



**MINUTES OF THE TWO-HUNDRED AND THIRTEENTH
MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD –
August 13, 2020**

**State Universities Civil Service System (University System) Office
1717 Philo Road, Suite 24
Urbana, Illinois 61802
&
(WebEx)**

Call to Order and Roll Call

Chair Jones called the meeting to order at 1:04 p.m.

Chair Jones read the following statement in accordance with the Executive Order to allow for the meeting to be held via WebEx.

For the record, I will note that we are holding this meeting by means of video-conference, in compliance with Executive Orders 2020-07 and 2020-33 which state:

“During the duration of the Gubernatorial Disaster Proclamation, the provisions of the Open Meetings Act, 5 ILCS 120, requiring or relating to in-person attendance by members of a public body are suspended. Specifically, (1) the requirement in 5 ILCS 120/2.01 that ‘members of a public body must be physically present’ is suspended; and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted is suspended.”

I note for the record that the agenda for this meeting was posted in accordance with the Open Meetings Act. The posted Agenda included directions on how to access the meeting.

Members present via WebEx were: Julie Jones, Chair, representing Illinois State University; John R. Butler, representing Northern Illinois University; Joseph Dively, representing Eastern Illinois University; Sherry Eagle, representing Northeastern Illinois University; Naomi Jakobsson, representing the University of Illinois; Kisha Lang, representing Western Illinois University; John Simmons, representing Southern Illinois University; and Jill Smart, representing the University of Illinois; and Andrea Zopp, representing Chicago State University.

Members absent were: Pedro Cevallos-Candau, representing Governors State University; and Stuart King, representing the University of Illinois.

Also present were: Jeff Brownfield, Executive Director; Gail Schiesser, 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.

Chair Jones asked for approval of the Agenda. Ms. Smart made a motion to approve the agenda as revised. Ms. Jakobsson seconded Ms. Smart's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Consideration of the Minutes of the 212th Meeting of the Merit Board, May 14, 2020

The minutes of the 212th Meeting of the Merit Board, May 14, 2020 had been transmitted to members of the Merit Board with the agenda materials.

Ms. Jakobsson moved to approve the minutes of the 212th Meeting of the University Civil Service Merit Board (Merit Board). Ms. Smart seconded Ms. Jakobsson's motion. In accordance with the Merit Board Bylaws, a voice vote was taken and the motion carried.

Public Comments

The University System Office received no requests to present public comments.

Consideration of the FY22 Budget Recommendation for the State Universities Civil Service System Office

Mr. Brownfield gave an overview of the budget process, noting that the office was asking for an increase of \$107,000, stating that 90% of the increase is related to Personal Services. The office currently has 13 employees, and that he is hopeful to hire a staff person this fiscal year, FY21, and also in FY 22. In addition, the office would also like to reestablish the relationship with the University of Illinois at Urbana-Champaign for a student intern.

Ms. Smart inquired as to percentage of increase the universities were asking for and if the agency had tried to reduce the cost of the renegotiable lease agreement. Mr. Brownfield stated the agency is hopeful to provide a salary increase in FY 22. He also noted that the agency does not negotiate the rate for the lease. The lease is negotiated through the Department of Central Management Services, State of Illinois, and that the agency did have conversations with them. The new lease was approved for a 5-year lease.

Dr. Eagle asked for confirmation that the increase would be applied towards the lease, hiring potential student and additional personnel and if there will be any savings in travel. Mr. Brownfield stated the FY22 travel budget is based on travel from a normal year, the FY21 travel expenditures will be lower than budgeted.

Ms. Smart made a motion to approve the proposed budget recommendation in the amount of \$1,222,400, for FY22 and for the agency to submit it to the Illinois Board of Higher Education. Ms. Jakobsson seconded Ms. Smart’s motion.

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

- Ms. SmartAye
- Ms. Zopp.....Aye
- Mr. ButlerAye
- Dr. Cevallos-CandauAbsent
- Mr. DivelyAye
- Dr. EagleAye
- Ms. JakobssonAye
- Chair JonesAye
- Dr. KingAbsent
- Ms. LangAye
- Mr. SimmonsAye

Update and action on proposed rulemaking to Section 250.110 of the Code (80 Ill. Adm. Code §250.110) regarding the discharge language

Mr. Brownfield stated that the proposed changes to Section 250.110 had been in the process for a little over a year. He further stated that several meetings were held with HR Directors from all of the state universities, employee advisory groups, and some union representatives. The proposed revision is currently in the 1st Notice Period and that the agency received no comments during this period.

Ms. Smart asked if the HR Directors from the universities were supportive of the changes. Mr. Brownfield stated that during the revision process there was a significant amount of input from the HR Directors and in general they are supportive of the revisions.

Ms. Jakobsson made a motion to move the proposed amendment to the 2nd Notice Period and final JCAR review. Ms. Smart seconded Ms. Jakobsson’s motion.

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

- Ms. JakobssonAye

Chair JonesAye
 Dr. KingAbsent
 Ms. LangAye
 Mr. SimmonsAye
 Ms. SmartAye
 Ms. Zopp.....Aye
 Mr. ButlerAye
 Dr. Cevallos-CandauAbsent
 Mr. DivelyAye
 Dr. EagleAye

Report of the Executive Director and Legal Counsel – Jeff Brownfield and Gail Schiesser

Mr. Brownfield stated that the next meeting of the Merit Board will probably be held in a similar format (electronic phone/video) to the current meeting. The agency is looking at the bylaws and making a revision to allow the chair and the executive committee to hold executive meetings as needed and will be bringing updated language to an upcoming meeting for Merit Board approval. Due to the current and continued COVID-19 mitigation orders from the Governor, any changes or revisions will be presented at a future date.

Ms. Schiesser stated that there were 6 potential discharge cases before the Merit Board, 3 have hearings currently scheduled, and one is pending resolution of associated criminal charges. If these go to hearings they will be ready to present to the Merit Board at the next meeting.

Ms. Schiesser stated that there are 3 matters in various courts around the state:

Administrative Review Case in Champaign County, Coldwell vs. Merit Board

This case has been continued generally, for a couple of years, in Champaign County and will remain continued until we can hold in person court hearings then we can determine with the Attorney General the next step.

In Matteson County, the State of Illinois vs. Chad Bateman

This case is in Madison County and is continued for status until August 17, 2020.

Kathleen Stipe vs. the Merit Board this is a result of a discharge decision in October, 2019

This case is a result of a discharge decision in October, 2019. The Attorney General is representing the Merit Board. The hearing for this case is being held during the same time period as this meeting of the Merit Board.

Mr. Brownfield stated he had asked the HRDAC and EAC committees not to provide a report for this meeting, these reports will continue with the next and future meetings.

Other Items as Presented

Ms. Jakobsson made a motion to adjourn the meeting. Ms. Smart seconded Ms. Jakobsson’s motion.

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

- Ms. JakobssonAye
- Chair JonesAye
- Dr. KingAbsent
- Ms. LangAye
- Mr. SimmonsAye
- Ms. SmartAye
- Ms. Zopp.....Aye
- Mr. ButlerAye
- Dr. Cevallos-CandauAbsent
- Mr. DivelyAye
- Dr. EagleAye

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

/s/ Teresa Rademacher

Teresa Rademacher
Secretary for the Merit Board

APPROVED:

/s/ Julie Jones

Julie Jones, Chair
University Civil Service Merit Board

December 10, 2020

Date

