

**STATE UNIVERSITIES CIVIL SERVICE SYSTEM**

**HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE**

**MEETING NOTES**

**October 31, 2014**

The Human Resource Directors Advisory Committee convened on October 31, 2014 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: Richard Enyard, 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; Alicia Lowery, University of Illinois at Urbana-Champaign; Leslie Arvan, University of Illinois Urbana-Champaign; Jamie Painter, University of Illinois Administration; Maureen Parks, University of Illinois Administration; Robert Crouch, University of Illinois at Chicago; Lynne Keaton, University of Illinois College of Medicine Peoria; George Perich, Southern Illinois University School of Medicine Springfield; Celeste Latham, Northern Illinois University; Rhonda Wybourn, Northern Illinois University; Collette Homan, Illinois State University; Tammy Carlson, Illinois State University; Melanie Schafsma, Illinois State University; Mark Owens, University of Illinois at Springfield; Shenise Cook, Chicago State University; Renee Mitchell, Chicago State University; Joyce Coleman, Governors State University; Eric Smith, University of Illinois Administration; Pam Bowman, Western Illinois University; Anita Sells, Western Illinois University; Diane Sayers, Western Illinois University; and Amy Chambers, Western Illinois University.

The following persons were in attendance via video conference: Jennifer Watson, Southern Illinois University Edwardsville; Marta Maso, Northeastern Illinois University; and Jack Croffoot, University of Illinois College of Medicine Rockford.

The following people were in attendance via audioconference: Vicki Baba, Illinois Student Assistance Commission; Karen Helland, Illinois Board of Higher Education; and Andy Small, Northern Illinois University.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director; Mari Martinelli, Legal Counsel; Cindy Neitzel, Assistant Director Operations and Audit; and other University System Office staff members.

Following are the October meeting agenda items that were discussed:

1) **Update on the Police Series Assessment Center Revisions**

The committee was informed that all universities had approved the Contractual Agreement for the revisions to the Police Series. As a result, this project began with a meeting of subject matter experts in late August. Additional meetings with the contracted vendor and the subject matter experts will be scheduled soon.

2) **Update on the 'Rule of Three' Demonstration Project**

The committee was provided a current analysis of the 'Rule of Three' Demonstration Project. Data suggests that under this scenario, applicant pools were larger and more diverse. Most importantly, more minorities, women, and veterans were being hired under this project dynamic. The University System Office indicated that it will be asking for Merit Board approval at the November meeting to pursue a legislative change to section 36h of the State Universities Civil Service Act (110 ILCS 70/36h) to incorporate this interpretation into the entire classification structure.

3) **Proposed Rule change to section 250.50 of the Illinois Administrative Code Code) (80 Ill. Adm. Code §250.50)**

The University System Office presented a proposal to the committee regarding a change to section 250.50 of the Code. The primary change to this section of the Code is to allow an expanded pool of candidates for professional positions, consistent with the current employment and occupational trends associated with certain positions, while still requiring specific residency components to be met upon placement into one of these positions. This proposed rulemaking will allow the universities and agencies under the University System to consider applicants outside of the state of Illinois for professional, semi-professional, and managerial classifications. This proposed rulemaking will also provide examination accommodation guidelines and a more specific process to close testing for specific classifications when employment registers are sufficient. The committee discussed and reviewed the proposal. There was general support for this change.

4) **Electronic Data Submission – Quarterly Exemption Report**

There was some concern amongst members with the recent transition to the electronic submission of exemption information. Specifically, quarterly reports regarding exemptions at each campus are now being collected electronically. Some universities are not ready for such transition and the data for the June report may have been flawed. Universities were asked to begin transitioning to this electronic process so that the October numbers could be collected in this fashion.

5) **Temporary Return from Layoff (benefit impact)**

There was some interest to revise guidelines regarding the temporary return from layoff for employees who have been provided a formal layoff notice. However, there is a variation on how some universities are handling the health insurance benefit component after the initial layoff. There was some discussion on these differences and it was determined that any proposed change to guidelines may need to take this into consideration. No additional action on this topic was suggested.

6) **Continuation of review of proposed changes to the Exemption Procedures Manual**

A sub-committee was established to assist the University System Office in their review and possible revision of the Exemption Procedures Manual. The University System Office asked the DERs for their input and representation on this sub-committee. Committee members include:

Maureen Parks, University of Illinois  
Tammy Carlson, Illinois State University  
Richard Enyard, Eastern Illinois University  
Pulchratia Kinney-Smith, Governors State University  
Angie Tippey, SIU School of Medicine Springfield  
Celeste Latham, Northern Illinois University  
Tracy Bennett, Southern Illinois University Carbondale

The sub-committee group has been very active and productive, and has completed a final draft of a new Exemption Procedures Manual. The committee continued with discussion on this proposal, reviewing the proposed changes by section. Some changes were incorporated with further discussions to resume at the next regularly scheduled meeting of this group. The items remaining open for further discussion are sections 3.1, 6.3, and 7.1 of the manual.

There was little time remaining for any additional conversation on this topic. Another meeting was specifically scheduled for December 12, 2014 to further discuss this topic.

7) **Other University System Office activities**

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

- *Staffing Update*  
The committee was informed that two new staff members were recently hired in the Operations and Audit Division.
- *Audit Update*  
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 University System public website.
- *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 discussed the possible elimination of the typing requirement for all classifications.
- *Legal Update*  
The committee was updated on the status of discharge and administrative review cases.
- *Budget Update*

The committee was informed of the current agency budget and the FY2016 budget status.

**8) Other Topics**

The committee was provided the following list of meeting dates for 2015:

- January 30, 2015
- May 1, 2015
- July 31, 2015
- October 30, 2015