

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING
9:00 a.m. on Thursday, January 27th, 2022. Meeting conducted via Zoom video conferencing per
Executive Order 2020-07 due to COVID-19 restrictions.

Chair Odom called the meeting to order at 9:05 a.m. on January 27th. Roll call was taken, and a quorum was present.

Present: Tony Craven, Andy Harpst, Andrea Hoskinson, John Hulseberg, Rick Marr, Jill Odom, Jacqueline Pointer, Michael Pulley, Peter Skrypkun, and Vee Steward

Absent: Shauna Bishop and Tenea Harris

Continued Suspension of Article VI Section 1.2 & 1.3 of SUCSAC Constitution & Bylaws:

Motion approved by Executive Committee on 6/11/20:

Temporarily suspend Article VI Section 1.2 and 1.3 until SUCSAC is able to return to in-person meetings as determined by Illinois Department of Public Health guidelines and lifting of university travel restrictions.

Introduction of Guests:

Gail Schiesser, Executive Director and Legal Counsel – SUCSS

Cindy Neitzel, Assistant Director, Legal and Compliance Services – SUCSS

Lauren Aceves, Human Resource Officer – SUCSS

Danielle Routh, Human Resource Manager – SUCSS

Noel Rowe, Human Resource Officer – SUCSS

Gail Hankins, Human Resource Officer – SUCSS

Jenn Miles, Administrative Aide – SUCSS

Jonah Jett, Human Resource Officer – SUCSS

Shari Garnett, Accounting Associate – SIUC (Outgoing EAC rep for SIUC)

Installation of New Members and Reading of Oath:

Elizabeth Cheek – SIUC

Administrative Aide for 20 years and served on Civil Service Council for 20 years.

Hemali Shah – UIC

General Surgery Residency Coordinator for 7 ½ years.

Caryn Riley – UIC

Associate Director of Clinical Revenue in the Department of Medicine. Been there 18 years and is currently a member of their Staff Advisory Council.

Gary Gilpin – UIUC

4-5 years as an Ironworker. 2nd term.

Sheryl Jones-Harper – GSU

2nd term. 20 years at GSU. She is an Accountant.

Mary Serio – NEIU

Almost 10 years with NEIU in Mailing, Shipping, and Receiving as a Mail Messenger.

Introductions all around. Installation of new members. Reading of oath and obligation.

Vee joins at 9:29 a.m.

Orientation: Cindy

Will probably be in Spring before our next meeting. It takes about 3-4 hours. This is not just for new members; everyone is always welcome to do a refresher.

Things are inter-related within the System; one rule impacts or interacts with another.

Open Meetings Act Training:

This needs to be done before your 90th day as a newly installed member.

Foiapac.ilag.gov

Go to Gail for any questions regarding OMA.

Danielle joins at 9:34 a.m.

Jonah joins at 9:36 a.m.

Public Comments: None

Review of Correspondence: None

Report of Chair – Jill Odom

The Merit Board's last meeting was on December 9th in a virtual format as they have since March of 2020. The board meeting moved smoothly, in fact, this one was one of the most productive and efficient meetings that I have attended in a very long time. They had a full agenda with key decisions to be made and all of the members were well informed, participatory, and decisive. There was one discharge case to discuss and act upon. The board voted to uphold the universities decision and the employee's discharge stands. The next item on their agenda was the discussion and action on proposed changes to the State Universities Civil Service Act. A few of these changes were in relation to benefits, the appointment of DER's, exam requirements for out of state applicants, and Juneteenth. Gail will report on these as well during the Director's Report.

The board also briefly discussed changes to their Bylaws. They voted to table that discussion until their next meeting.

Other items on the agenda included the FY23 Budget Recommendation for the Systems Office, a report from HRDAC, the SUCSAC Chair Report, an audit's update, legal update, and the 2022 schedule of Merit Board meetings. The board also met in executive session to discuss employment matters and for those of you who have not heard, I am honored to report that Gail Schiesser has been formally appointed as the Executive Director of the State Universities Civil Service System. It has been a pleasure working with you Gail for the past three years and looking forward to many more.

With that, I would also like to thank all of you for your dedication, your work, and your passion for serving on this committee. We've all come to service on this committee for a variety of reasons, but I believe our passion and commitment to our universities and fellow civil service constituents are what drives us. These past couple of years have been extremely difficult for all of us and has taken a toll on each of us, our employees, our universities, our families, our communities... and yet here we are. We will continue to persevere and the storms that beat against us only strengthen our resolve. Thank you for your dedication and commitment and welcome to 2022.

With regards to the Merit Board meetings, I encourage each of you to attend/view them whenever possible. These are great opportunities to view them in action. When you have the opportunity, reach out and invite them to lunch, coffee, or just sit and talk a bit to get to know them and let them get to know you and what's important to our constituents. When in person, the Merit Board meetings are at the Systems Office on Philo Road in Urbana, at a public location in the Chicago area, and sometimes at a location in the southern part of the state.

The next MB meeting is February 24th.

Report of Executive Committee – Michael Pulley

Met last Friday to look at additional changes in the Constitution and Bylaws.

Should the annual meeting be moved – no, it was voted unanimously not to as it'd cause too much hassle.

Report of Legislative Committee – Jacqueline Pointer

- GA reconvened as of 1/4/22 – legislative calendar has been condensed down to 4/8/22, instead of 5/31/22.
- Public Act 102-0667 – RIGHT OF CONSCIENCE-COVID-19 – as of 11/8/21, effective 6/1/22
 - Can no longer legally use moral/religious arguments to bypass Covid19 vaccines/testing.
- Public Act 102-0670 – Redistricting – as of 11/23/21, effective immediately
 - New legislative district maps – under litigation
- HB 2778 – Paid admin leave for Covid19 safety days – vetoed 1/24/22
 - Requires school districts, public universities, and community colleges provide paid admin leave to an employee for purposes related to COVID-19 under specified conditions. For any school closure or use of an e-learning day that is related to COVID-19 guidance, mandates, or rules, requires a school district to pay to its educational support personnel and contractors their daily, regular rate of pay and benefits. Requires a district to return any sick leave used during the 2021-2022 school year by a teacher or employee for reasons related to the issuance of guidance, mandates, or rules related to COVID-19 and public health.
- Public Act 102-0689 – Limited gambling on college athletics – as of 12/17/21
 - Wagers may be accepted for collegiate sports events as long as it is a Tier 1 wager, does not relate to an individual athlete, and the wager is made in person.
- Public Act 102-0668 – Vote by Mail – as of 11/15/21, effective immediately
 - Makes vote-by-mail a permanent option.
- Disaster Proclamation – extended as of 1/7/22
- Commission on Government Forecasting and Accountability – Pension briefing – Nov21
 - Provided detailed charts for ongoing pension funding in IL
 - Actuarial opinions suggested the funding target be moved from 90% to 100%, however, the Director of OMB disagreed as that would increase payments, even though it would eventually lead to reduced unfunded liabilities/interest costs.
- Illinois Board of Higher Education (IBHE) – Commission on Equitable Public University Funding
 - Created by PA 102-0570
 - Recommends to GA criteria and approaches to fund public universities and evaluate existing methods
 - Must provide report by 7/1/23 – recommendations for equity-center funding model
 - First meeting was 11/9/21, next one sometime in February
- General Primary Election – 6/28/22
- General Election – 11/8/22

Report of Election Committee – John Hulseberg

The following terms are expiring this year:

Shauna Bishop – SIUSOM

Rick Marr – ISU

Jacqueline Pointer – CSU

Peter Skrypukun – WIU

There may be a possible 5th to be discussed tomorrow.

Unknown person on phone joins at 9:50 a.m. (217) 979-6622

Elections for Officers and Standing Committees:

Nominations for Chair

Michael Pulley nominates Jill Odom – Accepted
No other nominations.
Jill Odom is Chair of EAC.

Nominations for Vice Chair

Michael Pulley nominates Peter Skrypkun – Declined
Peter nominates Michael – Declined
Michael nominates Jacqueline Pointer – Accepted
Mary Serio nominates John Hulseberg – Declined
John nominates Andy Harpst – Declined
No other nominations.
Jacqueline Pointer is Vice Chair of EAC.

Nominations for Secretary

Jill nominates Mary – Accepted
No other nominations.
Mary Serio is Secretary of EAC.

Tenea Harris joins at 10:00 a.m.

Executive Committee

Chair – Jacqueline Pointer
Michael Pulley
John Hulseberg
Andrea Hoskinson
Elizabeth Cheek
Sheryl Jones-Harper
Tenea Harris

(Andy, Rick, and Peter declined nominations for Executive Committee)

Legislative Committee

Shauna Bishop
Hemali Shah
Vee Steward
Tony Craven

(Gary, Andy, Mike, Elizabeth, and Tenea declined nominations for Legislative Committee)

Election Committee

Parliamentarian is the Chair of this Committee – Voted on tomorrow
Chair of EAC – Jill Odom
Chair of Exec/Vice Chair of EAC – Jacqueline Pointer
Secretary of EAC – Mary Serio
Secretary of Executive Committee – Voted on tomorrow

Shari's farewell and leaves at 10:17 a.m.

Break at 10:17 a.m.

Back from break at 10:34 a.m. and Gail Hankins has joined us

Report of SUCSS Executive Director and Legal Counsel - Gail Schiesser:

Merit Board

As of December 16th, the Merit Board has officially appointed her as the Executive Director for the System Office. She is thrilled to be working with and for the Merit Board as they are really involved and keep themselves really informed. Next MB meeting is scheduled for February 24th. There is 1 discharge matter pending for a hearing. Since it's a really complex matter, she wants to make sure the board has enough time to receive all the materials to look over and not leave the employee hanging until June. She will ask the board to move the 1st meeting of the year to end of March or beginning of April to allow them more time to make a good quality consideration on this particular discharge matter.

The MB does not make the budget.

JCAR is responsible for administrative rules. They are a Joint Committee on Administrative Rules. JCAR is a committee of the legislature.

EAC exists as a function of the State Universities Civil Service Act. Section 36c states that this committee will function as an advisory capacity to the Merit Board on all matters pertaining to the University System. We should be working to keep the MB as informed as we can of various goings on, especially in areas of concern regarding the University System.

At the last MB meeting, they approved the System Office to take to the legislature a group of modifications of their enabling act that do a bunch of things. Section 36d. of the Civil Service Act provides that the MB will recommend minimum requirements for benefits. In the recent past, employers have taken the recommendation to mean suggestion. They're asking the legislature to modify the Act to make it clear that what the MB passes by way of benefits are minimum requirements for all Civil Service employees. System Office is seeking modifications to our enabling act which is solely a legislative act.

36d.12 says that the Executive Director of the System Office will appoint the DER of the universities. They're asking that the universities appoint their own.

36f.4 also has a proposed modification. As it is now, out of state applicants cannot test for a position. In order to sit for an exam, an applicant must be resident in the state of Illinois. The Act is silent in terms of what happens to existing employees getting promoted or moves out of state while still employed. Legislators want to remove the residency requirement and so do some of the universities. The rules state that we can have out-of-state applicants for professional, managerial, and semi-professional titles. This is where the conflict is. They must retain residency in the state of Illinois within 180 days. The conflict is between the Act and the rule; the Act wins. The Act itself says you have to live in Illinois in order to sit for exams. Until the Act is changed, the rules can't be. And no, a P.O. Box does not mean you live in the state of Illinois; this is called fraud.

Why would I vote to allow other people from outside my state to apply for jobs in my state when I still have unemployment within my state? – This is the question that legislatures are asking. They are elected officials. They have people who work for them who do constituent services.

36h. of the Act states that the Executive Director certifies registers. The universities currently do this and conform to these practices within the Act. We are seeking the Act to be modified in accordance with current practice.

Juneteenth is a state holiday for in Illinois. National Freedom Day. – System Office was omitted from the Public Act that passed this. They are asking for modification to be included to have this as a state holiday as they are state employees as well.

Agency Budget

This is being prepared as we speak. Wednesday, February 2nd is when the Governor is giving his FY 23 budget address.

Qualified Research Program Project Update

This is on hold right now. Everyone is currently focused on budgets right now.

Class Plan Update – Danielle

Accounting Series – Jan. 15th

Phlebotomist – Jan. 15th

Special Education Paraprofessional – Jan. 15th

Dental Assistant Series – Feb. 15th

Currently working on...

- Auditorium Technical Director Series
- Broadcast Engineer Series
- Budget Analyst Series
- Emergency Medical Technician (EMT)
- Human Resource Series
- Mental Health Counselor Series
- Sheetmetal Worker Series
- Pandemic Response Support Specialist

Proposed to be deleted on Mar. 15th due to these positions no longer being utilized...

- Assistant to Director to Physical Plant
- Assistant to Health Center's Administration
- Classification/Compensation Specialist Series
- Loan Service Officer Series
- Government Liaison Officer
- Messenger
- Recycling Assistant
- Supply Attendant

Combine classes into one class. Not the quantity of duties, it's the delineation.

Governance Risk & Compliance Audit – Cindy

Back in October they decided to move to a 3-year schedule, a triennial review.

UIUC, UIS, and WIU - these audits are finalized

SIUC, SIUE, and College of Medicine Peoria – these audits are in process of being drafted

NEIU, UIC, ISAC, NIU, and College of Medicine Rockford – these audits are in various stages

SURS is currently being audited now

CSU is coming up next month

ISU is in April

GSU is in June

You can view all of the previous audits online for any university.
<https://www.sucss.illinois.gov/pages/report/auditreports.aspx>

Legal Update – Gail

There is 1 court matter that still needs to be addressed on Feb. 7th. This is regarding the individual who chose to cheat on the electrician exam.

C. Bean against the agency regarding discharge matter.

Administrative review – Bradford – UIC – pending

Complaint between NEIU and Seymour has been dismissed.

Legal Counsel position will be posted today or tomorrow. They have the money in their budget right now for that position. However, they would need more money in their budget in order to hire more staff.

Request from Merit Board and Gail: Gail

Sec. 36j. of our Act – Promotions

Look into how frequently promotions are had by job audit; reclassing/reallocation vs. posting/testing.

Promotions done by job audit leads to favoritism towards the incumbent. We limit who can be promoted.

Make opportunities more available based on fitness and merit. How do we improve opportunity based on merit and fitness?

There is an imbalance on both sides when promoting via desk audits.

System Office doesn't mandate to post a job because of the fact that we are supposed to have open and continuous testing. Most universities don't do this and most Civil Service employees are not aware that this is supposed to be a thing.

This question was based on audit findings.

Gary leaves at 11:45 a.m.

Fundamentally speaking, what we all refer to as a job/desk audit is actually called a Classification Review according to our Act.

Reclassification/Reallocation vs Promotion

- Reclassification is when you move from an Account Tech I to an Account Tech II
- Reallocation is when you move into an entirely different classification that is outside of your current class line/series.
- There's a difference between having to test and having to compete.

Break for lunch at 12:10 p.m.

Back from lunch at 1:01 p.m. and Jonah Jett joins

Roll call was taken after lunch and a quorum was present.

Present: Elizabeth Cheek, Tony Craven, Andy Harpst, Tenea Harris, Andrea Hoskinson, John Hulseberg, Sheryl Jones-Harper, Rick Marr, Jill Odom, Jacqueline Pointer, Michael Pulley, Caryn Riley, Mary Serio, Hemali Shah, Peter Skrypkun, and Vee Steward

Absent: Shauna Bishop and Gary Gilpin

Intro to Jonah Jett.

Request from Merit Board and Gail: Gail (continued)

Expanded duties – as long as they're within the class specification
How many tasks are too many?

Promotion – moving up within a promotional line

Union contracts do not supersede SUCSS Act and Rules.

The only thing a rule cannot do is violate the Act.

Posting is not a requirement of System Office. They require testing, not posting.

How do you propose changing culture by rule? How do you do this without backing into promotions?

Layoff – when a job is no longer needed due to lack of funding

You can't just upgrade someone, it's not permissible. Is there bias in place here?

We haven't even gotten to that aspect yet...

If you have someone in a position that leaves, you should be filling that position and not downgrading it to a level 1 in order to allow for promoting via desk audit.

This will have to be a rule!

You should at least test the waters as the Act proposes. Hire at the position/place where the vacancy actually exists.

SUCSS expects an employee to have some time on task, such as 6-12 months, in order to audit into another position. Sometimes jobs evolve without intent.

Tenea leaves at 2:10 p.m.

How do we actively manage an employee's current promotions on our campuses?

This is not employees against HR. We need to work together and actively plan ahead.

Promote vacancies in order to hire people.

We need to make a plan as this was requested of us.

Form an ad-hoc committee: Mary, Michael, Jill, Sheryl, Jacqueline, Elizabeth, Vee, John, Andrea, and Caryn.

Break at 2:24 p.m.

Back from break at 2:41 p.m.

Roll call was taken after break and a quorum was present.

Present: Elizabeth Cheek, Tony Craven, Andy Harpst, Andrea Hoskinson, John Hulseberg, Sheryl Jones-Harper, Rick Marr, Jill Odom, Jacqueline Pointer, Michael Pulley, Caryn Riley, Mary Serio, Hemali Shah, Peter Skrypkun, and Vee Steward

Absent: Shauna Bishop, Gary Gilpin, and Tenea Harris

Other Items as Presented:

Discussion regarding Article C, Sec. 1 Elections – voting shall be by roll call vote
Proposal – it's not an action item; proposed changes only

2022 Quarterly Meeting Schedule:

- Thursday, April 7th & Friday, April 8th
 - Illinois State University or Zoom
- Thursday, July 21st & Friday, July 22nd
 - System Office or Zoom
- Wednesday, October 12th & Thursday, October 13th
 - Northeastern Illinois University or Zoom

- NIU will host Council of Councils on October 20th, 2023

Hemali leaves at 3:00 p.m.

Other Items as Presented:

OMA permits us to have more than 1 location.

System Office is always happy to host.

Sec. 2.01 of OMA - All meetings required by this Act to be public shall be held at specified times and places which are convenient and open to the public.

Please make sure to update your info for the directory with Jill.

*Call of the Chair to recess at 3:21 p.m.
We will resume tomorrow*

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING
*10:30 a.m. on Friday, January 28th, 2022. Meeting conducted via Zoom video conferencing per
Executive Order 2020-07 due to COVID-19 restrictions.*

Chair Odom called the meeting to order at 10:31 a.m. on January 28th. Roll call was taken, and a quorum was present.

Present: Shauna Bishop, Elizabeth Cheek, Tony Craven, Gary Gilpin, Andy Harpst, Tenea Harris, Andrea Hoskinson, John Hulseberg, Sheryl Jones-Harper, Rick Marr, Jill Odom, Jacqueline Pointer, Michael Pulley, Caryn Riley, Mary Serio, Hemali Shah, Peter Skrypkun, and Vee Steward

Absent: None

Continued Suspension of Article VI Section 1.2 & 1.3 of SUCSAC Constitution & Bylaws:

Motion approved by Executive Committee on 6/11/20:

Temporarily suspend Article VI Section 1.2 and 1.3 until SUCSAC is able to return to in-person meetings as determined by Illinois Department of Public Health guidelines and lifting of university travel restrictions.

Introduction of Guests:

Gail Schiesser, Executive Director and Legal Counsel – SUCSS

Cindy Neitzel, Assistant Director, Legal and Compliance Services – SUCSS

Lauren Aceves, Human Resource Officer – SUCSS

Danielle Routh, Human Resource Manager – SUCSS

Noel Rowe, Human Resource Officer – SUCSS

Jonah Jett, Human Resource Officer – SUCSS

Other Items as Presented: (continued)

What does it mean to be made whole?

- If you're laid off, your benefits stop. You can get COBRA during the layoff for 18 months.
- Being made whole is out of context when you're talking about a layoff situation. Layoffs happen for fiscal reasons. Sick leave that's accrued before 1997 gets paid out; sick leave after that does not.

Gary joins at 10:43 a.m.

We need to find a person like Larry from SURS to inform us on these things.

Being taken out of pay status is not considered a layoff.

A proposal was made yesterday to make further edits to the Constitution and Bylaws. Shari emailed us changes, which are mostly grammatical errors. This was already voted on in October. But there was also a proposal to change minor wording in terms of elections due to the word ballot being included since this is technically a violation of OMA.

Peter leaves at 11:00 a.m.

Article C, Section 1 – change ballot to roll call

Changes will be made and brought forward at the April meeting.

Jill will call ad-hoc committee meetings.

We now have 89 days to do our OMA training. We need to submit our certification to Jill.

Minutes should be approved no later than after the 2nd meeting after the minutes were taken.
Date, time, and place of the meeting. Summary of discussion and what was voted on.

Caryn will be out of the country for our April meeting.

Open range people – they can pay them what they want

80% spread between the minimum and the maximum of the ranges by procedure but it can exceed it. SUCSS does not set the ranges! Your campus does! We cannot stress this enough!

O*NET OnLine – occupational salary ranges

Cindy will be scheduling orientation.

Motion to Adjourn: Gary Gilpin **Seconded by:** Shauna Bishop

*A roll call vote was taken and all were in favor.
The meeting was adjourned at 11:24 a.m. by Jill Odom.*

Respectfully submitted,



Mary Serio, Secretary



Jill Odom, Chair