



***CLOSED MINUTES OF THE TWO-HUNDRED AND SIXTEENTH
MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD –
May 13, 2021***

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

Members present via WebEx were: Chair Julie Jones, representing Illinois State University; John Butler, representing Northern Illinois University; Pedro Cevallos-Candau, representing Governors State University; Kareem Dale, representing the University of Illinois; Joseph Dively, representing Eastern Illinois University; Naomi Jakobsson, representing the University of Illinois; Kisha Lang, representing Western Illinois University; and Andrea Zopp, representing Chicago State University.

Members absent were: Sherry Eagle, representing Northeastern Illinois University; Stuart King, representing the University of Illinois; and John Simmons, representing Southern Illinois University.

Also present were: Jeff Brownfield, Executive Director; Gail Schiesser, Legal Counsel; and Teresa Rademacher, Secretary for the Merit Board.

Chair Jones called the closed session to order at 3:12 pm.

Ms. Jones stated that the purpose of Executive Session was to discuss personnel issues regarding the retirement of Executive Director, Jeff Brownfield. Chair Jones stated that Mr. Brownfield had informed the Merit Board that he would be retiring June 30, 2021.

Mr. Brownfield suggested that in the past, the board would appoint an Interim Executive Director during the search process. Mr. Brownfield suggested appointing Gail Schiesser, current Legal Counsel, as the Interim Executive Director.

Chair Jones, thanked Mr. Brownfield for his years of service and wished him the best. Ms. Lang wished Mr. Brownfield the best and thanked him for all his help. Ms. Jakobsson thanked Mr. Brownfield for serving as the Executive Director and the job that he has done. Mr. Cevallos-Candau wished Mr. Brownfield the best and a happy retirement.

At this time, Ms. Jones asked Ms. Schiesser to leave the room. Ms. Jones stated Ms. Schiesser had done a good job filling in as needed for Mr. Brownfield and suggested that she be appointed the Interim Executive Director. Mr. Brownfield stated that Ms. Schiesser has been involved in policy discussions and all aspects of the agency, not only the legal aspect, from the start of her employment.

Mr. Butler is very supportive of Ms. Schiesser being appointed as the Interim Executive Director, stating that she is patient, accessible, clear, takes as much time as needed.

Mr. Dively stated that Mr. Brownfield had been a great leader and wished him the best. Mr. Dively asked if Ms. Schiesser would be applying for the position and should this be taken into consideration before appointing her to the position. Mr. Brownfield stated that he believed she would be interested in applying. Mr. Brownfield stated that there was not a policy that prevented the Merit Board from appointing someone who would also be applying for the position. Chair Jones asked if anyone had issues with appointing Ms. Schiesser as Interim Executive Director even if she was interested in applying for the position. No one had any concerns.

Ms. Jakobsson asked if appointed as the Interim Executive Director would Ms. Schiesser continue as the Legal Counsel. Mr. Brownfield stated that he would suggest that Ms. Schiesser in some capacity get assistance with the discharge cases, in other regards she would continue to fill the role of Legal Counsel.

Ms. Jones stated that documentation had been sent out recently in regards to a search committee and suggested this be discussed at a future meeting.

Ms. Rademacher provided Ms. Schiesser's current salary of \$61,628. Mr. Brownfield suggested a 20% increase if appointed as the Interim Executive Director. Ms. Lang stated Ms. Schiesser has proven worth, consistency and dedication and recommended a salary of \$110,000.

At this time, Chair Jones asked Ms. Schiesser to return and discussed with her the offer of Interim Executive Director at a salary of \$110,000. Ms. Schiesser stated she would accept the offer and thanked the Merit Board.

Ms. Jakobsson made a motion that the Merit Board go back into Open Session. Mr. Cevallos-Candau seconded Ms. Jakobsson's motion. In accordance with the Merit Board Bylaws, a roll call vote was taken and the motion was approved with the following vote:

Ms. JakobssonAye
Chair JonesAye
Dr. King.....Absent
Ms. LangAye
Mr. Simmons.....Absent
Ms. Zopp.....Aye
Dr. ButlerAye



Dr. Cevallos-CandauAye
Mr. Dale.....Aye
Mr. DivelyAye
Dr. EagleAbsent

The Merit Board went into Open Session at 3:50 pm.

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 9, 2021

Date