I. CALL TO ORDER: The regular meeting was called to order at 9:00 a.m. by Fricke, president.

Present: Fricke, Hunter, Ormesher, Toberman, Van Meter; Ex Officio: Pulley, Holbert
Excused: Dusenbery, Milcic, Schoenborn
Absent: Manning
Guests: Jeff Brownfield, Lucas Wilson; Panel: Cindy Cobetto, Angie White

II. APPROVAL OF MINUTES: January 18, 2018 approved as submitted.

Introductions were made around the table.

III. GUEST:
   A. 9:00 – Jeff Brownfield, SUCSS Executive Director provided an informational handout about current issues and initiatives happening in the system and universities this year. It is filed with the minutes. Questions and Answers are attached to minutes.

   Fricke expressed appreciation for Brownfield’s time.

IV. REPORTS

V. UNFINISHED BUSINESS
   A. Public Relations. Candidate visit to campus
      a. March 26 candidates on this date 11:00 - 2:00
   B. ITS Course, what would folks like to see? Coordinate with ITS and host. Fricke and Toberman are working on scheduling these courses.
   C. Panel chairs discussion are ongoing amongst panel chairs.
   D. President Dunn’s visit
      a. Questions were sent to President Dunn’s administrative assistant.
      b. USS Water bottle: Fricke requested for governance secretary to bring a water bottle for President Dunn. Fricke will bring water.

VI. NEW BUSINESS:
   A. Ratify USS representative for HR Director search
   B. Ratify ad hoc diversity positions: pending volunteers.
   C. Election process: Hunter reported that the announcement went out yesterday. There was a discussion.
      a. Senate Seats:
         1. Negotiated Prevailing – Dickey
         2. Open Range – Schoenborn
         3. Rep Administrative Staff – Dusenbery
         4. Rep Administrative Staff – Toberman
         5. Several panels seats
      b. Nomination for Officers (special meeting in June to vote)
         1. Vice President
         2. Secretary
         3. Treasurer
   D. Van Meter’s SURS election: The election will run from April 2 through May 1, 2018. There was a discussion.

VII. ANNOUNCEMENTS were stated from the agenda with the following added information:
   A. SIUE 101, March 30 – Governance secretary will follow up with Svehla about volunteers and let her know that Cobetto is interested in helping coordinate the volunteer sign ups.
   B. Staff Senate Scholarship Banquet – April 10, Van Meter reported that tickets will be sold during lunch hours in Center Court at one of the tables next week and continue until banquet.

VIII. FUTURE AGENDA ITEMS
   A. Guest speakers were stated from the agenda.
      a. Will collect questions in advance for guests to address. Send questions to Fricke. Questions may be sent anytime between now and the Friday before the guests are scheduled.
IX. PUBLIC COMMENT: Toberman announced that the PSA contract was approved last night.

X. ADJOURNMENT: The meeting adjourned at 11:00 a.m. (Van Meter/Ormesher)

Approved as submitted April 19, 2018
University Governance

Next regularly scheduled meeting will be Thursday, April 19, 2018 at 9:00 a.m. in the International Room, Morris University Center

Jeff Brownfield:

Q- Why does U of I have 3 representatives on the Merit Board?
A-Because of their size.
Q-The Merit Board has the power to overturn a firing?
A-Yes
Q-What if the employee doesn’t get fired, do they go back to work in same department and how does that work?
A-Yes and it is a mess. Emotion is involved, back pay may be reinstated. Sometimes they may place the employee somewhere else. The Board can impose a 180 day suspension.
Q- What kind of guidance can you give supervisors because you try to terminate an employee and it can be reversed?
A- If you have an employee who is not performing, may want to sit down with that employee. There is a process for firing. Discipline issues may affect employees or managers. After going to Merit Board, one may wonder why the Board bring them back. What can I do to get my coworker fired?
Q – Can the person who fired someone replace that person?
A- If that person happens to come back they will get their job back.
Q-Would the new replacement be bumped out of a job if the person comes back?
A-Yes unless they put the employee in another office.
Q-Are there any positions or classifications at other universities where the employee has a new supervisor every year. For example the University Governance secretary in ten years has had over twenty supervisors.
A-No, a good idea to have some internal processes and procedures set to have some stability while at the same time the new supervisor will have freedom to work or promote changes.
Q- Overview of bill?
A-Mainly cleaning up technical changes, demonstration or pilot programs. Brownfield stressed how important it is to get the legislative changes through the General Assembly by the end of the year since a new General Assembly begins in January. At that time if none of the proposals are passed, then SUCSS will have to start all over.
Q-The question is whether or not the person that went to another positon is a lay off and the person bumped is not a lay off.
A-Perfect question.
Q-Is SUCS doing this because they are worried about more budget cuts in the future?
A-No. We need to make sure our system is reflective of our workforce, campus and our employees.
Q-Do you think the residency requirement will ever be relaxed?
A-Concerns from legislators about this being a state institution and funded by state taxes. Merit based system, have the best people working here. Merit has nothing to do with your address. But there is a continual out-migration. Why can’t we make sure we make it easy for persons from out of state?
Q-Since you can suspend rules in a pilot program could you in region for the out of state testing as a pilot program to see if it brings in more job applicants or more people applying for these jobs?
A-Maybe
Q-What about the exempt / nonexempt jobs?
A- Brownfield explained that more positions are being exempted than has ever been exempted. They are trying to resolve the problem of some of them should really be Civil Service positions and not exempted.
Q- Is there a short list?
A-Each campus had different criteria for exempt and nonexempt status; therefore it became very convoluted.
Q- Was there a lot of push back with audit findings?
A- Some had great concern about changing positions of employees to Civil Service. Some said they understood and would change when the position becomes vacant. Some disagreed and said they would take responsibility of not changing the position to Civil Service.
Q-What’s the brighter part?
A- Used to be 20 standard titles that were exempt such as assistants to dean, director, etc. They have eliminated these titles in the changes proposed. All positions are Civil Service according to the original statutes.

Q- When do you think you will be finished? Will my status be hurt from going to Civil Service? My position is exempt because of overtime and get equivalent time.

A- Should not have anything to do with being exempt.

Q- Will FLSA status change? (FLSA exempt employees)

A- I don’t see how it will.

Q- That schedule is closest to what you currently make?

A- I would guess.

Q- About 20 employees who will be changed live in Missouri

A- They will not have people move and lose their job.

Q- If you take jobs and change to Civil Service, we cannot hire from across the river and now the applicant will have to test and it will be more difficult to attract quality applicants

A- The act says that all employees are Civil Service, but if they fit into the exempt status then they should be exempt.

Q- Where are the teeth going to come from to force universities to change designations.

A- No matter rule we write, if people do not want to enforce it, it won’t be enforced. Because of the OEIG concerns, we want to resolve because if we don’t the issue will come back again. There are also legal ramifications if we don’t comply.
State Universities Civil Service System Orientation
SIUE

March 2018

General Overview:

The University System is responsible for statutorily mandated human resource functions that encompass 42 separate employment locations across all public universities and affiliated higher education agencies. The System includes approximately 19,000 civil service system, employees and an additional 36,000 employees in the employment categories of administration, students and faculty, of which our Act requires a varying degree of oversight. The State Universities Civil Service Act, 110 ILCS 70/36b.

By design, our Act provides for a decentralized HR system related to the individual hiring, promotion and discharge process. Our system allows for general autonomy for the university/agency constituents based on guidelines that are collaboratively developed and revised.

All organizations, public or private, require an efficient system of human resource services and unlike private companies that spend tens-of millions of dollars on these functions, the University System Office provides a framework of human resource services and regulatory oversight for all state universities and the affiliated higher education agencies at a relatively nominal cost.

Absent the University Civil Service System, all university employees would be subject to the Personnel Code, except for those that the Personnel Code exempts. The exemptions currently set forth in the Personnel Code are narrower than those established in the State Universities Civil Service System Act, so a larger number of personnel would be entitled to civil service protections. Moreover, the work rules established within the Personnel Code including union contract requirements are much more stringent than our system.

Merit Board:

  Comprised: University Board of Trustee Members (3 from U of I System)
  Meetings: Four per year - February, May, August, November.
    Special meetings, occasionally. Board members are not paid but do receive reimbursement for travel to the designated meetings, if requested.
  Locations: University System Office in Urbana
    U of I- Chicago
    SIU- Carbondale, as needed

Primary Staff Contacts: (217-278-3150)
    Jeff Brownfield, Executive Director (jeffb@succs.illinois.gov)
David DeThorne, Legal Counsel (davidd@sucess.illinois.gov)
Teresa Rademacher, Secretary to the Board (teresar@sucess.illinois.gov)
(Jenn Miles, Assistant to Teresa with contacts) (jennm@sucess.illinois.gov)

Merit Board Primary Responsibilities:
- Per Act, day-to-day responsibilities are delegated and assumed by the Executive Director/staff
- Set agency policy, usually based on staff recommendations
- Recommend, support or deny revisions to our Act/Rules and on occasion procedural changes
- Provide final disposition for employees within the Discharge and Demotion Process

Significant Pending Issues (General):

Appropriations — We are requests approximately 1.22 million for FY19. We had significant budget cuts for the past 8 years. We are currently behind in payments for all day-to-day expenditures.

We routinely testify before the House Higher Education Appropriations committee regarding our appropriation/budget and may provide insight on budget process and effects for our universities/agencies.

Act Revisions - Pending HB3185. It was voted out of the Personnel and Pensions Committee by the House members. It was passed 106-0 in the House.

Senator Scott Bennett who represents our area and the University of Illinois has advanced this in the Senate. It has advanced through the Senate Higher Education Committee and is waiting consideration by the full Senate.

We are also reviewing other Act/Statute changes, conducting preliminary review.

Rule Revisions — Pending at the Joint Committee on Administrative Rules, (JCAR)

Discharge - Non-Attendance at the Discharge Hearing – Move directly to Termination (Recently Enacted)

Furlough: Currently in the 1st Notice Period with JCAR. Rule would allow for Furloughs as means for fiscal responsibility.

Redefine Extra Help
and other Temporary Positions: Pending internal draft.
2.3 Position Audits

Manual: Classification Plan Management

Subsection: Classification of Positions

a. Overview

In order to maintain a sound classification program, employers shall carry on continuous classification studies.

- The Employer shall establish a schedule for position audits so that positions in which duties and responsibilities might be subject to change can be reviewed on a regular basis.
- Such schedule shall provide for the audit of at least one-third of such positions annually.
- Each Employer shall develop auditing procedures which will ensure consistency within the classification program at their place of employment, as well as with the Classification Plan in general.

b. Position Audits

When official on-going duties and responsibilities fall partly in one class and partly in another, it is necessary to evaluate the overall function of the position as well as the duties which are essential to it. As a general rule, the classification of a position should be based on those duties and responsibilities occupying the majority of the position's work time. A request to audit an existing position may originate at any time by an employee, an employing unit, a DER, or the System Office.

The following guidelines shall be applied when determining whether a position should be reclassified, reallocated, or canceled:

- Duties of a position should not be revised when the change would result in a radical shift in position function; e.g., Clerk to Building Service Worker; Medical Technologist to Nurse. In such cases, a new position should be established, and applicants compete for the vacancy by examination.
- Duties of a position should only be revised sufficiently to warrant reclassification or reallocation upward, where work of the class is, by tradition, sufficiently prescribed so as to preclude an incumbent from performing duties not belonging to the class; e.g., food service, building service, or craft and trade classes. In such cases, a new position should be established, and applicants compete for the vacancy by examination.
- Duties may be revised sufficiently to warrant reclassification or reallocation when the job content of the position is flexible and may be impacted by the knowledge, skills, and abilities of the incumbent such as is typical of many professional, technical, and clerical positions.

c. Implementation Guidelines

- As a general standard, incumbents should normally be notified of classification decisions by the Employer within 30 days after receipt of the completed, properly authenticated, job description from the incumbent or department.
- Delays in the position audit process may be considered justifiable under special circumstances, including holiday closures, academic breaks, and layoffs that temporarily freeze reclassification and reallocation activity.
- The Employer may establish policies to retroactively apply the resulting personnel action to some date within the 30 days after receipt of a fully documented position audit request. In instances where the 30-day timeframe has been extended without adequate justification, such policies demonstrate the intent to effectively manage the classification program and serve as an acceptable alternative to the 30-day audit timeframe guideline.
- In all instances, the Employer should conduct the position audit within a reasonable timeframe.
- Personnel actions based on determinations made through the position audit process can only be applied when the incumbent has been shown to meet the minimum qualifications of the new position and/or otherwise qualifies by successfully completing the appropriate examination.

Reference: Civil Service Rule 250.30

Revised: 10/10/2000

Prev: 2.2 - Job Descriptions

Next: 2.4 - Classification Appeals