

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING

11:00 a.m. on Thursday, July 13th, 2023.

Chair Odom called the meeting to order at 11:02 a.m. on July 13th. Roll call was taken, and a quorum was present.

Present: Caryn Riley, Elizabeth Cheek, Jacqueline Pointer, Jill Odom, Michael Pulley, Angelina Ross, Christa Lawhun, Mary Serio, Shauna Bishop, Sheryl Jones-Harper, Tenea Harris

Absent: Andrea Hoskinson, Thomas Oliver Rosner, John Hulseberg, Patrica Meyer

Guest: Gary Gilpin, Andrew Harpst,

LaVitta (Vee) Steward joined @ 11:08am

Motion: To approve Andrew Harpst and Gary Gilpin to participate in the meeting Remotely **Made by:** Shauna Bishop, **Seconded by:** Tenea Harris

Roll Call Vote

Name	Aye	Nay	Name	Aye	Nay
Caryn Riley	X		Angelina Ross	X	
Elizabeth Cheek	X		Christa Lawhun	X	
Jacqueline Pointer	X		Mary Serio	X	
Jill Odom	X		Shauna Bishop	X	
LaVitta (Vee) Steward	X		Sheryl Jones-Harper	X	
Micheal Pulley	X		Tenea Harris	X	

Motions Caries

Motion: To allow Andrew Harpst and Gary Gilpin to vote in the meeting remotely **Made by:** Angelina Ross, **Seconded by:** Caryn Riley

Roll Call Vote

Name	Aye	Nay	Name	Aye	Nay
Caryn Riley	X		Angelina Ross	X	
Elizabeth Cheek	X		Christa Lawhun	X	
Jacqueline Pointer	X		Mary Serio	X	
Jill Odom	X		Shauna Bishop	X	
LaVitta (Vee) Steward	X		Sheryl Jones-Harper	X	
Micheal Pulley	X		Tenea Harris	X	

Motions Caries

Introduction of Guests:

Danielle Routh, Human Resource Manager – SUCSS

Cindy Neitzel, Assistant Director, Compliance Services Division- SUCSS

Colton Kert - Human Resource Representative- SUCSS

Josh Allen- Vice President for Human Resources - GSU

Update on Orientation- Cindy

New members will attend orientation, Cindy stated some changes made.
Members who would like a refresher will inform Cindy.

Public Comments: None

Review of Correspondence: None

Action Item

Approval of minutes of April 20th & 21st, 2023 Quarterly Meeting

Motion: To table approval of April 20th & 21st 2023 meeting minutes until October meeting

Made by: Christa Lawhun, **Seconded by:** Sheryl Jones-Harper

Roll Call Vote

Name	Aye	Nay	Name	Aye	Nay
Caryn Riley	X		Angelina Ross	X	
Elizabeth Cheek	X		Christa Lawhun	X	
Jacqueline Pointer	X		Mary Serio	X	
Jill Odom	X		Shauna Bishop	X	
LaVitta (Vee) Steward	X		Sheryl Jones-Harper	X	
Micheal Pulley	X		Tenea Harris	X	

Motions Caries

Report of Chair – Jill Odom

No Report

Updates: On August 25th, the Executive Committee will meet with HRDAC. Looking forward to continuing to meet with HRDAC. Hoping to have a good conversation in October at the next quarterly meeting with the full committee. Micheal will collect ideas for topics that full committee thinks should be included or expounded upon.

Council of Council is coming up, John will provide a document with more details. This will be a great opportunity to meet with each council and streamline civil service agendas.

Report of Executive Committee – Michael Pulley

We met in April with HRDAC, the meeting was very collaborative, and the best meeting that both groups have had in a long time. One item discussed was the Residency Requirement, we spent an hour on that topic and were in agreement on an amendment to the requirement.

Residency Requirement according to the Act- Cindy

As the act was written, residency is part of the application. To be admitted to the exam you must be an IL resident. JCAR in the past approved a rule that allowed for the professional, semi-professional and managerial classifications to be admitted to the examination if they are out of state applicants. The System Office has interpreted this Rule as a conflict with the Statute. When there is a conflict between the Statute and the Rule, the Statute takes precedence. The Rule has been suspended due to the conflict with the Statute.

Report of Executive Committee continued – Michael Pulley

Some of the other topics were the Rule of Three. HRDAC would like to increase the Rule of Three. The Executive Committee has not agreed to any particular number of increase to the Rule, there is some concern that increasing the Rule to much because it will not allow the system to avoid some of the “ism’s” such as nepotism. A pilot program on this issue would allow for an evaluation of what results would have been with a Rule of 6, 10, or other. This will allow HR to prove if a higher Rule would have given them different results.

Executive Committee Report Paused

Introduction of Guests:

Josh Allen- Vice President for Human Resources - GSU

GSU has focused on compensation in each department and position, moving the salaries up to 65% to midpoint. Have been able to make adjustments without going through the job/desk audit. Looking at job descriptions and completing a true market analysis across the state and the private sector. Don't mess with an employee's pay and benefits, take care of both of those and bring good culture and good retention can be achieved. Each Year a third of GSU's salary ranges are evaluated. They are developing a transparent compensation model to be put on their website.

Break @ 12:24pm, Reconvened @ 1:35pm

Report of Executive Committee continued...

Cindy wanted to clarify what was said in the EAC/HRDAC meeting and make sure questions are clear. In terms of the Residency Requirement, what questions remain? The word “and” links admission to examination to the Residence Requirement.

Extra Help extensions are approved by the System Office currently, but on a very limited basis. Extensions are not in the Act or Rule, just in the procedure manual. EAC position is split between extending up to a year and not touching extensions at all.

Executive Committee Report Paused

Report of SUCSS Executive Director – Cindy (Gail not present)

Merit Board

Dates for next Merit Board Meeting August 17th or 24th 2023

Class Plan- Danielle

Revised accounting series, level 1&2, converted from knowledge to credential assessment
Revised Dental Assistance series, level 1&2, converted from knowledge to credential assessment
Consolidation of IT series, IT Management discontinued
Working on the nursing classifications
Working on Drivers and Route Drivers
Working on live caption captures
Working on Operating Room Tech
Deleted 9 classifications earlier this year

Governance Risk & Compliance Audit- Cindy

Audit team has grown by 1 staff member
Continue to be engaged with Chicago State University following 2022 audit
Issued draft audit report to UIC
Issued draft audit to Northern Illinois University
Final Audit for Southern School of Medicine
Determining findings for Illinois State University and Governors State University

Legal Update- Cindy

During FY2023 42 written charges for discharge were served to employees and 7 hearings were requested by employees. As of date for FY 2024 0 written charges for discharge have been served.
One pending Administrative Review, State of IL vs Chad Bateman, applicant attempted to cheat on an exam
Benson Bradford vs Merit Board, Filed compliant for Merit Boards decision to discharge him
James Keyhoe vs Merit Board, Filed compliant to review Merit Boards decision to terminate him
Christopher Bean vs SUCSS, Field charge against labor organization, with IELRB

Report of Executive Committee continued...

Credential Assessment- Can we discuss the plans to schedule open and continuous testing. We have concerns on interrater reliability. There is concern that some HR staff have discussed the grading rubric with applicants.
Topics that will be brought up in August- Many positions seem to be backed into promotions via desk audit. Grant Funded positions, positions regardless of how funded must follow the ACT & Rules. HR would like a new appointment status for Grant Funded positions.

Recess @ 4:30pm until Friday Morning

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING
 10:30 a.m. on Friday, July 1st, 2023

Chair Odom called the meeting to order at 10:38 a.m. on July 14th Roll call was taken, and a quorum was present.

Present: Caryn Riley, Elizabeth Cheek, , Jacqueline Pointer, Jill Odom, LaVitta Steward, Michael Pulley, Andrew Harpst, Christa Lawhun, Mary Serio, Shauna Bishop, Sheryl Jones-Harper, Tenea Harris

Absent: Andrea Hoskinson, Thomas Oliver Rosner, Gary Gilpin, John Hulseberg, Patricia Meyers

Guest: Angelina Ross, *Cindy Neitzel, Assistant Director, Compliance Services Division- SUCSS*
 Colton Kert - *Human Resource Representative- SUCSS*

Motion: To waive Constitution and Bylaws to allow Angelina Ross to participate and vote in the meeting.

Made by: Shauna Bishop, **Seconded by:** Caryn Riley

Roll Call Vote

Name	Aye	Nay	Name	Aye	Nay
Caryn Riley	X		Christa Lawhun	X	
Elizabeth Cheek	X		Mary Serio	X	
Jacqueline Pointer	X		Shauna Bishop	X	
Jill Odom	X		Sheryl Jones-Harper	X	
LaVitta (Vee) Steward	X		Tenea Harris	X	
Micheal Pulley	X				

Motions Caries

Report of Executive Committee continued...

If there are any topics that anyone would like to be included in the next joint EAC/HRDAC, please Micheal. Additionally, please forward any changes to the Constitution and Bylaws and Member Manual so that the documents are ready by January when new members start.

Report of Legislative Committee – Shauna Bishop

- HB0301 - AIM HIGH Program - no longer pilot program - sent to Governor 6/22/23
- HB1767 - IL residency requirement - sent to Governor 6/15/23
- HB3760 - Public University Uniform Admission Pilot Program Act - 4-yr uniform admission system pilot program to admit Community College transfer students - Public Act 103-0205 6/30/23 - Effective 1/1/24
- HB3798 - Social Worker Grant - All internships for school social workers must be paid internships - Senate Assignments 4/28/23
- HB25828 - Hunger Free Campus - BHE to establish hunger-free campus grant program - sent to Governor 6/8/23

- SB090 - Harassment in Education - Higher Ed institutes establish, implement, and maintain a continuing race-related discrimination and harassment program
- sent to Governor 6/22/23
- SB099 - Removing Barriers to Higher Education Success Act - easier to determine disability criteria and reasonable accommodations - Public Act 103-0058 6/9/23 - Effective 1/1/24
- SB1115 - Line of duty disability for police officers - Public Act 103-0080 6/9/23 - Effective immediately
- SB1907 - Emergency Contraception - Higher ed institutes required to make emergency contraception avail at least one wellness kiosk on campus - sent to Governor 6/9/23

Report of Election Committee – John Hulseberg

No Report- Postponed until October meeting.

Update to 2023 Quarterly Meeting Schedule:

- Wednesday, October 18th & Thursday, October 19th Meeting
Northern Illinois University – DeKalb, Illinois
- Friday, October 20th Council of Councils
Northern Illinois University – DeKalb, Illinois

At the October meeting we usually set the Calendar for the next year, Which campus can host quarterly meetings and 2024 Council of Council meetings. – Budget items to be considered for hosting, space for at least 100, lunch, parking, speakers, dinner the night before, activities and swag bag.

Other Items as Presented:

Vee Steward- How can the compensation component be separated from the hiring and recruiting component?

Why can't we have transparency for the pay range on the position posting? Pending Legislation will require salary range to be posted on position posting.

Motion to Adjourn: Christa Lawhun **Seconded by:** LaVitta (Vee) Steward

*A roll call vote was taken, and all were in favor.
The meeting was adjourned at 11:34 p.m. by Jill Odom.*

Respectfully submitted,


Jacqueline Pointer, Secretary


Jill Odom, Chair