



**AMENDED  
AGENDA  
FOR THE 208<sup>th</sup> MEETING OF THE  
UNIVERSITY CIVIL SERVICE MERIT BOARD**

*The University Civil Service Merit Board (Merit Board) will convene for its 208<sup>th</sup> Meeting at 1:00 p.m., Wednesday, April 17, 2019, at the State Universities Civil Service System (University System), 1717 Philo Road, Suite 24, Urbana, Illinois and via videoconference at the following locations:*

**NEW ADDRESS**

**University of Illinois at Chicago  
Human Resources Building  
Room 201D  
715 South Wood Street  
Chicago, IL**

**&**

**Southern Illinois University Edwardsville  
Office of Human Resources  
#6 Hairpin Drive  
Rendleman Hall  
Room 3210  
Edwardsville, IL**

**Agenda  
Item  
Number**

**SUBJECT**

- 1. Call to Order and Roll Call – Teresa Rademacher, Secretary of the Merit Board**  
*Secretary to call meeting to order and roll call of members*
- 2. Consideration of participation by other Merit Board Members not physically present at meeting site – Action Item**

*Secretary to ask for approval for Merit Board members, not physically present, to actively participate by other means in accordance with Open Meetings Act requirements.*

**3. Welcome new board members – Jeff Brownfield**

*Three new members have been appointed since the last full meeting of the Merit Board, Naomi Jakobsson, representing the University of Illinois; John Simmons, representing Southern Illinois University, and P. J. Thompson, representing Eastern Illinois University. (Chicago State University, Illinois State University, Northern Illinois University, and Western Illinois University have not named a Merit Board member).*

**4. Merit Board Reorganization – Action Item**

*The Merit Board will elect the following Officers – Chair, Vice Chair, and two additional members to the Executive Committee. The Board is also required to appoint a Secretary for the Merit Board.*

**5. Public Comments – Action Item**

*Four requests have been submitted to present public comments.*

**6. Consideration of the Minutes of the 207<sup>th</sup> Meeting of the Merit Board, November 29, 2018 – Action Item**

*The Merit Board will be asked to approve the Minutes from the November 29, 2018 meeting.*

**7. Review of Closed Session Minutes – Action Item**

*The Merit Board will be asked to review the closed session Minutes of the Merit Board.*

**8. Discussion and action on proposed rulemaking to Sections 250.100 and 250.110 of the Code (80 Ill. Adm. Code §250.100 and 250.110) – Action Item**

*The Merit Board will be updated on the status of the proposed rulemaking revisions to the proposed changes to Sections 250.100 and 250.110 of the Code. The Merit Board will be asked to authorize the submission of these proposed revisions for the Second Notice Period and final JCAR review.*

**9. Report of the Human Resource Directors Advisory Committee – Representative from Committee**

*A representative from the committee will update the Merit Board on recent committee activities.*

**10. Report of the State Universities Employee Advisory Committee – Jill Odom, Chair**

*Chair Jill Odom will update the Merit Board on recent committee activities.*

**11. Update and authorization for the Executive Director to implement and administer the Merit Board Budget for FY 20 – Action Item**

*The Merit Board will be updated on the status of the budget and asked to adopt a resolution authorizing the Executive Director to implement the FY 20 budget as funds become available*

**12. Request for Review by the Merit Board of the Executive Director's Review Decision in Case No. MB-RD-CSU-19-1, filed by Wilbert Norey pursuant to Section 250.130(b) of the Illinois Administrative Code (80 Ill. Adm. Code §250.130(b)) – Action Item**

*The Merit Board will be asked to examine the record and the Review Decision of the Executive Director regarding this matter. The Merit Board will then be asked to either affirm the Executive Director's Review Decision as the final Decision and Order of the Merit Board or take any other action as it may deem necessary or desirable.*

**13. Consideration of separate place of employment for the John Marshall Law School for the University of Illinois at Chicago – Action Item**

*The Merit Board will be asked to approve a separate place of employment for the University of Illinois at Chicago John Marshall Law School for a period of five (5) years.*

**14. Consideration to Increase the Fee for Hearing Officers for Service on Discharge/Demotion Hearings (Action Item)**

*The Merit Board will be asked to approve the rate of pay for Hearing Officers for service on discharge/demotion hearings.*

**15. Annual Ethics Training for Merit Board Members and Staff**

*The Merit Board will be updated on the annual Ethics Training for calendar year 2019.*

**16. General Discussion regarding Principal Administrative Appointment Appeals/Communications**

The Merit Board will be updated on general progress of implementation regarding the revised Exemption Manual Procedures and an initial discussion will be conducted on material required for any PAA appeals.

**17. Governance, Risk, and Compliance Audit Program – Review of Recent Activities**

The Merit Board will be updated on current audit activities, including a brief recap of on-site visits conducted since the last meeting and the status of current reports.

**18. Report of the Executive Director – Jeff Brownfield**

*The Executive Director's Report will include a recap of each of the following items:*

- a. Budget Updates – FY 19 and FY 20*
- b. Classification/Examination Update*
- c. Staffing Updates*
- d. Grant Funded Employees*

**19. Report of Legal Counsel – David DeThorne & Gail Schiesser**

*The Merit Board will be updated on recent legal activities, including discharge and demotion cases referred to the Merit Board and pending Administrative Review cases.*

**20. Other Items as Presented**

*The next meeting of the Merit Board is scheduled for Wednesday, August 28, 2019 at 1:00 p.m.*