



**MINUTES OF THE EXECUTIVE COMMITTEE
MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD –
SEPTEMBER 18, 2018**

**State Universities Civil Service System (University System) Office
1717 Philo Road, Suite 24
Urbana, Illinois 61802
&
(Video Conference)
University of Illinois at Chicago
Human Resources Building
Room 201D
715 South Wood Street
Chicago, Illinois
&
Will County Farm Bureau Office
Conference Room
100 Manhattan Road
Joliet, IL**

Chair Cole called the meeting to order at 1:00 p.m.

Members present at the Chicago video conference location were: James Montgomery, representing the University of Illinois; and Jill Smart, representing the University of Illinois.

Member present at the Joliet video conference was: Lyneir Cole, Chair, representing Western Illinois University.

Member absent was: Daniel Caulkins, representing Eastern Illinois University.

Also present were: Jeff Brownfield, Executive Director; David DeThorne, Legal Counsel; Teresa Rademacher, Secretary for the Merit Board; Various other university employees and State Universities Civil Service System (University System) staff were also in attendance.

Public Comments

The University System did not receive any requests to present public comments.

Discussion and action on proposed rulemaking to Section 250.119 of the Code (80 Ill. Adm. Code 250.119) regarding language to add a Furlough Program

Mr. Brownfield provided an update on the changes made to the furlough rule in conjunction with the Human Resources Directors Advisory Committee, union representatives, the State Universities Civil Service Advisory Committee, labor relations from several universities, and staff of the University System.

Ms. Smart asked if there would be an impact to the pension of a furloughed employee. Mr. Brownfield stated there would be a reduction in pay so there could be a very slight adjustment to an employee's pension.

Mr. Montgomery made a motion to approve Section 250.119 of the Illinois Administrative Code rulemaking adding the section in regards to furloughs for the Second Notice Period. Ms. Smart seconded Mr. Montgomery's motion.

A roll call vote was taken and the motion carried with the following vote:

Mr. MontgomeryAye
Ms. SmartAye
Mr. CaulkinsAbsent
Chair ColeAye

Consideration of the FY 2020 Budget Recommendation for the State Universities Civil Service System Office

Mr. Brownfield stated the University System was asking for an increase to budget recommendation for FY 2020. This increase would allow for the agency to hire an additional staff member and to also incorporate items back into the budget that had been removed in previous years due to budget cuts. Some items included the possibility of reinstating the Errors and Omissions Insurance Policy for Merit Board members and staff, try to reestablish the relationship with the University of Illinois at Urbana-Champaign in regards to the Sponsored Research Agreement for a student, and the possibility of a new phone system Voice over IP. Mr. Brownfield stated that requested budget proposal amount was still below the amount the agency had received for FY 2001.

Ms. Smart asked if money had been turned back each year and if so, why an increase would be granted. Mr. Brownfield stated that due to the size of the agency there is not any excess funds and at times the state will “sweep” funds and there is always a need to monitor and reserve some funds available for unexpected situations. Chair Cole recommended that the agency try to spend as close to all the funds appropriated each year.

Ms. Rademacher stated that even though the agency has a lump sum appropriation for FY 2019, the material sent to the legislators must be broken down by line item. The agency always tries to receive a lump sum appropriation during the General Assembly session. Ms. Smart asked if a “reserve line” could be added to the budget proposal. Mr. Brownfield explained that funds needed to be available in instances when an employee decided to retire for vacation/sick leave payouts and other unexpected situations. Ms. Rademacher explained that there is no reserve money built into the budget proposal and if employees retire during a fiscal year then hiring a replacement would need to be delayed to recoup money. Chair Cole asked why the possible retirements were not included as items in the budget. Ms. Rademacher explained that in previous years when retirement amounts were included the agency never received the funds and the General Assembly for the last several fiscal years has giving percentage increase across-the-board.

Ms. Smart asked what had not been accomplished due to improper staffing. Mr. Brownfield stated that a direct result of loss of staff is that class specifications and examinations are out of date resulting in incorrect people being hired.

Ms. Smart made a motion to approve the requested budget amount of \$1,271,100 for FY 2020 as a going in request to the Illinois Board of Higher Education. Mr. Montgomery seconded Ms. Smart’s motion.

A roll call vote was taken and the motion carried with the following vote:

Ms. SmartAye
Mr. CaulkinsAbsent
Mr. ColeAye
Mr. MontgomeryAye

Report of the Executive Director – Jeff Brownfield

Mr. Brownfield reminded the members that the new Exemption Procedures Manual would be effective October 1, 2018.

Other Items as Presented

Mr. Montgomery made a motion to adjourn the meeting. Ms. Smart seconded Mr. Montgomery's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

The meeting adjourned at 1:25 p.m.

Respectfully submitted,

/s/ Teresa Rademacher

Teresa Rademacher
Secretary for the Merit Board

APPROVED:

/s/ Lyneir Cole

Lyneir Cole, Chair
University Civil Service Merit Board

November 29, 2018

Date