

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE MEETING**

*Wednesday, October 12<sup>th</sup> and Thursday, October 13<sup>th</sup> 2022  
Meeting hosted by Southern Illinois University – Edwardsville  
at the School of Dental Medicine Campus in Alton, Illinois*

**Chair Odom called the meeting to order at 11:09am on Wednesday, October 12<sup>th</sup>. Roll call was taken and a quorum was present.**

**Present:**

Shauna Bishop, 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, Peter Skrypkun, and Vee Steward

**Motion made to allow Representatives not physically present to participate remotely as allowed in amended SUCSAC Constitution & Bylaws:**

Constitution & Bylaws requires a motion to allow participation virtually. Motion to waive the prenotification requirement for suspension of the physical quorum requirement for in-person meeting made by Michael Pulley. Seconded by John Hulseberg.

Shauna Bishop	Aye	Rick Marr	Aye
Elizabeth Cheek	Aye	Jill Odom	Aye
Tony Craven	Aye	Jacqueline Pointer	Aye
Gary Gilpin	Aye	Michael Pulley	Aye
Andy Harpst	Aye	Caryn Riley	Aye
Tenea Harris	Aye	Mary Serio	Aye
Andrea Hoskinson	Aye	Peter Skrypkun	Aye
John Hulseberg	Aye	Lavitta Steward	Aye
Sheryl Jones-Harper	Aye		

Motion carried. **Gary Gilpin** counted present as attending via conference call.

Motion to waive the physical quorum requirement in our bylaws to allow Gary Gilpin to have full voting privileges and participate remotely in all voting of the meeting made by Michael Pulley. Motion seconded by Sheryl Jones-Harper.

Shauna Bishop	Aye	Rick Marr	Aye
Elizabeth Cheek	Aye	Jill Odom	Aye
Tony Craven	Aye	Jacqueline Pointer	Aye
Gary Gilpin	Aye	Michael Pulley	Aye
Andy Harpst	Aye	Caryn Riley	Aye
Tenea Harris	Aye	Mary Serio	Aye
Andrea Hoskinson	Aye	Peter Skrypkun	Aye
John Hulseberg	Aye	Lavitta Steward	Aye
Sheryl Jones-Harper	Aye		

Motion carried. **Gary Gilpin** allowed to participate fully via remote connection.

**Introduction of Guests:**

Gail Schiesser, Executive Director of the State Universities Civil Service System office in attendance. Cindy Neitzel from the State Universities Civil Service System office in attendance via conference call. Ken Halbert, Associate Dean, SIU-E College of Dentistry at Alton, in attendance to welcome the SUCSAC Representatives to their campus and invited group to attend a tour of the School of Dentistry during the lunch break.

Associate Dean Halbert also asked a question of the group and Executive Director Schiesser a question regarding the change from testing to credential assessments and the time frame for this change. Executive Director Schiesser briefly explained the change from e-test to credential assessments and offered to speak with him at length at a later time when he has time.

**Report of the Chair:**

Chair Odom gave a brief report regarding the August 8, 2022, meeting of the Merit Board. She thanked Jacqueline Pointer who spoke on behalf of the SUCSAC as Chair Odom had a family emergency. Chair Odom went on to acknowledge the commitment and good work of the committee over the past three years as we’ve all faced many challenges. The committee was supportive and active when HB1172 was introduced in the spring legislative session and they continued to be supportive throughout the summer, ready to act in support of the System Office when needed. The change to credential assessments has been an adjustment for all and continues to have growing pains but we will stay vigilant and continue to work towards improved processes. The full report of the chair is attached.

Chair Odom also took a moment to share with the group that if you ordered lunch, it is scheduled to arrive at 12:15 with our lunch break scheduled for 12:30 to 1:30. The tour of the Dental School will take place from 1:00 to 1:30 let by Associate Dean Halbert.

**Approval of Minutes from July 21 and 22, 2022 Quarterly Meeting:**

Motion to table the minutes until the Special SUCSAC Meeting on Monday, November 7, 2022. at 12:30pm made by Shauna Bishop. Motion seconded by Rick Marr.

Shauna Bishop	Aye	Rick Marr	Aye
Elizabeth Cheek	Aye	Jill Odom	Aye
Tony Craven	Aye	Jacqueline Pointer	Aye
Gary Gilpin	Aye	Michael Pulley	Aye
Andy Harpst	Aye	Caryn Riley	Aye
Tenea Harris	Aye	Mary Serio	Aye
Andrea Hoskinson	Aye	Peter Skrypkun	Aye
John Hulseberg	Aye	Lavitta Steward	Aye
Sheryl Jones-Harper	Aye		

Motion carried.

**Report of Executive Committee by Jacqueline Pointer:**

The committee has continued discussion regarding the Promotion Process. There has not been much information from the universities. The committee requests that each SUCSAC Representative investigate what is going on with their campus and communicate that back to the group.

The change from e-test to credential assessments has created a lot of work at each of the universities. Questions have been asked about how positions are being handled, how they are being filled.

Another item of concern at many of the universities is the portion of job descriptions that refers to “other duties as assigned.” With an increasing number of positions going unfilled and the duties being reassigned, spread out across current employees, employees are finding workloads becoming overly

demanding and unachievable. Some are taking on additional workload in the same category of their current position and others are taking on other duties outside of their job descriptions. The committee asks that specific instances be communicated so they can be addressed and discussed at the next meeting.

**Report of the Legislative Committee by Shauna Bishop:**

The state legislature is scheduled to go into Veto Session from November 15 through December 1. Not much movement is expected on bills but there are several that the committee is watching such as the proposed amendment addressing *worker's rights* – right to work. Other bills being watched include HB1758, HB4247, HB5374, and HB1172. Other items that have come out of the 2022 Legislature are PA 102-0313 (Mental Health Act) and PA 102-0622 (Higher Ed Student Assistance Act).

**Report of the Election Committee by John Hulseberg:**

The 2022 elections are either finished, in process, or not started – UIS is finished, WIU is set for 10/24/22, ISU is next week, UIC is set for the first week in Nov, SIU-SOM is not started (Teresa Smith not responding), and CSU is not started (Jason Carter is not responding).

**Orientation Update:**

Cindy Neitzel from the System Office will conduct orientation on Friday, October 14<sup>th</sup> from 1:15pm to 4:30pm as part of the Council of Councils program. All are welcome to attend.

**Discussion Regarding Open and Continuous Testing:**

A lengthy discussion was held among the SUCSAC Representatives, Executive Director Schiesser, and Cindy Neitzel from the System Office. The voiding of registers occurs for various reasons, most often due to a change in the test. An employee can be removed from the register for various reasons as well such as having been on the register for an extended length of time or they have declined to apply for a position three times. Exec Dir Schiesser has had several conversations with the HR staff at UIUC specifically regarding the reestablishment of registers and they are in the process of putting together a schedule for frequently used positions to be tested/assessed on a regular and recurring basis. There is no specific time frame defined however, it will be on a regular basis of either quarterly, semi-annually, etc. This schedule should be used moving forward. Several representatives noted that testing is not being offered at their universities with Exec Dir Schiesser stating that a process is being worked on and should be remedied soon. She also stated that if you have questions or concerns, please reach out to your Human Resource offices for clarification and if you do not receive a response then please reach out to the System Office. The audit process was also discussed as an avenue to address inequities related to testing and the filling of positions however the audit process occurs after positions are filled, sometimes up to three years later. Audits on demand are not a possibility but a Director's Review is. This option can be found in Sec 251.30 of the rules. Universities need to have minimum standards for testing schedules for frequently used classifications.

**Recessed for lunch from 12:33 to 1:30**

**Continued Discussion Regarding Open and Continuous Testing**

**Discussion Regarding Use Of and Voiding of Registers:**

See notes above – covered in discussion regarding testing

**Report of SUCSS Executive Director Gail Schiesser:**

The Exec Dir reported that the next meeting of the Merit Board is scheduled for November 10, 2022. Discharge matters are currently on the agenda with a report from the HRDAC Group and the SUCSAC Group.

Danielle Routh reported that the System Office continues to work on the change from knowledge tests to credential assessments with two more coming out soon. They are consolidating a couple of class plans that have alternative titles and then will tack IT related classifications next. In addition, the System Office will be creating a cycle for review of all class plans moving forward.

Cindy Neitzel reported on the Audit Cycle and the Audit Reports in process: GSU – seeking approval, EIU – completed on 10/11, ISAC – upcoming, UIC-Rockford was completed 10/4. Audits coming up are SIU-SOM – starting now, EIU – set for Jan, UIUC – set for Feb, and IBHE is set for Mar.

Exec Dir Schiesser gave a legal update of matters the System Office is working on and those pending for the Merit Board such as the SIU-E test theft which is still pending, there are two matters under direct appeal for discharge, the UIC case is pending as the employee is currently incarcerated so have to wait on that one, and an employee discharge matter from 2022 which filed a Labor Relations complaint against the System Office has now filed an appeal.

**Motion to Recess by Michael Pulley, Seconded by Rick Mar. All in Favor.  
Recessed at 4:22pm to reconvene on Thursday, October 13<sup>th</sup>, 2022 at 10:30am.**

**Reconvened at 10:30am on October 13<sup>th</sup>, 2022.**

**Present:**

Shauna Bishop, 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, Peter Skrypkun, and Vee Steward

**Discussion regarding November 7<sup>th</sup> Special Committee Meeting:**

Clarified meeting date, time, and discussion topics.

**Schedule for 2023 SUCSAC Quarterly Meetings:**

The committee discussed the quarterly meetings for the 2023 calendar year as follows:

- January Quarterly Meeting set for Thursday, January 19, 2023, and Friday, January 20, 2023. Meeting to take place at the State Universities Civil Service System Office.
- April Quarterly Meeting is set for Thursday, April 20, 2023, and Friday, April 21, 2023. Meeting location is still to be determined. Vee Steward is trying to arrange for meeting space at UIC.
- July Quarterly Meeting is set for Thursday, July 13, 2023, and Friday, July 14, 2023. Meeting location is still to be determined. Sheryl Jones-Harper is trying to arrange for meeting space at GSU.
- October Quarterly Meeting is set for Wednesday, October 18, 2023, and Thursday, October 19, 2023, with Council of Councils on Friday, October 20, 2023. The meeting and Council of Councils will be hosted by NIU.

Motion to approve the above noted dates and possible locations for the quarterly meetings made by Michael Pulley. Motion seconded by Peter Skrypkun.

Shauna Bishop	Aye	Rick Marr	Aye
Elizabeth Cheek	Aye	Jill Odom	Aye
Tony Craven	Aye	Jacqueline Pointer	Aye
Gary Gilpin	Aye	Michael Pulley	Aye
Andy Harpst	Aye	Caryn Riley	Aye
Tenea Harris	Aye	Mary Serio	Aye
Andrea Hoskinson	Aye	Peter Skrypkun	Aye

John Hulseberg	Aye	Lavitta Steward	Aye
Sheryl Jones-Harper	Aye		

Motion carried.

**Other Items as Presented:**

Possible location for 2024 Council of Councils discussed. Representatives to discuss at their universities and discuss further at the January meeting.

**Motion to Adjourn:** Andy Harpst      **Seconded by:** Vee Steward

*The meeting was adjourned on Thursday, October 13, 2022, at 10:49am. by Jill Odom.*

Respectfully submitted,

  
Mary Serio, Secretary

  
Jill Odom, Chair