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

Minutes of the Friday, June 5, 2009 Meeting

Kristi DeLaurentiis, Chair

CALL TO ORDER AND ROLL CALL

The Human Resources Committee of the Board of Trustees met on Friday, June 5, 2009 in the William D. McGee Hall of Honors. The meeting was called to order by Chair DeLaurentiis at 8:30 a.m. Trustees Lois Mayer, Bruce Friefeld and Jack Beaupre were in attendance. Trustee Lorine Samuels arrived at 8:31 a.m., and Student Trustee Elizabeth Green arrived at 8:33 a.m.

Others present: Elaine Maimon, President; Gebe Ejigu, Executive Vice President and Chief of Staff; David Curtis, Professor on Special Assignment to the President; Alexis Kennedy, General Counsel; Joan Vaughan, Vice President of Institutional Advancement; Paul Blobaum, Faculty Senate President; Kathleen Miller, Civil Service Senate President; Carmin Garnica, Student Senate President; Gail Bradshaw, Associate Vice President for Human Resources and Diversity; and David Dixon, Internal Auditor.

DeLaurentiis asked to address the Information Items and Formal Reports before the Action Items. There were no objections.

INFORMATION ITEMS AND FORMAL REPORTS

Report on Civil Service Merit Board

DeLaurentiis reported as GSU Board representative to the Civil Service Merit Board. The last meeting on May 20, 2009 had a long agenda that included discussions about the budget and financial expectations of the IBHE as they, like all state offices and institutions, face budgetary challenges. The Board has been reviewing rule changes to the administrative codes and those changes were accepted at the meeting. For the first time the HR Director's report was heard. This is a new advisory committee, a standing committee that reports to the Merit Board. A summary report of legal counsel over the last year was also presented. The Merit Board received 32 written charges for discharge, and all were reviewed and legal input was provided. In addition 8 individuals requested hearings that came before the Merit Board. In summary the Merit Board reviewed findings for 8 discharges from the State universities and weighed in on those.

Report on Summer Hours Program

Ejigu reported on the Summer Hours pilot program. The GSU campus, like other higher education campuses, has very little activity on Fridays during the summer months. In an effort to conserve energy and provide employees an opportunity to enjoy the warmer months more, a trial program of a four-day work week is being instituted. Employees in designated areas are being given the opportunity to work three 9.5 hour days and one 9.0 hour day, for the required total of

37.5 hours per week. The program does not apply to certain areas including DPS and FDM, which require 24/7 service, and all services that support instruction will continue to operate normal hours, including the Library and the ACS Labs.

Bradshaw stated that a list of all office schedules will be published so all employees and students are aware of what offices are not open on Fridays. She added that so far the response from employees has been good. There have been some requests for exceptions, and HR and the individual department heads are working with those employees. Friefeld questioned whether this initiative has been discussed with the bargaining units. Bradshaw stated HR has met with all the bargaining units, as well as the directors of each unit. DPS and FDM are covered by bargaining units, and due to the function of those units a decision was made by those directors not to participate in the Summer Hours Program. Currently HR is working with the University Professionals of Illinois (UPI), academic support professionals and the clerical union. Mayer asked what services to students will be affected on Fridays. Bradshaw replied that services on Friday will be similar to Saturday, with the Library, ACS Labs, and Fitness Center being open. Ejigu added that the necessary services will be open. DeLaurentiis asked what the timeline was, to which Bradshaw replied the program will run June 7 – August 7. Food service for the Family Development Center will be provided on Fridays, but the café will not be open to the public. Bradshaw reiterated that arrangements have been made across the board. Samuels asked if the program had flexibility. Bradshaw stated that it did, and that all department heads have been advised that they need to be flexible, and in particular accommodate student needs. DeLaurentiis asked for an update on the program in the future, which Bradshaw and Ejigu agreed to provide.

Update on Revision of Board of Trustees Human Resources Regulations

Bradshaw provided a five-page summary to the Board. She explained that the policies and regulations that govern the employment of faculty and staff, which are divided into three parts, General; Faculty and Administrative Employees; and Civil Service Employees are being reviewed. The goal is to have these regulations reflect current University structure and titles, current University practices, as well as state and federal law. Changes that reflect better or best human resources practices will require the addition of new regulations and the elimination of some unnecessary language. HR has been working with Kennedy and other attorneys to ensure the language reflects correct legal verbiage. For example, Military Leave will be more compliant with federal law. In addition the Family Medical Leave Act (FMLA) has had some significant changes that are not reflected in the current regulations and need to be updated. When it is assured GSU Board Regulations are in compliance with FMLA, the details will be documented in University policies, procedures and practices. However, the specifics will not be included in the Board Regulations because it would require amending the Regulations each time state or federal law changed. Other aspects of the Regulations being reviewed include clarifying some language on leaves, termination with notice, and termination for cause. In addition the need for any new subsections on additional kinds of leave programs is being explored.

DeLaurentiis asked if the changes would be available for Board review at the August retreat, to which Bradshaw replied, “Yes.” There were no further questions.

Point of Clarification

Green requested to see the schedule of department office hours for the Summer Hours Program, which Bradshaw provided.

EXECUTIVE SESSION

DeLaurentiis requested a motion to go into Executive Session to discuss personnel matters. Samuels made a motion. Green seconded. Roll call was taken. The Board went into Executive Session at 8:51 a.m. Kennedy remained in the room. Open Session resumed at 9:55 a.m.

ACTION ITEMS

Approval of Minutes

DeLaurentiis entertained a motion to accept the minutes of the April 3, 2009 Human Resources Committee meeting. Friefeld made a motion. Samuels seconded. The motion passed by unanimous voice vote.

Resolution 09-30: Award of Rank and Tenure

An Executive Summary is provided in the Board packet. The University is requesting to award tenure to Professors Javier Chavira, Xiaoyong Chen, Rosemary Johnsen, and Beth Parin. There were no questions. DeLaurentiis entertained a motion to include Resolution 09-30 on the Consent Agenda. Friefeld made a motion. Samuels seconded. The motion passed by unanimous voice vote.

PREVIEW OF FUTURE AGENDA ITEMS

DeLaurentiis asked the Trustees and the Administration whether they had any agenda items they would like to bring before the Board at subsequent meetings. Ejigu stated the Administration would continue to update the Board on the revisions being proposed to the HR related Board Regulations, the response to the Summer Hours Program, and all ongoing union contract negotiations. Ejigu added that HR has been working on a Customer Service Training Program, and GSU will begin a training program developed by Noel-Levitz this summer. This is being instituted in response to numerous Why Not? submissions that referenced problems with customer service on campus. DeLaurentiis also asked for an update on the *Get Fit!* Program sponsored by HR.

PUBLIC COMMENT PERIOD

Consistent with Public Act 91-0715, DeLaurentiis asked if there were any requests for public comment. There were none.

DeLaurentiis entertained a motion to adjourn. Green made a motion. Beaupre seconded. The motion passed by unanimous voice vote. The Human Resources Committee meeting adjourned at 10:00 a.m.

Respectfully submitted,

Joan Johns Maloney