

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
 12:30 p.m. on Wednesday, October 3, 2018 and 9:00 a.m. on Thursday, October 4, 2018  
 hosted by the State Universities Civil Service System office  
 located at 1717 Philo Rd., Suite 24 Urbana, IL 61802

**Chair Odom called the meeting to order. Roll call was taken and a quorum was present.**

**Present:** Chris Allen, Bill Burnside, Michael DiIacova, Shari Garnett, Gary Gilpin, Chris Hays, John Hulseberg, Sheryl Jones-Harper, Rick Marr, LaTania Milner-Lusk, Mark Murphy, Jill Odom, Michael Pulley, Mary Schultz, Peter Skrypkun, Dan Urbanski, Vivian Williams and Jeff Young.

**Absent:** Kim Kirchner

**Designated Employer Representative (DER) of Host Campus:** None

**Introduction of Guests:**

*Jeff Brownfield, Executive Director - SUCSS*  
*Cindy Neitzel, Assistant Director – SUCSS*

**Public Comments:** None

**Review of Correspondence:**

- Jill Odom’s Report of June 27<sup>th</sup> Merit Board Meeting
- Jill Odom’s Chair Report on Quarterly EAC Meeting April 18<sup>th</sup> and 19<sup>th</sup> to the Merit Board
- Peter Skrypkun’s WIU Campus Update July 2018

**Approval of minutes of the July 2018 meeting:** Chris Allen motioned to approve the July 2018 minutes. Vivian Williams seconded the motion. A roll call vote was taken and the motion was carried.

Chris Allen	Aye		Rick Marr	Aye		Jeff Young	Aye	
Bill Burnside	Aye		LaTania Milner-Lusk	Aye				
Michael DiIacova	Aye		Mark Murphy	Aye				
Shari Garnett	Aye		Jill Odom	Aye				
Gary Gilpin	Aye		Michael Pulley		Abstain			
Chris Hays	Aye		Mary Schultz	Aye				
John Hulseberg	Aye		Peter Skrypkun		Abstain			
Sheryl Jones-Harper		Abstain	Dan Urbanski		Abstain			
Kim Kirchner		Absent	Vivian Williams	Aye				

**Report of Chair: Jill Odom (attached)**

Gave update on Merit Board meeting. Next Meeting is November 29<sup>th</sup> at 1:00 p.m. Merit Board meetings are at the System office and UIC. Hopefully the meetings will be back at the College of Pharmacy at UIC instead of the HR office for the November meeting.

## Report of SUCSS Executive Director: Jeff Brownfield

### Agency Budget Update:

Approved budget request. SUCSS proposed a budget to the IBHE. IBHE wants the budget broken down by supplies, employment salaries, other bills, etc.  
Asking for a \$200,000 increase, which would make their budget equivalent to what it was back in 2000. SUCSS got approval from Merit Board for budget increase. They also got a local sponsor to support the bill for the increase.  
Loss of Director position, which was Jeff's old position.  
If they don't get the money, what can't they do? What won't get done?  
i.e. 1,000 classifications  
Some exams are from the 80's.  
2 people work on updating exams.  
Revising of classes are down.  
They are doing the work but not as efficiently and effectively as they could.  
SUCSS doesn't have any other sources of funding.  
→ No tuition, grants, etc.

### 900 hour / Extra Help Employees:

Cindy's Power Point handout.  
Should be used and occur casually, irregularly and non-continuing.  
Extra help is a very broad category.  
Position  
→ How do we determine what a position is?  
→ What kind of positions do we need to get the work done now?  
→ How do we figure out and define what a position is?  
Outsourcing is different than hiring extra help.  
SUCSS has no rules in terms of contracting out.  
It is a common misinterpretation that employees believe that the universities pay for employee benefits. Universities do not pay for benefits, the state does.  
Some campuses have the registers given to them (i.e. foreman/supervisor) so they have the opportunity to pick and choose who they want for extra help.  
Why do campuses keep using extra help?  
→ SUCSS requires data from the campuses about extra help.  
→ Need to flag those positions being overused/abused.  
DER is supposed to keep record of 900 hour appointments.  
The goal is to get the position to be a status position and not be an extra help over and over again.  
Temporary downgrades exist but they rarely occur.  
In temporary upgrades, you do not accrue seniority of the higher classification. Seniority is continued as the same classification you're currently in.

### Staffing Update:

Currently in the process of hiring an HR officer at SUCSS.  
→ There are 8 people on the register.  
→ Will probably interview 4 due to tying scores.  
Dave is leaving.  
→ Has been shuttling back and forth but it's too hard.

→ Will have to replace him. It's hard not having him readily on hand in office.

**Governance Risk & Compliance Audit Update:**

Audit for GSU is in progress.

→ Draft goes out tomorrow.

ISU is finalized – August 30<sup>th</sup> - Posted

UIC is finalized – September 28<sup>th</sup> – Not posted yet

Audit is suspended until at least March 2019.

Class plan updates takes priority.

NIU audit in March 2019.

Jill read Kim's email. Kim served 11 years on the committee.

This is LaTania's last meeting. She was presented with a certificate.

**Motion to Adjourn:** Michael Pulley    **Seconded by:** Chris Allen    **The meeting adjourned.**

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**Absent:** Kim Kirchner

**Introduction of Guests:**

*Jeff Brownfield, Executive Director - SUCSS*

*Cindy Neitzel, Assistant Director – SUCSS*

*Katie Ross, Senior Director of Human Resource Services – U of I System Human Resource Services*

*Lori Jones, Senior Human Resource Coordinator - U of I System Human Resource Services*

**Katie Ross and Lori Jones:**

2 handouts were given to the group.

If vested, not working and haven't retired you can opt for a 60% buyout.

June 4, 2018 → If union contract was in place and the 6% / 3% rule was negotiated then it wouldn't go into effect until the contract expired. But it had to have been addressed in the contract.

If someone is looking to retire within 2-3 years, they should start talking to SURS now because of the money purchase factors that are changing in 2019.

General formula = 2.2% x years of service

SURS has offices in Champaign and Naperville.

Lots of employees don't have a designated beneficiary for their basic life insurance.

The governor's race will impact the state of Illinois and AFSCME.

Future health insurance

→ State wanted to implement bronze, silver, gold and platinum levels.

→ Our current plan would be considered the platinum level and premiums could raise 2 ½ times the current rate.

→ bronze 60/40

→ silver 70/30

→ gold 80/20

→ platinum 90/10

Higi Kiosk Machine

→ AETNA is buying 1 for each campus

→ Part of a wellness initiative.

→ Checks blood pressure, pulse, weight, etc.

→ Prints out a report. Complete benefit of the employee. State doesn't see it. Neither does the employer.

System Human Resource Services keeps a watch list of bills in legislation.

Faculty member to a dean – business cost 6% / 3%  
Penalty to SURS.  
Vacation payout goes toward years of service.  
Salary increases when vacation is paid out upon retirement.  
Vacation payout increases salary.

## **Report of SUCSS Executive Director: Jeff Brownfield (*continued*)**

### **Legal Update – New rules per HB3185:**

Dave on the phone.  
HB3185 law passed and will become effective in January 2019  
Unions don't want the furlough rule to pass.  
13 written discharges were served.  
→ None pending.  
→ Parties resolved 1.  
→ UIUC – Lack of attendance by employee → discharged  
→ UIUC – Last chance agreement → still pending  
↓  
Waived right to discharge hearing  
→ Police officer pulled weapon to “hand it to their girlfriend”  
→ Merit Board didn't believe it

HRDAC requested for the Merit Board to discuss the discharge process.  
→ Insubordination is one thing but people shouldn't be losing their job over it.  
→ Progressive discipline with documentation.

Some people are not meant to be supervisors. All the training in the world isn't going to help those people either.

Each department handles things differently. Even within the same institution. It's a culture thing too.

You have to have consistency on how you treat folks.

→ Mike Pulley holds himself accountable in situations the same way he would his staff even though he's exempt.

Are they following proper procedures at the campus level?

Problems should be solved at the university before it reaches the top. (hearings/MB)

Employee protection is important.

We should be working harder to hire the best employees.

### **Principal Administrative Appointments Update:**

PAA went into effect this last Monday.

Replaced current exemption manual to this new one

→ Few wording changes to make it more readable.

Campuses will have to explain why they're in error of a position being misclassified.

→ Burden is on the employer to do this, not SUCSS.

Campuses are going through review processes now for conversion.

The Merit Board will have to decide what kind of enforcement they will have with this since there have been complaints to the OEIG about this. Civil Service rights are denied through this procedures manual to the appropriate classes. (i.e. president, students, etc.)

Being denied rights under the law to bump if the university hired them as PAA/A&P vs. Civil Service is unfair. Also denying promotional rights.

This never mattered as much before as it has come into light more recently with universities dealing with some huge layoffs. It matters because the PAA/A&P being laid off might be doing the same job as the Civil Service employee but the PAA/A&P has no seniority, because they were exempted from those rights when they were hired.

Some people consider PAA/A&P as professionals and are associated with having a degree. The fact of the matter is that many Civil Service employees are just as educated as PAA/A&P's and should not be diminished for being CS vs. PAA/A&P.

### **Grant Funded Employees:**

Soft funded jobs

→ Soft, grant, foundation – not ongoing

Is there a way to hire status employees and have limited rights for a short-term basis?

Jeff is considering 24 months.

Still have a testing process with registers.

Employees would not have discharge, bumping or seniority rights.

After 24 months and 1 day, they would become a full-time status Civil Service employee.

This should help rid the use/need of extra help.

24 month probationary period.

Employee would have a start and end date which would be designated from the beginning. They would also receive a benefit package and contribute to SURS.

NCSA → A grant that existed at UIUC back in 1986. It is still there today. If someone worked under that grant in '86 and is still there today working under that grant. This is the reasoning behind all of this.

UIC's program ends June 30<sup>th</sup>. They will have to figure out what to do with the people that are working under that pilot program there.

Having a program like this in place should stop situations where people are working as extra help for 23 years. This is for the protection of the employees. Need to demonstrate and ensure position control is in place, otherwise data will be funky and irrational.

### **Class Plan Update:**

Continuing to work on several classifications for PAA issue.

5 level classification system for clerk/office support series.

### **Report of Executive Committee:**

Minutes were approved from the last meeting.

Election Committee wants bylaws to change to allow for electronic submission for voting/election materials.

Qualtrics survey coming to us.

Looking at updating member manual, constitution and bylaws.

- 1<sup>st</sup> reading in January, 2<sup>nd</sup> reading in April and pass in July.

- If there are changes, we go back to the 1<sup>st</sup> reading at the next meeting once things are corrected.

Electronic voting → higher turnout with electronic voting

### **Report of Legislative Committee:**

*(did not meet)*

Pay attention to politics.  
There's a debate tonight.

### **Report of Election Committee:**

Coinciding and overlapping of too many terms ending simultaneously.

Our issues are linked to Executive Committee issues.

No more than 25% of the total body should be up for reelection during a single period.

Adjust language for the sake of the system.

→ Add language regarding terms for U of I and SIU in terms of balance.

CSU – Jacqueline Pointer is unopposed

WIU – Peter is unopposed

ISU – Rick is unopposed

SIUSOM – Vivian vs. Shauna Bishop

→ Jill got emailed today about the election

### **EAC Calendar:**

January 10<sup>th</sup> & 11<sup>th</sup> 2019 – Systems Office in Urbana

April 17<sup>th</sup> & 18<sup>th</sup> 2019 – Quarterly meeting at City Hall Building on the 17<sup>th</sup>

→ EAC/HRDAC meeting at ISU Alumni Center on the 18<sup>th</sup>

→ Topics/Workshop ideas?

July 11<sup>th</sup> & 12<sup>th</sup> 2019 – NIU ?

October 16<sup>th</sup> thru 18<sup>th</sup> 2019 – Council of Councils at UIC

→ 2020 hosted by SIU-SOM

### **Other items as presented:**

Examinations – Started with police chiefs then expanded.

→ Gives police an opportunity to “steal people back” since campuses lose police to the city and suburbs.

→ Transfer from a city/suburb to a university.

→ A rule will have to be written to change this.

→ Will probably do the same thing for nurses. Especially cause of UIC hospital. They lose a lot of nurses to surrounding hospitals.

→ When the rule is written, the classifications will have to be clarified.

Furlough Rule is hanging at JCAR and is pending. Unions aren't happy with this rule.

SUCSS does not have any official branding.

Let's start coming up with ideas, questions and themes for April meeting. We want it to be a positive event/experience.

U of I board Montgomery (82) will be retiring.

This may be Vivian's last meeting. She has learned a lot over this past year. She is hoping to return in January.

The DER from WIU is leaving and going to IL Wesleyan.

**Motion to Adjourn:** Michael DiIacova      **Seconded by:** Shari Garnett      **The meeting adjourned.**

**Respectfully submitted,**

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**Mary Schultz, Secretary**

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**Jill Odom, Chair**