is constantly evolving and must be audited from that perspective. All positions are expected to be updated routinely and therefore would need to be subject to audit.

The Committee indicated that there were several items in the procedural manual that should be revisited and proposed looking at some of those at the next meeting. The System office expressed frustration with this approach because a recent, year-long joint effort to update the procedural manual was just recently completed.

3) Update on new Demonstration Project ('Rule of Three')

This new demonstration project was approved by the Merit Board at their May 16, 2012 meeting. Employers were required to submit a formal notice of participation. Participants are required to submit regular quarterly reports of employment activity. Specific guidelines required of participants in this project were once again reviewed. A list of participants was provided. Specific directions on references to the applicant pool were provided. Final data records should capture the composition of the FINAL applicant pool used for the employment decision. The Committee was also informed that quarterly information may now be submitted electronically through a system developed by the System IT staff. A mini-presentation of that new electronic reporting system was provided.

4) Other University System Office Activities

The Committee was updated on various University System Office activities including:

- *Class Plan Update*
The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. A list of several other class plan activities was presented and discussed. The Committee was also informed of the upcoming release of the new Salary Data System. Previous communications had been sent out on this.
- *Budget Update*
The Committee was informed of the current agency budget status and some of the legislative activities in this respect.
- *Audit Schedule*
The Committee was informed of the audit schedule for the current fiscal year. The Committee was again informed that the Final Audit Report for each institution will be posted at the SUCSS public website.
- *Legal Update*
The Committee was updated on the status of various discharge cases.

5) Meeting Schedule

The next Committee meeting is scheduled for Friday, May 3, 2013.