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Governors State University Board of Trustees Human Resources Meeting Minutes - February 20, 2009

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**GOVERNORS STATE UNIVERSITY
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE**

Minutes of the Friday, February 20, 2009 Meeting

Kristi DeLaurentiis, Chair

CALL TO ORDER AND ROLL CALL

The Human Resources Committee of the Board of Trustees met on Friday, February 20, 2009 in the William D. McGee Hall of Honors. The meeting was called to order by Chair DeLaurentiis at 8:38 a.m. Trustees Lorine Samuels, Lois Mayer, and Jack Beaupre were in attendance. Trustee Bruce Friefeld and Student Trustee Elizabeth Green arrived after the meeting was called to order and roll call was taken.

Others present: Elaine Maimon, President; Jane Rhoades Hudak, Provost; Gebe Ejigu, Executive Vice President and Chief of Staff; Alexis Kennedy, General Counsel; Joan Vaughan, Vice President of Institutional Advancement; Paul Blobaum, Faculty Senate President; Kathleen Miller, Civil Service Senate President; Adam Taylor, Student Senate President; Gail Bradshaw, Associate Vice President for Human Resources and Diversity; Jeffrey Slovak, Deputy Vice President for Administration and Finance; and David Dixon, Internal Auditor.

DeLaurentiis asked for a motion to go into Executive Session to discuss personnel, employment, and collective bargaining matters. Beaupre made a motion. Mayer seconded. Roll call vote was taken. The Board of Trustees went into Executive Session at 8:40 a.m. The Board of Trustees reconvened Open Session at 9:40 a.m.

ACTION ITEMS

Approval of Minutes

DeLaurentiis requested a motion to accept the Minutes of the Human Resources Committee meeting of February 20, 2009. Beaupre made a motion. Mayer seconded. The motion was approved by unanimous voice vote.

INFORMATION ITEMS AND REPORTS RECEIVED

Report on Civil Service Merit Board

DeLaurentiis reported the Civil Service Merit Board met on February 18, 2009. Current initiatives include working on job classifications in order to improve efficacy and efficiency. DeLaurentiis asked Bradshaw to provide some information about the recent findings of the Merit Board Audit, which are released biannually. Bradshaw reported there were five material findings and six non-material findings. The six non-material findings were clerical errors and do not require explanation. The five material findings were not considered serious findings and action was taken to correct them. They included: 1) Five Administrative Professional positions should have been classified as Civil Service. GSU agreed with the finding and will reclassify these positions when they are vacated; 2) Extra Help 900 hour appointments cannot be strung together to create a continuous position; 3) The Civil Service System must be notified of off campus contract positions, such as DCFS positions; 4) A change of title was dated incorrectly and was corrected; and 5) The Civil Service System must be notified when a civil service position is promoted to an Administrative Professional position. DeLaurentiis stated she talked to the Executive Director, who reiterated that GSU's findings, though material, were not significant. Many of these issues, procedural in nature, are being addressed by the continued revision of human resources regulations. Previously GSU had more findings and more issues, and she congratulated the administrative team for their efforts in this regard.

Report on Revision of HR-Related Regulations

Bradshaw presented stating her staff, with the assistance of General Counsel, has been examining Board Regulations that pertain to Human Resources. Regulations that were outdated due to change in state and federal law are being looked at first. One of those is the Family and Medical Leave Act (FMLA), which is very specific as to administration of that particular federal law. The FMLA was enacted in 1993, and gives eligible employees up to 12 weeks paid and/or unpaid leave for various family or medical issues. The act was recently amended, effective Jan 16, 2009, and new provisions allow up to 26 weeks of leave for the deployment of a spouse, parent, or child into a war zone. It is being recommended that a general statement noting that the Board will comply with the provisions of the FMLA, and that the president will administer these policies be implemented so the University does not have to change the regulations every time the law changes. A similar type of general statement is also being recommended for the Board regulations on equal opportunity and discrimination. These regulations are scattered under various categories, and it is being recommended that all such regulations be placed under a blanket statement in the Board Regulations, including policies on sexual harassment, reasonable accommodation, religious beliefs, etc.

Bradshaw stated Board policies that are considered extraordinary are also being revised, including extended leave and termination with notice. In light of budgetary uncertainties there is the need to administer these kinds of policies in a more economically responsible manner. The

current termination policy is very generous, and it is being recommended that this be revised to stay more in line with practices in the general workplace. DeLaurentiis asked if these changes would come before the Board for approval at some point, to which Bradshaw replied they would, when finalized.

Report on Tax Deferred Annuity Plan Effective January 1, 2009

Bradshaw presented. Due to some recent changes in the internal revenue code it has been necessary to make some changes in the tax deferred plan. Board Regulations require any changes in vendors be brought before the Board for approval.

ACTION ITEMS

Resolution 09-19: Termination of Relationship with ING Life Insurance Company

An Executive Summary is provided in the Board Book. The University is requesting termination of its relationship with ING Life Insurance Company as there are no employees enrolled in this plan, nor have there been for some time. In addition ING is not actively visiting campus or recruiting GSU employees. DeLaurentiis entertained a motion to move Resolution 09-19 to the Consent Agenda. Mayer made a motion. Green seconded. Mayer asked if the current vendors are secure and active with GSU employees. Bradshaw responded that they are, and that they make regular visits to campus to meet with employees. The motion passed by unanimous voice vote.

PREVIEW OF FUTURE AGENDA ITEMS

Ejigu reported that the Administration will continue to report on its efforts to review and revise Board Regulations, and bring them before the Board for discussion and ultimately approval.

PUBLIC COMMENT

There were no requests for public comment.

DeLaurentiis entertained a motion to adjourn. Beaupre made a motion. Samuels seconded. The motion passed by unanimous voice vote. The Human Resources Committee adjourned at 9:58 a.m.

Respectfully submitted,

Joan M. Johns