

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE MEETING

*Thursday, January 19th and Friday, January 20th 2023
Meeting hosted by State Universities Civil Service System Office
1717 Philo Road, Urbana, Illinois 61802*

Chair Odom called the meeting to order at 11:11am on Wednesday, October 12th following discussion regarding masking request. 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, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Serio, and Vee Steward (joined at 11:19). Tony Craven, Gary Gilpin, and Andy Harpst left the meeting following Roll Call to rejoin remotely.

Absent: Tony Craven, Rick Marr, Caryn Riley, and Peter Skrypkun

Introduction of Guests:

Gail Schiesser – Executive Director – SUCSS, Cindy Neitzel – SUCSS, Danielle Routh – SUCSS Office, Noelle Rowe – SUCSS Office, Jonah Jett – SUCSS Office, and Jenn Miles – SUCSS Office

Installation of New Members and Reading of Oath and Obligation:

Christa Lawhun – Illinois State University
Jacqueline Pointer – Chicago State University (re-elected)
Thomas Rosner – Western Illinois University
Angelina Ross – University of Illinois—Chicago
Shauna Bishop – Southern Illinois University – School of Medicine (re-elected)

Motion made to allow Representatives not physically present to participate remotely as allowed in amended SUCSAC Constitution & Bylaws during the January 19th and 20th Quarterly Meeting:

Motion made by Shauna Bishop. Seconded by Sheryl Jones-Harper.

Shauna Bishop	Aye	Andrea Hoskinson	Aye	Michael Pulley	Aye
Elizabeth Cheek	Aye	John Hulseberg	Aye	Caryn Riley	---
Tony Craven	Aye	Sheryl Jones-Harper	Aye	Thomas Rosner	Aye
Gary Gilpin	Aye	Christa Lawhun	Aye	Angelina Ross	Aye
Andy Harpst	---	Jill Odom	Aye	Mary Serio	Aye
Tenea Harris	Aye	Jacqueline Pointer	Aye	Lavitta Steward	Aye

Motion to waive the physical quorum requirement in our bylaws to allow those participating remotely to participate and have full voting privileges during the January 19th Quarterly meeting.

Motion made by Michael Pulley. Seconded by Elizabeth Cheek.

Shauna Bishop	Aye	Andrea Hoskinson	Aye	Michael Pulley	Aye
Elizabeth Cheek	Aye	John Hulseberg	Aye	Caryn Riley	---
Tony Craven	Aye	Sheryl Jones-Harper	Aye	Thomas Rosner	Aye
Gary Gilpin	Aye	Christa Lawhun	Aye	Angelina Ross	Aye
Andy Harpst	---	Jill Odom	Aye	Mary Serio	Aye
Tenea Harris	Aye	Jacqueline Pointer	Aye	Lavitta Steward	Aye

Orientation and Open Meetings Act Training:

Cindy Neitzel will reach out to New Members to schedule a date and time to conduct Orientation. Gail Schiesser stated that anyone who starts their term today, both new members and reelected members, has 90 days to complete OMA training online. Please send your certificates to Jill Odom for filing. Links for the training was sent to the new members in their introductory email and Jill Odom will send the link to Shauna & Jacqueline.

Public Comments:

None submitted

Review of Correspondence:

None submitted

Members of EAC introduced themselves to the new members

Tony Craven and Gary Gilpin rejoined the meeting remotely.

Approval of Minutes of the October 12 and 13, 2022 Quarterly Meeting:

John Hulseberg motioned to approve the October 12 and 13, 2022 Quarterly Meeting minutes as amended. (Changes were grammatical.) Seconded by Lavitta Steward.

Shauna Bishop	Aye	Andrea Hoskinson	Aye	Michael Pulley	Aye
Elizabeth Cheek	Aye	John Hulseberg	Aye	Caryn Riley	---
Tony Craven	Aye	Sheryl Jones-Harper	Aye	Thomas Rosner	Present
Gary Gilpin	Aye	Christa Lawhun	Aye	Angelina Ross	Aye
Andy Harpst	---	Jill Odom	Aye	Mary Serio	Aye
Tenea Harris	Aye	Jacqueline Pointer	Aye	Lavitta Steward	Aye

Motion carried.

Approval of Minutes of the December 6, 2022 Special Committee Meeting:

Elizabeth Cheek motioned to approve the October 12 and 13, 2022 Quarterly Meeting minutes. Seconded by Christa Lawhun.

Shauna Bishop	Aye	Andrea Hoskinson	Aye	Michael Pulley	Aye
Elizabeth Cheek	Aye	John Hulseberg	Aye	Caryn Riley	---
Tony Craven	Aye	Sheryl Jones-Harper	Aye	Thomas Rosner	Present
Gary Gilpin	Aye	Christa Lawhun	Aye	Angelina Ross	Aye
Andy Harpst	---	Jill Odom	Aye	Mary Serio	Aye
Tenea Harris	Aye	Jacqueline Pointer	Aye	Lavitta Steward	Aye

Motion carried.

Report of the Chair:

Chair Odom gave a brief report regarding the November 10, 2022 meeting of the Merit Board. The committee considered three discharge proceedings with two moving to discharge and one moving to a 30 day suspension, approval on proposed rulemaking to Sections 250.0 and 250.20 of the Code regarding a definition change and DER forms, approval on emergency rulemaking to Section 250.100 of the Code

regarding the creation of a Transfer List for employers to use in the appointment of law enforcement, a change to their Bylaws regarding deletion of the Administrative Advisory Committee, and approval of their 2023 schedule of meetings. Reports made to the Merit Board were from Melissa Mlynski on behalf of the HRDAC group, by Jill Odom on behalf of the SUCSSAC, and Executive Director Schiesser on behalf of the System Office. During her report, Chair Odom also mentioned that it has been one year since the interim title has been removed from Executive Director Schiesser's title. Congratulations again Gail and thank you for your leadership. The next meeting of the Merit Board is scheduled for March 16, 2023.

Break at 12:00 – returned at 12:18

Report of Executive Committee by Jacqueline Pointer:

Last meeting of the Executive meeting was December 6, 2022, via zoom. The committee addressed action items to approve mins from the September 14th and the October 13th meetings. Ongoing charge of the committee is continued discussion regarding the Promotion Process. Objective is to ensure that opportunity and merit are not circumvented. Also considered language regarding “other duties as assigned.”

Break for lunch at 1:00 – returned at 1:30

Report of the Legislative Committee by Shauna Bishop:

Gave report of legislative movement and approval during the 102nd General Assembly session as well as laws signed in 2022 effective January 1, 2023. Some of these are the approval of the Workers Rights Amendment, Minimum Wage Increase to \$13 an hour, PA102-1022 – the School Social Work loan repayment bill, PA102-1047 – Illinois Higher Education Savings Program, and PA102-1050 – 10 days of unpaid leave for women related to miscarriage, stillbirth, adoption, other matters related to fertility, etc. For this current General Assembly session, there are a couple of things on our watch list, referred to Rules – HB1097 HE Grant of exonerated persons and HB995 Ed Credit for Election Judges.

Report of the Election Committee by John Hulseberg:

The committee met on December 13th. The only action was to approve the minutes from the two previous meetings. I would like to point out that for Jacqueline and Shauna, those are both 4-year terms. For Christa and Thomas, those are both 4-year terms. Angie is replacing Hemali Shah for a 3-year term. And then our other new member Patty Meyer who will join us in April is a 3-year term. For this fall, positions that will be up for election are Caryn Riley, Andrea Hoskinson, Andy Harpst, Jill Odom, and myself, John Hulseberg.

Discussion Regarding Requested meeting between HRDAC and EAC:

Chair Odom shared with the group that the HRDAC has requested a joint meeting between their group and EAC. Request was that they meet with a smaller group first such as Executive Committee to discuss topics, a regular schedule of meetings, and process. Chair gave short recap of history of previous joint HRDAC/EAC meetings. These typically lasted for two to four hours and went well for a while, but the last meeting was not productive, in fact very negative in nature, so they ceased. We would all like to change the course of these to return to a positive and collaborative relationship.

Election moved to after report of Executive Director of SUCSS

Report of Executive Director Gail Schiesser

Gail started off with a reminder that the request for a joint meeting came from HRDAC and thus a positive step. Gail also directed the committee to view the SUCSS website where you will find a page for the Employee Advisory Committee where the Constitution & Bylaws are listed along with the Member Manual. Also, all of your agendas and minutes. Merit Board has a tab and administrative rules has a tab.

Merit Board:

The next meeting of the Merit Board is February 9th. The Merit Board is missing a couple of members, waiting for appointment of members from the U of I. The U of I is waiting on the Governor to appoint trustees to the U of I board of trustees and then they will appoint members to the Merit Board.

Following a question from John Hulseberg, Gail responded to a question regarding the reduction of a 30-day suspension. The Merit Board has three options with regard to discharges: support warrant for discharge, does not support but does warrant discipline – can suspend up to 120 days; and does not support for discharge – return to work without loss. The Merit Board disagreed with the university about the severity of this particular case seeing that there was no progressive discipline. The Merit Board made known their strong preference for progressive discipline prior to coming to the Merit Board in matters that are, generally speaking, of the everyday kind of employee wrongdoing; no show, no call, progressive in matters.

Gail spoke to the approval of the rulemaking emergency rule regarding transfers of police officers only. It is being considered by JCAR with no objection from the System Office. The emergency rule became effective on December 2nd and is good for 90 days. It changed the rule from any university to have 2 lateral transfers to a sliding scale based on the size of their force. The emergency rule is effective until the end of April with the hope of finalizing it before the emergency rule expires.

There were technical changes to the definition of Designated Employee Representative. Also made modification in the DER rule that universities need to immediately designate a DER upon vacancy. The DER has to be nominated by a chief administrative officer (not themselves) immediately. If the vacancy is due to an emergency, the need for an exception, the exception is that they have 3 business days to nominate.

The Director recently met with HRDAC and they indicated that they still have some things they would like changed in the administrative rules and the act. We, the System Office, can't change the act but we can change the rules. Grant Funded employees continues to be a concern. They have concerns about difficulties surrounding Extra Help. The exponential number of violations of the rules with Extra Help definitely needs addressed. The question is how to change the rule.

Andy Harpst rejoined the meeting remotely at approximately 12:50pm

HRDAC reports not getting enough referrals with the Rule of 3. They are not getting enough referrals and would like to change the rule. Our hope was that the change to credential assessments would help but we still need to see how this change effects the numbers. If they are not getting enough referrals, then we can come back to this. The Rule of 3 in its current form didn't exist initially so we can study it and see what needs to change and when. Question posed by Jill Odom – What are the chances of expanding to the Rule of 4 or 5? Gail explained rule of three for new members. We'll want to study that. There was a Pilot Program which used banded scores for a limited number of classifications to compare how were referred versus how many with the rule of 3. Would like to live with current credential assessment for a time. Massaging the register to get to a particular person is not the path the System Office would like to see. Expanding the Rule to 4 or 5 or... may give them more candidates to pick or choose from but may not. Gail explained PAA's, Principal Administrative Appointments. These were a separate problem entirely as there were no rule that was followed.

Discussion occurred related to banded scores for custom classes. Would resist using banded scores for anything other than custom classes. Do not want a generalized banded scores rule or process.

Class Plan Update:

Danielle gave an update on Credential And Compensation Division's credential assessment project to update all paper and e-test knowledge test to the credential assessment process. Since the start of the fiscal year we have completed 523 classification exams. Most recently the accounting series (accounting assistant, accounting officer, and accounting specialist) went into effect on January 15th. Revisions in progress are the information technology support associate, information technology associate, information

technology manager/administrative coordinator. That notice went out on December 19th. Also revising respiratory care series with notice out on January 10th. The dental assistant series (dental asst I and II) was revised last year on February 15, 2022 so need to wait to revise that one with an effective date of February 15, 2023. As with any classification management plan, deletion notice regarding classifications unused was sent. There are several to be deleted from the class plan on January 15th such as the dairy food plant attendant, direct mail manager, experimental field worker, foods laboratory assistant, naturalist surgical supplies and equipment worker, traffic manager, and trauma registrar. All of these are unfilled classifications. We will continue to move forward with the revisions. Pending notices and recently completed notices are listed on the website.

Discussion proceeded regarding text from former EAC representative Michael Murphy with the concern that changes and updates related to testing and the credential assessment was done without the knowledge and input from civil service employees or the unions. Gail relayed to the group that testing rubrics are the responsibility of the System Office. The testing process has not been eliminated as the testing process has been, is moving to credential assessments. The content of test is not shared with bargaining groups. The credential assessment is still a test and not available for public view.

Recessed for lunch from 1:03 to 2:00

Governance Risk & Compliance Audit:

Cindy Neitzel updated committee on activities. Audit team remains regularly engaged due to some compliance concerns from 2020. Have also been engaged in several other compliance and training activities outside their scope of functions.

Audit Report Status: For UIC, the data analysis is complete and we're drafting the report now. Final report is only one published on website. For NIU, the data analysis still ongoing. We did finalize the SURS audit and it was completed January 5th. For CSU, ISU, and GS we are still doing follow-up activities. For SIU-SOM, data analysis complete and drafting report. Some of the upcoming 2023 audits include a remote visit to EIU from March 20th to the 24th. UIUC remote visit is scheduled for April 24th through the 28th and May 1st through the 5th. IBHE, ICCB and DSCC still remain to be scheduled. The time frame for published reports depends on the size of the agency or university, the amount of follow-up needed, and how much data there is to analyze. UIC is one of the largest so it takes a considerable amount of time to complete reviews. An agency like SURS will take far less time than a university like UIC. Final reports of smaller agencies can be posted sooner than a larger university. We send the request for material packet to the university and then send the schedule two to three week prior to the visit. They will reach out to EAC reps and Civil Service counsels to meet with me. I will make sure to clarify that with them before the audit.

Legal Update:

We have four open legal matters. The criminal misdemeanor matter that still stands in Madison County. 2019 electrician candidate that cheated on an exam – cycling toward a jury trial or a plea. Christopher Bean from UIC was discharged by the Merit Board in late 2021. He filed a labor relations complaint against the System Office alleging a labor violation by a labor organization. We are not a labor organization, we are regulatory. Labor Relations board dismissed, and he appeal that directly to appellate court. Motions were filed and his brief is due by the end of January. Expect that to last several months. Have two appeals from discharge matters to direct appeals for administrative review. Bradford was discharged in 2021, filed for administrative review in December. That has been fully briefed. UIC filed motion to dismiss. No movement until court rules. James Keogh was discharged in 2022. It was brought to administrative review on several grounds including that his presentation to the Merit Board and public comment was ex parte. It has been fully briefed and the judge is taking this under advisement. Could be until June before decided.

One pending discharge from UIC-UIH for review by the Merit Board in February. There are several open cases but no one has requested a hearing.

Discussion regarding the written charge for discharge process ensued including the hearing request, grievance process, and employment actions (hiring, firing, discipline, reassigning, etc.), benefits. Please note that what happens at the university is not a hearing, it's a meeting.

No update regarding hiring of Legal Counsel for System Office. More to come. Gail Hankins just left office so down one position for Compliance & Compensation. IBHE published (recommended) exactly what we asked for, but we'll know what we get when the budget legislation passes.

Veve asked Gail about HB1172 (2022) – subcommittee asked that we review and make recommendations. No one on campus is talking about this anymore. Are they still trying to revamp, rebuild, the civil service system? Is there any talk about those items.

Gail asked that HRDAC abate any other legislation or action until we are able to discuss and they agreed. HRDAC knows that we (SO) have conversations with EAC and they would like to be involved in those conversations as well.

Chair Odom noted that our view is that HRDAC has a great relationship with the Merit Board and that EAC has a glowing relationship with the SO. Neither of those views are accurate and the hope is that through the upcoming joint meeting, those assumptions can be clarified.

Vice Chair Pulley encouraged the committee to reach out to and build relationships with our individual Merit Board members.

Chair Odom stated we have to conduct ourselves in a professional manner at all times. We are not representing just our individual universities but all of the state universities. The work that we do is taking into account matters related to all of our civil service employees.

Break at 12:00 – returned at 12:18

Elections for Officers and Standing Committees:

Discussion regarding election process with Director Schiesser confirmed that the election process can proceed with SUCSAC conducting the process. John Hulseberg, Chair of the Election Committee, conducted the election.

For Chair:

Shauna Bishop nominated Jill Odom. She accepted the nomination.

Jill Odom nominated Michael Pulley. He accepted the nomination.

Nominations closed.

Shauna Bishop	JO	Andrea Hoskinson	JO	Michael Pulley	JO
Elizabeth Cheek	MP	John Hulseberg	JO	Caryn Riley	---
Tony Craven	MP	Sheryl Jones-Harper	JO	Thomas Rosner	JO
Gary Gilpin	MP	Christa Lawhun	JO	Angelina Ross	JO
Andy Harpst	MP	Jill Odom	MP	Mary Serio	MP
Tenea Harris	JO	Jacqueline Pointer	JO	Lavitta Steward	MP

Votes were voice cast and tabulated. Votes were 10 for Jill Odom and 7 for Michael Pulley
Jill Odom elected Chair.

For Vice Chair:

Jill Odom nominated Michael Pulley. He accepted the nomination.

Shauna Bishop nominated Jacqueline Pointer. She accepted the nomination.

Mary Serio nominated John Hulseberg. He declined the nomination.

Nominations closed.

Shauna Bishop	JP	Andrea Hoskinson	JP	Michael Pulley	JP
Elizabeth Cheek	MP	John Hulseberg	MP	Caryn Riley	---
Tony Craven	MP	Sheryl Jones-Harper	JP	Thomas Rosner	JP
Gary Gilpin	MP	Christa Lawhun	MP	Angelina Ross	MP
Andy Harpst	MP	Jill Odom	MP	Mary Serio	MP
Tenea Harris	JP	Jacqueline Pointer	MP	Lavitta Steward	MP

Votes were voice cast and tabulated. Votes were 11 for Michael Pulley and 6 for Jacqueline Pointer. Michael Pulley elected Vice Chair.

For Secretary:

Christ Lawhun nominated Mary Serio. She declined the nomination.
 Jill Odom nominated Shauna Bishop. She accepted the nomination.
 Shauna Bishop nominated Jacqueline Pointer. She accepted the nomination.
 Nominations closed.

Shauna Bishop	JP	Andrea Hoskinson	JP	Michael Pulley	SB
Elizabeth Cheek	SB	John Hulseberg	JP	Caryn Riley	---
Tony Craven	SB	Sheryl Jones-Harper	JP	Thomas Rosner	JP
Gary Gilpin	JP	Christa Lawhun	SB	Angelina Ross	JP
Andy Harpst	SB	Jill Odom	SB	Mary Serio	SB
Tenea Harris	JP	Jacqueline Pointer	JP	Lavitta Steward	SB

Votes were voice cast and tabulated. Votes were 9 for Jacqueline Pointer and 8 for Shauna Bishop. Jacqueline Pointer was voted Secretary by acclamation.

Elections for Executive Committee:

Vice Chair of SUCSAC (Michael Pulley) serves as Chair, Chair (Jill Odom) serves as ex officio, with 5 additional members:

John Hulseberg nominated Angie Ross. Vee Steward seconded. She accepted.
 Jill Odom nominated John Hulseberg. Tenea Harris seconded. He accepted.
 Jill Odom nominated Tenea Harris. Shauna Bishop seconded. She accepted.
 John Hulseberg nominated Andy Harpst. Shauna Bishop seconded. He accepted.
 Michael Pulley nominated Elizabeth Cheek. John Hulseberg seconded. She accepted.
 Jacqueline Pointer self-nominated. Michael Pulley seconded. She accepted.
 Jill Odom nominated Mary Serio. Shauna Bishop seconded. She accepted.
 Tenea Harris nominated Vee Steward. She declined.
 Jill Odom nominated Shauna Bishop. Vee Steward seconded. She accepted.

EAC Rep	Nominated
Shauna Bishop	Serio, Hulseberg, Harris, Harpst, Cheek, Pointer
Elizabeth Cheek	Bishop, Cheek, Harris, Hulseberg, Serio, Ross
Tony Craven	Bishop, Harpst, Harris, Hulseberg, Pointer, Serio
Gary Gilpin	Hulseberg, Harpst
Andy Harpst	Bishop, Harpst, Harris, Hulseberg, Pointer, Ross
Tenea Harris	Bishop, Cheek, Pointer, Hulseberg, Ross, Serio

Andrea Hoskinson	Bishop, Cheek, Harris, Hulseberg, Pointer, Ross
John Hulseberg	Hulseberg, Ross, Harris, Harpst, Cheek, Serio, Bishop
Sheryl Jones-Harper	Pointer, Bishop, Hulseberg, Harris, Serio, Ross
Christa Lawhun	Hulseberg, Harris, Cheek, Pointer, Serio, Bishop
Jill Odom	Bishop, Cheek, Hulseberg, Pointer, Serio, Ross
Jacqueline Pointer	Serio, Hulseberg, Bishop, Pointer, Harpst, Cheek
Michael Pulley	Bishop, Cheek, Harris, Hulseberg, Pointer, Ross
Caryn Riley	<i>Not in attendance</i>
Thomas Rosner	Bishop, Cheek, Harris, Hulseberg, Pointer, Serio
Angie Ross	Ross, Hulseberg, Tenea, Cheek, Serio, Bishop
Mary Serio	Cheek, Ross, Pointer, Bishop, Hulseberg, Serio
Lavitta Steward	Ross, Harris, Harpst, Cheek, Bishop, Serio

John Hulseberg requested a break to tally the votes. Break from 3:15 to 3:49.

Following initial tabulation and due to a tie, we now need to vote for two of the following three: Tenea Harris, Jacqueline Pointer, or Angie Ross

EAC Rep	Nominated
Shauna Bishop	Harris, Pointer
Elizabeth Cheek	Harris, Pointer
Tony Craven	Harris, Pointer
Gary Gilpin	Harris, Pointer
Andy Harpst	Harris, Pointer
Tenea Harris	Ross, Pointer
Andrea Hoskinson	Harris, Ross
John Hulseberg	Harris, Ross
Sheryl Jones-Harper	Harris, Pointer
Christa Lawhun	Harris, Pointer
Jill Odom	Pointer, Ross
Jacqueline Pointer	Harris, Pointer
Michael Pulley	Harris, Pointer
Caryn Riley	<i>Not in attendance</i>
Thomas Rosner	Harris, Pointer
Angie Ross	Harris, Ross
Mary Serio	Pointer, Ross
Lavitta Steward	Harris, Ross

Harris 14, Pointer 13, Ross 7,

Elected Executive Committee Members:

Michael Pulley, Shauna Bishop, Elizabeth Cheek, Tenea Harris, John Hulseberg, Jacqueline Pointer, Mary Serio, and Jill Odom

Election for Legislative Committee Members:

Committee consists of 4 members with one from U of I System and one from SIU System. Chair (Jill Odom) serves as ex officio.

Mary Serio nominated Shauna Bishop. Elizabeth Cheek seconded. She accepted.

Jacqueline Pointer nominated Vee Steward. Shauna Bishop seconded. He accepted.
 Jill Odom nominated Angie Ross. Michael Pulley seconded. She accepted.
 Jill Odom nominated Andrea Hoskinson. Shauna Bishop seconded. She accepted.
 Shauna Bishop nominated Thomas Rosner. John Hulseberg seconded. He accepted.
 Jill Odom nominated Christa Lawhun. Mary Serio seconded. She accepted.
 ___ nominated Sheryl Jones-Harper. She declined.
 Shauna Bishop nominated Tony Craven. He declined.

With no other nominations, John Hulseberg made a motion to accept all seven nominations for the Legislative Committee. Jill Odom seconded. Nominees include: Shauna Bishop, Tony Craven, Andrea Hoskinson, Christa Lawhun, Thomas Rosner, Angie Ross, and Vee Steward
 Roll call vote

Shauna Bishop	Aye	Andrea Hoskinson	Aye	Michael Pulley	Aye
Elizabeth Cheek	Aye	John Hulseberg	Aye	Caryn Riley	---
Tony Craven	Aye	Sheryl Jones-Harper	Aye	Thomas Rosner	Aye
Gary Gilpin	Aye	Christa Lawhun	Aye	Angelina Ross	Aye
Andy Harpst	Aye	Jill Odom	Aye	Mary Serio	Aye
Tenea Harris	Aye	Jacqueline Pointer	Aye	Lavitta Steward	Aye

Motion carried.

Update on Schedule for 2023 SUCSAC Quarterly Meetings:

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

- April Quarterly Meeting is set for Thursday, April 20, 2023, and Friday, April 21, 2023. Tentative location is ISU. Christa Lawhun will confirm space. Michael Pulley to check on availability at SIU-E. Jacqueline Pointer to check on availability at CSU.
- July Quarterly Meeting is set for Thursday, July 13, 2023, and Friday, July 14, 2023. Meeting to be hosted by GSU. Details forthcoming from Sheryl Jones-Harper.
- 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. John has made lodging reservations / holds and is working on a dinner Thursday evening. Additional details are forthcoming.

Motion to Recess by Michael Pulley, Seconded by Vee Steward.
 Recessed at 4:22pm to reconvene on Friday, January 20, 2023, at 10:30am.

Reconvened at 10:30am on Friday, January 20, 2023

Roll Call

Present:

Shauna Bishop, Elizabeth Cheek, Tony Craven, Gary Gilpin, Andy Harpst, **Tenea Harris**, Andrea Hoskinson, John Hulseberg, Sheryl Jones-Harper, Jill Odom, Jacqueline Pointer, Michael Pulley, Thomas Rosner, Angie Ross, Mary Serio, and Vee Steward, Tony Craven, Gary Gilpin, and Andy Harpst left the meeting following Roll Call to rejoin remotely.

Absent: Caryn Riley

Guests: Gail Schiesser, Bob Curry, Jenn Miles

Other Items as Presented:

Bob Curry at the Systems Office will update Drop Box access for members.

Constitution & Bylaws on the website is out of sync with the most current version. The executive committee will work on updating that with the most current version and then next time the Executive Committee meets they will begin working on updating further as needed.

The Membership Manual is also in need of updates. This should be done annually and will also be worked on with the Executive, Legislative, and Election Committees.

For the joint meeting between HRDAC & EAC, we've located some dates in March & April and we will work with Gail to get that scheduled.

The Executive Committee is still looking at and gathering information on our campuses regarding promotions through audit. We will work with HRDAC on this as well as on our own. This is a big task to accomplish this year.

We have not been good at meeting requirements for our minutes and will address this in our Bylaws. Our plan is to require that meeting minutes are made available for review one week following the close of each meeting.

Reminder that if you are not able to attend meetings in person, please let the chair know as soon as possible as this may affect the committee's ability to have a quorum.

Question was raised regarding our total membership. SURS is on our list but does not send a membership. The vacancy for UIS has been filled but was not filled in time for the new representative to attend this meeting.

The following question was raised, and a discussion followed: Is there anything that we can do to bring attention to workflow; employees overwhelmed? Though this isn't something that this committee can address we can certainly bring this up during our meeting with HRDAC. The quantity of work is increasing without a change in job descriptions or wage. Work-Life balance is being affected, mental health is being affected, and so our work life is affected. As positions leave, work is redistributed rather than filling the vacancy. The increase in workload is causing many employees to work beyond their 7 ½ hour workday to keep up with the work. This is a cost savings to the university however, it causes other issues with current employees in their moral, production, and opportunities. The request was made within this group to convey the same message to our individual boards of trustees. This can be done as a body so long as the message ties into Civil Service. This is related to volume of work and not type of work.

Working through your university's human resources, your board of trustees, and your civil service councils and senates. At what point does work stop because we cannot keep up and it is determined that additional staff is needed to complete this volume of work? This is an issue across all of our state universities with unique examples at all levels and all classifications. As all of our universities deal with budget issues, salary inequities, resignations, retirements—this is still an issue that must be addressed to ensure we have the qualified and valuable staff needed to complete the work. How are our HR offices dealing with these imbalances in the work of staff as they have lost staff as well. Increased workload is not sustainable as we move to improve our universities as all levels – academic and administrative.

A question regarding “how can there be a reduction in force but still hire” was raised. This all depends on the function of the position. There may be a reduction in staff in one area but an increase in need in another. Layoffs are always tricky, layoffs and seniority are tricky. The reappointment register comes into effect here as well.

Motion to Adjourn: Michael Pulley **Seconded by:** Vee Steward

The meeting was adjourned on Friday, January 20, 2023, at 11:22am by Jill Odom.

Respectfully submitted,

Jacqueline Pointer, Secretary

Jill Odom, Chair