

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

**HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE**

**MEETING NOTES**

**August 2, 2013**

The Human Resource Directors Advisory Committee convened on August 2, 2013 at 10:00 a.m. in the Conference Room of the State Universities Civil Service System Office (University System), 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; Eric Smith, University of Illinois Administration; Robert Crouch, University of Illinois at Chicago; Angela Doolin, Southern Illinois University School of Medicine Springfield; Richard Enyard, Eastern Illinois University; Sandy Bowman, Eastern Illinois University; Deb Stone, University of Illinois at Urbana-Champaign; Elyne Cole, University of Illinois at Urbana-Champaign; Robbie Witt, University of Illinois at Urbana-Champaign; Leslie Arvan, University of Illinois at Urbana-Champaign; Karen Helland, Illinois Board of Higher Education; Rene Mitchell, Chicago State University; Celeste Latham, Northern Illinois University; Angela Foster, University of Illinois Administration; and Laura Alexander, University of Illinois at Springfield.

The following persons were in attendance via videoconference: Melinda Swearingen, University of Illinois College of Medicine at Peoria; Marta Maso, Northeastern Illinois University; Tressa Porter, Northeastern Illinois University; Jennifer Watson, Southern Illinois University Carbondale; Pam Bowman, Western Illinois University; and Diane Sayers, Western Illinois University. The following persons were in attendance via teleconference: Vicki Baba, Illinois Student Assistance Commission; and Maureen Parks, University of Illinois Administration.

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. There have been ongoing discussions with SURS about a possible remedy to various issues on this topic through a trailer bill. The University of Illinois staff compiled 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. Hopefully, this can be forwarded at the next vet session.

## **2) Update on new Demonstration Project ('Rule of Three')**

This new demonstration project was approved by the Merit Board at the 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 reminded that quarterly information may now be submitted electronically through a system developed by the System IT staff. The Committee was also informed that two new classifications would be added to this project – Police Officer and Program/Student Advisor. Action to include these classifications would be taken at the next Merit Board meeting.

## **3) Implementation of new Salary Data System (SDS)**

The Committee was informed that the new Salary Data System would soon be released. Communications were distributed to all locations detailing data submission guidelines and report processing. This system is designed by the System Office to replace the SSDS managed by NIU. Several new features are included with this system. There will now be no cost to the statewide university system employers. Specific details and timelines were discussed.

## **4) Review and Discussion of Rule/Procedural Changes**

- a) The Committee was informed that the System office will be reviewing and updating Section 250.110(f) (discharge process) and Section 250.60(b) (registers) of the State universities Civil Service System Administrative Code. A draft of possible rule changes in this respect will be presented at a later date. Any proposals on these topics should be forwarded to the System Office.
- b) The Committee was presented with two proposed procedure changes designed to add some flexibility in the employment protocols for the Program/Student Advisor classification. Section 4.3 of the Classification Plan Management Procedures Manual and Section 1.4 of the Employment procedures Manual will be revised to add the Program/Student Advisor classification. The Committee concurred with these proposals. Both will be acted on at the next Merit Board meeting.
- c) The Committee was asking to establish a subcommittee to assist the System Office in their review and possible revision of the Exemption Procedures Manual. The System Office will ask the DERs for their input and representation on this subcommittee. A brief update of activities regarding the Exemption Authority

Stakeholders Group was provided as well by members of that group. 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.

#### **5) 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.
- *Budget Update*  
The Committee was informed of the current agency budget status and the FY2015 budget recommendation to be presented to the Merit Board..
- *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.

#### **6) Meeting Schedule**

The next Committee meeting is scheduled for November 1, 2013.