

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
*Northern Illinois University in the Holmes Student Center, Sky Room – 16th floor, 340 Carroll Avenue,  
DeKalb, Illinois 60115, 9:00 a.m. on Wednesday, Oct 18<sup>th</sup>, 2023.*

**Chair Odom called the meeting to order at 9:15 a.m. on October 18<sup>th</sup>. Roll call was taken, and a quorum was present.**

**Present:** Andrea Hoskinson, Thomas Oliver Rosner, Caryn Riley, Elizabeth Cheek, Jacqueline Pointer, Jill Odom, John Hulseberg, Michael Pulley, Angelina Ross, Christa Lawhun, Shauna Bishop, Sheryl Jones-Harper, Tenea Harris

**Absent:** Patrica Meyer, Andrew Harpst, Mary Serio

**Guest:**

SUCSAC- Gary Gilpin, University of Illinois  
LaVitta Steward, University of Illinois  
Lindsay Partlow, Eastern Illinois University

SUCSS Office- Noel Rowe, HR Associate  
Jonah Jett, Audit Coordinator  
Gail Schiesser, Executive Director  
Bob Curry, IT Manager/Administrative Coordinator

HRDAC- John Acardo, Northern Illinois University  
Amelia Hartnett, Western Illinois University  
Joshua Allen, Governors State University  
Janice Bonneville, Illinois State University  
Colette Homan, Illinois State University  
Alan Clay, Northern Illinois University  
Liz Guess, Northern Illinois University  
Cheri Canfield, University of Illinois (Chicago)  
Carl Chambers, Southern Illinois University Edwardsville  
Nichole Hemming, State Universities Retirement System  
Linda Holloway, Eastern Illinois University  
Shari Mickey-Boggs, University of Illinois (Urbana-Champaign)  
Deborah Stone, University of Illinois (Urbana-Champaign)  
Robb Craddock, University of Illinois (Urbana-Champaign)  
Angela Foster, University of Illinois  
Greg Brady, Northern Illinois University  
Melissa Mlynski, University of Illinois (Springfield)  
Melisa Hatch, University of Illinois (Springfield)  
Gracie Pena, University of Illinois  
Pulchratia Lacey, Northern Illinois University  
Sandra Marak, Northern Illinois University  
Jami Painter, University of Illinois (Urbana-Champaign)  
Peter Rocky, Governors State University  
Cassandra Standberry, Western Illinois University  
Nicholas Wortman, Southern Illinois University Carbondale

**Public Comments:** None

**Review of Correspondence:** None

*Recess @9:41am until 10:00am*

**Joint SUCSAC and HRDAC Meeting called to order by Chair Jill Odom**

**Introduction of Guests:**

*Introduction of SUCSAC and HRDAC by institution*

*Introduction of State Universities Civil Service System Office Staff*

*Discussion Topics with HRDAC and SUCSAC Executive Committee*

**Residency Requirement: Updates on fact sheet, any movement, and next steps**

Jaime Painter submitted a fact sheet to everyone and requested input to turn over to University Relations team of her campus. A formal document will be sent to legislators. Concerns were discussed about changing the title of document's reference to "Modernization of SUCSS" to the focus of the document which is the residency requirement. SUCSAC members would like preference points to be given to Illinois Residents. After further discussion SUCSAC agreed to follow up with HRDAC with their position statement on the residency requirement proposed changes.

**Testing concerns for non-custom classifications**

HRDAC compiled a listing of classifications for the System Office to review where the "maq"s or rubric are not very reflective of what the job is. SUCSAC can not contribute to changes to the testing rubric, due to not being privy to the testing questions.

One of the biggest concerns and struggles from SUCSAC with banded scoring is the "ism"s. Staff have concerns about influence or pressure from management to demand specific applicants. What is HRDAC perspective on interrater reliability? Rules must be followed and noncompliance will be found in the Audit.

The System Office have come to the conclusion that a more standard approach and consistency is needed across the board on how credential assessments are viewed by HR. The goal is that similar candidates should have similar scores.

*Break of lunch @11:42am, Resume @ 12:20pm*

### **Rule of Three: Data presentation and discussion from HRDAC**

SUCSAC has requested data points of what the applicant pool would have been with a larger number rule. HRDAC will compile data for specific classifications over the past 6 months of Rule of 5 and Rule of 8. Data will be used by SUCSAC to consider how we can assist.

### **Extra Help Extension**

From Audit perspective, extra help is abused on campuses. Does not pay into SURS and can cannibalize the pension system. From an operations perspective HR feels 900 hrs does not fit. Trying to fill positions, sometimes it takes longer than 6 months to fill a position. Status employees should be the preferred method to fill a vacant position. A set of circumstances must be defined where it is appropriate that 900 is not enough. SUCSAC requested data from HRDAC to support recommendations to the System Office and Merit Board. Can the current Extra Help extension be incorporated into the Statute? How will extensions be monitored?

### **Grant Funded Appointments**

HR would like protections for Qualified Research Programs for large grants. What defines a Qualified Research Program? SUCSAC does not support any occurrence that a grant funded employee will lose protections due to funding source.

### **Promotion through reclassification or reallocation instead of through competition**

There is an increase of promotions obtained through the job/desk audit as opposed to competition. SUCSAC would like to see data that would help determine if there is a problem or not. Desk audits may be appropriate in some cases but that should not be the primary method.

### **Recap and next steps**

- 1) SUCSAC will discuss Residency Requirement at October 19<sup>th</sup> meeting and share position statement with HRDAC.
- 2) System will look at list of classifications related to testing concerns
- 3) Data will be pulled on Rule of 5 and Rule of 8 by HR and submitted to EAC
- 4) SUCSAC will have a further conversation on Extra Help extensions and come back to Jami Painter on position.
- 5) No additional need from SUCSAC on Grant Funded employees at this point
- 6) Suggestion to talk at local campus level on methods of how promotions are earned

### **Other items as presented**

Some items are outside of Civil Service reasons for staffing issues such as compensations and benefits. However salary compression is an area that suggested by HR that needs to be discussed. The state of California is moving to \$20 per hr. Salary compressions is a topic best discussed amongst HRDAC.

Nothing has changed in regards to Continuous and Open testing, only the type of testing, credential rather than knowledge based.

Additional Joint meetings will be scheduled after data is distributed and reviewed by both groups.

*Break @2:29pm, Resume at 2:52pm*

“Proposed Classification Modifications” document provided by HRDAC explained and clarified that any classification marked with an “x” is a desired a change.

Roll Call taken to confirm members present, a quorum was present

**Action Item**

Approval of minutes of April 20th & 21<sup>st</sup>, 2023 Quarterly Meeting

**Motion:** To approval of April 20<sup>th</sup> & 21<sup>st</sup> 2023 meeting minutes as amended

**Made by:** Christa Lawhun, **Seconded by:** Angelina Ross

**Roll Call Vote**

Name	Aye	Nay	Name	Aye	Nay
Caryn Riley	X		Angelina Ross	X	
Thomas Oliver Rosner	X		Christa Lawhun	X	
Jacqueline Pointer	X		John Hulseberg	X	
Jill Odom	X		Shauna Bishop	X	
Andrea Hoskinson	X		Tenea Harris	X	
Micheal Pulley	X				

**Motions Caries**

**Action Item**

Approval of minutes of July 13th & 14th, 2023 Quarterly Meeting

**Motion:** To approval of July 13th & 14th, 2023 meeting minutes as amended

**Made by:** Caryn Riley, **Seconded by:** Micheal Pulley

**Roll Call Vote**

Name	Aye	Nay	Name	Aye	Nay
Caryn Riley	X		Angelina Ross	X	
Jacqueline Pointer	X		Christa Lawhun	X	
Jill Odom	X		Shauna Bishop	X	
Andrea Hoskinson	X		Tenea Harris	X	
Micheal Pulley	X				

Abstained: Thomas Oliver Rosner, John Hulseberg

**Motions Caries**

## **Report of Chair – Jill Odom**

The Merit Board's last meeting was on Thursday, August 24, 2023, with members participating in-person and remotely. As usual, under the leadership of Chair Jones, the board meeting moved smoothly and efficiently. Three new board members were welcomed: Ramon Cepeda and Tami Craig Shilling from the University of Illinois System and Derek Wise from Western Illinois University.

Linda Holloway, the DER for Eastern Illinois, updated the Merit Board on recent committee activities. Linda spoke of fostering collaborative conversations focused on modernizing outdated language and processes. She stated that HRDAC and EAC had met on April 19<sup>th</sup> and would be meeting again tomorrow; Friday, August 25<sup>th</sup>. One of the items being discussed is the residency requirement. HRDAC feels that removing this requirement is vital, especially for universities that border surrounding states. Another item discussed is Credential Assessments. These lack consistency and there needs to be changes to the rubrics. The Rule of 3 provides limitations and needs to be broadened. She also stated that all seem open to Extra Help Extensions from the current 900 hours. This is also an important item for HRDAC. Discussions surrounding Grant Funded Employees was tabled and would be discussed at the next joint meeting. Linda went on to discuss the importance of looking at the hiring life cycle as it is lengthy and they are losing the war in attracting candidates. This needs to be streamlined. The move to credential assessments is appreciated. They have met with challenges but continue to work through the process. She stated that the employment environment has changed and to attract talent, we need to move forward as they still have concerns with competition with the private sector. HRDAC agrees with attracting the best and move towards the employer of choice.

I followed Linda with my report on behalf of EAC. I first thanked the board for their service to our civil service employees and then took a moment to introduce, reintroduce myself to the

board. I also shared the importance of this committee and our work with the System Office and the renewed collaboration efforts we are involved in with HRDAC. I also spoke about our joint meeting between HRDAC and the EAC Executive Committee on April 19<sup>th</sup> and the very productive exchange of ideas as we used the time to discuss challenges, concerns, and opportunities for collaboration. I also mentioned the Residency Requirement, Rule of Three, Extra Help, and Credential Assessment concerns. I noted that we would be meeting with HRDAC again the following day and then the full body of EAC would meet with HRDAC on Wednesday, October 18<sup>th</sup> at our quarterly meeting at NIU. I shared that we expect to have good collaborative discussions and then present the Merit Board with our areas of agreement and possibly some requests for improvement and clarification at the next Merit Board meeting. Michael will speak to this more during his report on behalf of the Executive Committee. There were no discharge matters before the Merit Board but they received an update and action on proposed rulemaking to several sections of the code. Of special note was adding the definition for Law Enforcement to the waiver of the residency requirement. Another item discussed and approved was a Separate Place of Employment for the University of Illinois System Office. Among other things, this will allow for the creation of registers, seniority lists, and bumping only within the U of I System Offices instead of UI-SO being included with UIUC.

Cindy Neitzel gave her last report to the Merit Board regarding the Governance, Risk, and Compliance Audit Program. She has resigned from the System Office and has accepted a senior-level human resource compliance position at Manatee Memorial Hospital in Bradenton, Florida. Her final workday with the System Office was August 31<sup>st</sup> and she will certainly be missed by us all.

Gail reported on the budget recommendation, provided a legal update on three open matters, and gave an additional staff update. Dan Harsh who was hired as legal counsel just five months earlier has resigned for family reasons and Danielle Routh, having served for ten and a half years has resigned. She hopes to have these vacancies filled soon.

In closing, I would like to thank each of the Executive Committee members for their valuable input and good work as we prepared for and attended the joint meetings on April 19<sup>th</sup> and August 25<sup>th</sup>. They represented the State Universities Civil Service Advisory Committee beyond well—professional, informative, collaborative—and their work helped lay the foundation for the productive conversations with HRDAC. Further, I would like to thank all of you for your dedication and support as we work through these very important matters to our civil service constituents. Your comments and concerns gave the group the questions and information needed to prepare for the meetings and I'm looking forward to all the good work ahead.

*Recess @ 3:21pm*

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
*Northern Illinois University , Peters Building 340 Carroll Avenue, DeKalb, Illinois 60115, 10:30 a.m. on Thursday, Oct 19<sup>th</sup>, 2023.*

**Present:** Andrea Hoskinson, Thomas Oliver Rosner, Elizabeth Cheek, Jacqueline Pointer, Jill Odom, John Hulseberg, Michael Pulley, Angelina Ross, Christa Lawhun, Shauna Bishop, Sheryl Jones-Harper, Tenea Harris, Patrica Meyer

**Absent:** Caryn Riley, Andrew Harpst, Mary Serio

**Guest:** LaVitta Steward, Gary Gilpin

**Report of Executive Committee – Michael Pulley**

Constitution & Bylaws distributed to full body committee. Copies have side by side current Constitution & Bylaws on Web and proposed changes. Summary of all changes presented on legal paper of each recommendation for change. Review of recommendations led by Michael Pulley. Decided to postpone approval of changes until special meeting in November. Constitution & Bylaw will be an action item on agenda at next meeting. Appendix of historical changes will be kept in a separate document.

Various Topics heard on October 18<sup>th</sup> joint SUCSAC and HRDAC meeting. The full committee needs to take a vote on Residency Requirement so the Merit Board, System Office and HRDAC knows SUCSAC's stance. Generally we are in agreement with HRDAC but there are three primary concessions. 1) Preference points to IL residents, 2) Live within so many miles of IL boarder or intuition, and 3) any one can apply but will have to move to IL within 180 days, is desire from SUCSAC.

*Break for lunch @12:01, Resume @ 1:06pm*

**Report of Election Committee – John Hulseberg**

SURS does believe they need to have a representative on SUCSAC  
John Hulseberg did not run for a new term

**Report of SUCSS Executive Director – Gail**

Merit Board

Still missing two member, Eastern University and University of Illinois

Class Plan

HR sent a list of 58 classifications that they want revisions for  
HR argues that the scoring sheet is to granular  
System Office is reviewing scoring sheet on a individual level  
System Office still working on Audit  
No new cases pending hearings

Explanation of the Rule- Merit Board should only consider the Hearing Report when determining if a employee should be discharged

**Report of Legislative Committee – Shauna Bishop**

HB2528 – Hunger Free Campus – BHE to establish hunger-free campus grant program- Public Act 103-0435 as of 8/4/2023

Public institutions of higher education that have one or more campuses designated by the Board as hunger-free campuses. Board shall determine the amount of each grant and prioritize public institutions of higher education with campuses that serve primarily minority and low-income students and have a high percentage of Pell Grant recipients. Board shall submit a report to the Governor and the General Assembly no later than 2 years after the establishment of the grant program. Effective immediately

SB090- Harassment in Education- Higher Ed institutes establish, implement, and maintain a continuing race-Related discrimination and harassment program  
Public Act 103- 0465 as of 8/4/2023 Effective immediately

SB1907- Emergency Contraception- Higher ed institutions required to make emergency contraception available at least one wellness kiosk on campus  
Public Act 103-0465 as of 8/4/2023

HB4162- Amends Open Meeting Act- Except as otherwise provided in the Act or any other Illinois statute, a quorum of members of a public body must be physically present at the location of an meeting or present by video or audio conference at the open meeting (now, members must be physically present at the meeting). Provides that a member is present b video or audio conference at an open meeting if the member can hear and be heard by all other members of the body who are participating in the meeting. Specifies that, if a member wishes to attend a meeting by video or audio conference, the member must notify the recording secretary or clerk of the public body before the meeting, unless providing that advance notice is impractical for the member. Repeals existing provisions concerning the participation of public body members in open meetings by video conference or other means.

**Action Item: Approve 2024 Quarterly Meeting Schedule:**

- January 24<sup>th</sup> & 25<sup>th</sup>  
System Office
- April 25 & 26<sup>th</sup>  
SIU-Springfield
- July 18<sup>th</sup> & 19<sup>th</sup> Meeting  
SIU-Carbondale
- October 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> or 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup>  
UIC

November 9<sup>th</sup> 2023, Remote Special Meeting



**Motion to Adjourn:** Shauna Bishop      **Seconded by:** Micheal Pulley

*A roll call vote was taken, and all were in favor.  
The meeting was adjourned at 3:55 p.m. by Jill Odom.*

Respectfully submitted,

  
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Jacqueline Pointer, Secretary

  
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Jill Odom, Chair