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Governors State University Board of Trustees Human Resources Committee Meeting Minutes - December 11, 2009

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

Minutes of the December 11, 2009 Meeting

Kristi DeLaurentiis, Chair

CALL TO ORDER AND ROLL CALL

The Human Resources Committee of the Board of Trustees met on Friday, December 11, 2009 in the William D. McGee Hall of Honors. The meeting was called to order by Chair DeLaurentiis at 8:42 a.m. Trustees Lorine Samuels, Lois Mayer, Jack Beaupre, Bruce Friefeld, and Student Trustee Bryce Johnsen were in attendance.

Others present: Elaine Maimon, President; David Curtis, Interim Provost; Gebeyehu Ejigu, Executive Vice President and Chief of Staff; Alexis Kennedy, General Counsel; Joan Vaughan, Vice President of Institutional Advancement; Heikki Heino, Faculty Senate President; Carmin Garnica, Student Senate President; Ellen Foster Curtis, Dean, College of Business and Public Administration; Peggy Woodard, Associate Provost; Gail Bradshaw, Associate Vice President for Human Resources and Diversity; and David Dixon, Internal Auditor.

ACTION ITEMS

Approval of Minutes

DeLaurentiis entertained a motion to accept the minutes of the October 9, 2009 Human Resources Committee meeting. Mayer made a motion. Friefeld seconded. The motion was approved by unanimous voice vote.

EXECUTIVE SESSION

DeLaurentiis entertained a motion to move into Executive Session. Mayer made a motion. Johnsen seconded. Roll call was taken and Samuels, Beaupre, Friefeld, Mayer, DeLaurentiis and Johnsen signified aye. The Board went into Executive Session at 8:45 a.m.

Maimon, Ejigu, Curtis, Kennedy, Foster Curtis, Woodard and Bradshaw remained for the Executive Session.

Open Session resumed at 9:10 a.m.

INFORMATION ITEMS AND FORMAL REPORTS

Report on Civil Service Merit Board (CSMB)

DeLaurentiis, Board representative to the CSMB, reported that the Merit Board has been reviewing proposed provisions in the Civil Service regulations. One of those proposed provisions is to add new language regarding furloughs at the request of the State universities. A first reading has been approved and the Merit Board is now soliciting input from university human resource departments and administrators. The CSMB will review

that input and meet again in January 2010, and then submit its final recommendations to the Joint Committee on Administrative Rules (JCAR) for approval. Given the State's economic environment this is clearly an issue that may potentially come before many universities and therefore the CSMB is working to address this issue swiftly.

DeLaurentiis added that she had the pleasure of attending the 26th Anniversary of Civil Service Day at GSU. She expressed her appreciation of all Civil Service employees at the University, stating she witnessed a fabulous, very touching show full of a lot of homegrown talent. She also acknowledged Civil Service President Kathy Miller for the great work she does representing her constituency.

DISCUSSION ITEMS

First Reading: Proposed Revisions to the GSU Board of Trustees Human Resources Regulations

Ejigu explained the review and revision of Board Regulations is a painstaking process that has taken approximately one year to complete. Based on the Board's guidance at the August retreat, the proposed revisions are being presented today for First Reading. The plan is to bring the proposed revisions back before the Board, with further refinements, to the February or April meeting for adoption. He then turned the floor over to Bradshaw.

Bradshaw pointed out that the Board packet contains both the strikeout version of the Regulations and a short summary. She explained the first point of order was to consolidate language into the general employee section which was repeated in the Civil Service and Faculty and Administrative Employee sections in order to eliminate redundancy. She briefly went over the proposed revisions outlined in the summary. These include, but are not limited to, adding guidelines on FMLA, compulsory disability leave, and bereavement leave to the General Employee section because they apply to all employees, and eliminating them from the sub-categories of Civil Service and Faculty and Administrative. The proposed revisions also include language clarifying that the President of the University is subject solely to the contract between the President and the Board of Trustees, thus eliminating language regarding the President's contract from the Board Regulations. New language has been proposed giving the President the flexibility of establishing creative leave programs such as a "sick leave" bank which would not conflict with or add to leave benefits negotiated in collective bargaining agreements or in the BOT Regulations. Other proposed revisions in the General Employee section include eliminating outdated language regarding titles and adding language in the rank titles section; updating the nepotism policy; and updating the military leave language to include calls for the National Guard to include those by the Governor and the President. DeLaurentiis asked if there were any questions regarding this section of the proposed Regulations, and there were none.

Bradshaw went on to briefly summarize the proposed revisions to the Faculty and Administrative Employee section of the BOT Regulations. One change reduces the termination notice period for employees hired after the effective date of these revisions in order to better reflect more standard HR and fiscal practices. In discussions with human resource leaders at other universities it was found that the current notice periods were far too generous. However, current employees hired under the previous conditions of employment

will retain those rights. Other proposed revisions in this section are designed to reflect more standard HR practices and be more fiscally responsible. Bradshaw concluded with the section on Civil Service Employees, pointing out that, since it is governed by State University Civil Service Statutes, few changes were made. However it is being proposed that time off for voting in national, state and local elections be eliminated since polling places now typically are open 12-14 hours. Other proposed revisions were added to the General Employee section because they are consistent for all employees. There were no questions.

DeLaurentiis thanked Bradshaw for providing the summary of the proposed revisions.

PREVIEW OF FUTURE AGENDA ITEMS

Ejigu stated the Administration will bring the Proposed Revisions to the BOT Human Resources Regulations before the Board for a vote at the February or April meeting. DeLaurentiis stated she will report on the CSMB's discussions and recommendations for furlough days. Kennedy explained that proposed revisions to Board of Trustees Regulations, Governing Policies and By-Laws are posted on the GSU website for review and comment by the GSU community, and those recommendations will be forwarded to the Board prior to a vote. Heino asked if there was a set time period requirement for public posting. Kennedy responded there is not; however there is a limitation in the Board Regulations that it is a common service to post proposed revisions ten days prior to a meeting. Ejigu reiterated that these issues are posted in the form of an agenda, and the presidents of the three senates receive the agenda materials prior to meetings, therefore they are on public record. DeLaurentiis thanked the Administration for their hard work and input in revising the Board of Trustees documents.

PUBLIC COMMENT

There were no requests for public comment.

DeLaurentiis entertained a motion to adjourn. Samuels made a motion. Mayer seconded. The motion was approved by unanimous voice vote. The Board of Trustees Human Resources Committee adjourned at 9:36 a.m.

Respectfully submitted,

Joan Johns Maloney