

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
12:00 p.m. on Wednesday, January 29<sup>th</sup> and 9:00 a.m. on Thursday, January 30<sup>th</sup>, 2020  
hosted by State Universities Civil Service System (SUCSS) Office  
located at 1717 Philo Rd., Urbana, IL. 61802

**Chair Odom called the meeting to order at 12:01 p.m. on January 29<sup>th</sup>. Roll call was taken and a quorum was present.**

**Present:** Shauna Bishop, Bill Burnside, Michael DiIacova, Gary Gilpin, Chris Hays, Andrea Hoskinson, John Hulseberg, Rick Marr, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Schultz, Peter Skrypkun and Clay Stalter.

**Absent:** Shari Garnett and Sheryl Jones-Harper

**Installation of New Members and Reading of Oath and Obligation:**

*Lori Christopher – University of Illinois Chicago*

*Andy Harpst – University of Illinois Urbana-Champaign*

*John Hulseberg – Northern Illinois University (re-elected)*

*Jill Odom – University of Illinois Urbana-Champaign (re-elected)*

**Introduction of Guests:**

*Jeff Brownfield, Executive Director - SUCSS*

*Cindy Neitzel, Assistant Director, Legal and Compliance Services – SUCSS*

*Gail Schiesser, Legal Counsel – SUCSS*

*Jenn Miles, Administrative Aide – SUCSS*

*Teresa Rademacher, Administrative Assistant II and Secretary for the Merit Board – SUCSS*

Members of EAC introduced themselves to the new members.  
Jeff has been a part of the system for about 33 years.

**Orientation and Open Meetings Act: (Gail)**

Discussion about orientation for Lori, Andy, Andrea, Clay and John.

Once the date is set for them, anyone is welcome to join for a refresher course.

Gail explained how we're an OMA organization.

OMA training must be completed within 90 days of starting a new term.

A meeting exists when there is a majority of a quorum.

This includes email blasts and group texts.

Motion to table discussion of October minutes until after our guests (DERs) leave was made by Peter Skrypkun. Seconded by John Hulseberg. All were in favor.

*12:36 p.m. DERs arrive*

**Designated Employer Representative (DER) of Host Campus:**

*Elyne Cole, Senior Associate Chancellor for Human Resources – UIUC*

*Leslie Arvan, Senior Director of Labor & Employee Relations – UIUC*

Introductions were done.

We don't have a procedure for dealing with difficult supervisors.

When discussing rules/regulations, Elyne likes to discuss how those rules impact everything. Bullying in terms of supervision is an interesting issue. They're starting a discussion about bullying on campuses. Someone was in a situation where their supervisor was yelling and berating employees. The supervisor did not believe that this was considered bullying. Bullying should be defined in a policy and how do we address it?

Interpretation of rules vs. practice of rules.

The Staff Advisory Council works closely with their EAC reps here at UIUC.

Our roles as EAC reps are opportunities to grow and make our relationships and work employees better/stronger.

Discharge Process

→ When an employee is a bad employee, no one wants them there. It creates more work on us. In whole, we support the discharge process. But we're also in favor of our protections as Civil Service employees. We know that it needs revisions. Some areas are black and white, while there are other areas that are very grey. It's a very old policy that needed updating.

→ We want efficiencies in the procedure, but not at the disposal of losing or diminishing an employee's protections/rights. Get the employee to correct their behavior.

The stability of what Civil Service offers can be used as a recruitment tool.

Leslie believes in due process rights.

→ Making sure all information is included in the due process/progressive discipline of an employee. All of the facts need to be there. Coaching and correcting needs to be there. Discipline is used to change an employee's behavior and should be considered in progressive discipline. Some things are more serious, like theft. Now there's a serious reason to consider a discharge.

What's appropriate for suspension vs. what's appropriate for discharge?

Sometimes it's not the employee's fault, sometimes it's not the supervisor's fault, sometimes it's both of their faults. Both sides need to have a mutual understanding. What steps have you taken to avoid discipline? How do we well inform our employees to say "well, you knew that..."

Supervisors need to know → continuing education

Even though some campuses hold supervisor training, how many of them actually go?

How do we take the next step?

Once the rules go into effect, how is that information disseminated to the employees?

What is the least amount of discipline necessary to produce a good result?

In a general sense, the climate is that employees are lawsuit happy and ready to file charges against their supervisor for any little thing which causes some supervisors to be reluctant about disciplining employees. This causes problems within the workplace too.

The stick needs to be applied at the proper level. It needs to start from the top and trickle down.

Discussion about Performance Evaluations and how they're not honest.

Why don't we have a process for grievance going the other direction?

→ Towards the supervisor.

→ Evaluations aren't honest.

→ Facilities at one campus only gives mediocre ratings to their employees. Their supervisors are told they can't give a distinguished evaluation. It has to be mediocre in case they need to use it in the future. Some don't give honest reviews either.

→ Some supervisors want to give an honest evaluation but can't because they've been told by their supervisors that it's not allowed. That's the standard operating procedure.

Are there certain things that the Merit Board wants to see in a case?

→ Opening statement, was the employee sent to training, tried to counsel them, faculty/staff assistance, etc.

→ The MB receives the whole packet of information.

- Is it sufficient for discharge? If not, what needs to be done? Return to work? Suspended for 1-320 days? Did they prove it? If not, return the employee to work.
- Findings of fact.
- We need to prove these things.
- Sufficient for discharge? Consequences are different because the facts are different. 20 mins late for a BSW vs. 20 mins late for an EMT.
- What did the university show? What was proven here? How did the employee know this was wrong? And how did they know it would cost them their job? Lay foundation on discipline.

State of Illinois has termination pending legal disposition (or something to that effect) – Leslie Somebody is in jail – you shouldn’t have to go through the discharge process for this Teresa is working on this to get it ready for JCAR.

It will probably go to JCAR in February.

There are a bunch of legislations that went into effect January 1<sup>st</sup> that they’re currently dealing with. They’re busy with marijuana and gambling legislation right now so the discharge process won’t be at the top of their list.

Don’t know if we’ll do it in April.

Elyne said that the joint meetings with HRDAC are a great opportunity to collaborate. Whatever we discuss is beneficial because they get to hear our perspective too. Bringing up topics related with the discharge process would be great.

*1:55 p.m. DERs leave and we take a break  
2:21 p.m. back from break*

**Public Comments:** None

**Review of Correspondence:** None

**Approval of minutes of the July 2019 meeting:** Andrea Hoskinson motioned to approve the July 2019 minutes. Michael DiIacova seconded the motion. A roll call vote was taken and the motion was carried.

|                  |     |         |                     |     |         |              |  |         |
|------------------|-----|---------|---------------------|-----|---------|--------------|--|---------|
| Shauna Bishop    | Aye |         | John Hulseberg      | Aye |         | Clay Stalter |  | Abstain |
| Bill Burnside    |     | Abstain | Sheryl Jones-Harper |     | Abstain |              |  |         |
| Lori Christopher |     | Abstain | Rick Marr           | Aye |         |              |  |         |
| Michael DiIacova | Aye |         | Mark Murphy         | Aye |         |              |  |         |
| Shari Garnett    |     | Abstain | Jill Odom           | Aye |         |              |  |         |
| Gary Gilpin      | Aye |         | Jacqueline Pointer  | Aye |         |              |  |         |
| Andy Harpst      |     | Abstain | Michael Pulley      |     | Abstain |              |  |         |
| Chris Hays       | Aye |         | Mary Schultz        | Aye |         |              |  |         |
| Andrea Hoskinson | Aye |         | Peter Skrypkun      | Aye |         |              |  |         |

***Do we need a roll call vote for approving minutes? Gail says no. A consensus is fine.  
We need to figure this out. We still roll call voted the October meeting minutes until we figure this out.***

**Approval of minutes of the October 2019 meeting:** Michael DiIacova motioned to approve the October 2019 minutes as amended. Mark Murphy seconded the motion. A roll call vote was taken and the motion was carried.

|                  |     |         |                     |     |         |              |     |  |
|------------------|-----|---------|---------------------|-----|---------|--------------|-----|--|
| Shauna Bishop    | Aye |         | John Hulseberg      | Aye |         | Clay Stalter | Aye |  |
| Bill Burnside    | Aye |         | Sheryl Jones-Harper |     | Abstain |              |     |  |
| Lori Christopher |     | Abstain | Rick Marr           | Aye |         |              |     |  |
| Michael DiIacova | Aye |         | Mark Murphy         | Aye |         |              |     |  |
| Shari Garnett    |     | Abstain | Jill Odom           | Aye |         |              |     |  |
| Gary Gilpin      |     | Abstain | Jacqueline Pointer  | Aye |         |              |     |  |
| Andy Harpst      |     | Abstain | Michael Pulley      | Aye |         |              |     |  |
| Chris Hays       | Aye |         | Mary Schultz        |     | Abstain |              |     |  |
| Andrea Hoskinson | Aye |         | Peter Skrypkun      | Aye |         |              |     |  |

**Report of Chair: Jill Odom**

Chair Odom updated us with the report she gave to the Merit Board at their meetings on December 17, 2019 and January 17, 2020. At the December meeting, there were two new members appointed to the Merit Board; Pedro Cevallos-Candau from Governors State University and Kisha M.J. Lang from Western Illinois University.

One item of significance to highlight from their meeting in December involved discharge proceedings for Chumita Underwood from the University of Illinois at Chicago. The Findings of Fact from the original hearing officer was struck and a new hearing officer was brought in. This particular case was discussed at great length and the decision was made to defer the decision until their next meeting, which was held on January 17, 2020. The Merit Board went into closed session for the Underwood case. This hasn't happened before. It is permissible under OMA, but this body has never done it. "Deliberation is more deliberate in private."

Will the minutes from that closed executive session ever become public? Is it 5-7 years? Is there a time limit on this?

When discussing rule changes such as the discharge process, a word matters and that is why it has to be fair.

**Report of Executive Committee:**

The minutes from the December 2, 2019 meeting were approved with the correction that John's last name was misspelled. Rick made the motion and John seconded.

No major issues on the proposed changes of Section 250.110 – Separations and Demotions as it was presented by Gail on November 5<sup>th</sup>, as long as there is no diminishment to employee protections.

Item number f.1. consumption of alcohol. The way it is written now, if you are on or off the clock and went to a U of I football game and consumed an alcoholic beverage, you would be in

violation of this rule. It probably wouldn't be an issue with the Merit Board but there's a possibility that some supervisors could use this against you. Fair and equal treatment is never a problem. Selective enforcement is not inappropriate. As long as you're not selecting someone based on a certain classification. Selective enforcement has to happen. Either everybody drinks or nobody drinks. It really boils down to the word property in the rule. Having a beer on the golf course on a Saturday.

Or in a more practical matter, if you're isolating one employee for being late all the time but everyone in your department is always late. Treat everyone as equally as you can. Because facts matter and facts are never identical. Equitable and identical are not the same.

The problem with the discharge process is why aren't our supervisors held to the same set of standards as us? Supervisors act like they don't see what supervisors do, which causes more problems among other employees. Supervisors cripple their own departments. Unfortunately, selective enforcement is permissible. It may not be fair, but it is allowed. The real problem is that people need to care. And they usually don't start caring, unless money is involved.

There's no way for Civil Service employees to grieve upwards. There's no mechanism for that. Or to see why people are switching departments and why certain areas have so much turnover. At UIUC, they do exit interviews when they leave the campus to see where people are going and why they're choosing to leave the university. There should be a mechanism for people to do an exit interview from the department they came from. This will help the university to see where the bad management areas are on campus and why certain areas have so much turnover. UIUC is having that discussion now. Will the other universities adopt this policy somewhere along the line?

Should this be under bullying? The more you define bullying something, the more you limit or pigeon-hole it. What one concerns bullying might not be bullying to someone else. UIUC has a vague harassment policy. Employees have pushed more and used the term bullying. Bullying and harassment are subjective terms. Awareness is very important. Go back and have those conversations about harassment and bullying. We need to build relationships with our HR departments and the Merit Board. Not just them, the Deans and even the President on our campuses. As stated before, someone has to care. It may have to start with us. Keep bringing it up. It has to be just as important to them as it is to us. We have to show them how important it is.

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

The State Legislative session came back today. They have a ton of stuff sitting on their dockets. Peter talked about new bills that went into effect on January 1<sup>st</sup> that impact higher ed.

HB0026 – Uniform Admission-Public University

→ All students in top 10% of their school's GPA must be accepted to NIU, SIU, WIU, EIU, provided other criteria met.

HB2237 – Illinois Higher Education Savings Program

→ Establishes Illinois Higher Education Savings Program and creates the Illinois Higher Education Savings Program Fund, which will deposit \$50 into college savings account for every child born or adopted in Illinois after December 31, 2020, for the purpose of expanding access to higher education.

December 12, 2019 – IBHE Board Approves Budget Request That Puts Students First

→ The IBHE has approved a fiscal year 2021 budget that increases funding for direct student support through the Monetary Award Program (MAP) and AIM HIGH, as well as for college and university operations. The request includes \$193.8 million in new dollars, or a 9.5% increase in funding.

→ A significant increase in MAP of \$50 million, and the addition of \$20 million in Higher Education Cooperation Act (HECA) Grants to support equity and attainment initiatives in public institutions.

→ The proposed budget totals \$2.242 billion, which includes \$142.2 million for the State Universities Retirement System (SURS), \$466.7 million for capital renewal, and \$516.7 million for regular capital.

→ In the budget request are \$68.3 million in additional funding for state universities and \$15.8 million for community colleges and adult education.

→ IBHE hopes the increased funding for higher education will slow the increase in outmigration.

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

Elections will be held in October. Peter will send everything to all the campuses before October. We still send out the paper version of everything but the electronic version is available for voting.

→ 2020 Elections

- EIU – Bill Burnside
- SIUE – Michael Pulley
- UIC – Michael DiIacova
- UIUC – Chris Hays

### **Officers and Committee Elections:**

Chair:

Michael Pulley nominated Jill Odom for Chair. She accepted the nomination.

Seconded by John Hulseberg.

No other nominations.

Motion to close nominations was made by John Hulseberg.

Seconded by Bill Burnside. Motion passed.

Jill Odom was voted Chair by acclamation.

Vice Chair:

Michael DiIacova nominated Michael Pulley for Vice Chair. He accepted the nomination.

Seconded by Rick Marr.

No other nominations.

Motion to close nominations was made by John Hulseberg.

Seconded by Rick Marr. Motion passed.

Michael Pulley was voted Vice Chair by acclamation.

Secretary:

Mark Murphy nominated Mary Schultz for Secretary. She accepted the nomination.

Seconded by Shauna Bishop.

Motion to close nominations was made by John Hulseberg.  
Seconded by Andy Harpst. Motion passed.  
Mary Schultz was voted Secretary by acclamation.

Executive Committee: (no more than 3 from any 1 university or system)

1. Michael Pulley (per the bylaws; as Vice Chair, he is Chair of this committee)
2. Rick Marr
3. John Hulseberg
4. Bill Burnside
5. Peter Skrypkun
6. Chris Hays (*elected Secretary on 1/30/20*)
7. Mark Murphy

Legislative Committee: (one each from SIU and U of I)

1. Peter Skrypkun
2. Shauna Bishop (SIU) (*elected Chair on 1/30/20*)
3. Jacqueline Pointer
4. Clay Stalter (U of I)

Election Committee:

1. Jill (per the bylaws; as Chair)
2. Mary Schultz (per the bylaws; as Secretary)
3. John Hulseberg (per the bylaws; as Parliamentarian, serves as Chair of this committee)
4. Michael Pulley (per the bylaws; as Vice Chair)
5. Chris Hays (*per the bylaws; as Secretary of Executive Committee 1/30/20*)

***Jill would like to change the number of members who sit on the Legislative Committee next year. She believes it should be 5 instead of 4. That way, we have an odd number of people and will never have a split vote due to there being an even number of people.***

Executive, Election and Legislative Committees will meet from 8:30 a.m. – 9:00 a.m. tomorrow to elect secretaries and chairs.

### **Consideration of additional documentation processes for SUCSAC:**

This idea came out of the Executive Committee.

Spreadsheet/database for our minutes so it's like a Cliff Notes version of all the past action items on Dropbox. Create a searchable database of action items that this committee takes.

Michael Pulley volunteered to begin this project and dig through our history to begin the database. This would add another function/job for the Secretary moving forward as they would have to keep it updated.

The thought is to see what previous members discussed and looked at. New members can see what was voted on in the past. We have the minutes and everything from all of our past meetings for years and years.

Discussion about this topic and how it would work and how it would impact everyone.

Dropbox is our central repository for everything. Hopefully, we will get to a point where we can put everything in Dropbox and everyone can go there for meeting materials and whatnot, instead of emailing meeting materials.

Jill and Gail discussed the idea of moving to a consent agenda versus our current agenda which can be a bit cumbersome.

Better use of our time.

Reduce items on our agenda to focus on more important issues.

Bundling stuff together.

They have to look at time spent in a meeting. The use of our time in meetings has always been a discussion among HRDAC.

Very clearly laid out what people are consenting vs omnibus motion.

On a consent agenda, nothing is discussed.

Do we want to try a consent agenda for our April meeting? We'll discuss this more tomorrow.

A motion to table the item discussion item that came out of the Executive Committee until our April Meeting was made by John Hulseberg and seconded by Peter Skrypkun. All were in favor. Michael Pulley opposed. Motion carried.

Jeff discussed with us that SUCSS has a huge procedure book that needs to be moved to rules. They would like to send stuff beforehand and have us review it all before our meeting so we can spend more time discussing things instead of explaining things.

Jill mentioned how this is why we cut out the campus updates off of our agenda. This gave us more time to focus on discussing more important topics.

Having a consent agenda will reduce the items on our agenda to focus on the more important stuff that we should be discussing. Better use of our time.

**Motion to Adjourn:** Rick Marr      **Seconded by:** Clay Stalter

*The meeting adjourned at 4:28 p.m.*



**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
12:00 p.m. on Wednesday, January 29<sup>th</sup> and 9:00 a.m. on Thursday, January 30<sup>th</sup>, 2020  
hosted by State Universities Civil Service System (SUCSS) Office  
located at 1717 Philo Rd., Urbana, IL. 61802

**Chair Odom called the meeting to order at 9:01 a.m. on January 30<sup>th</sup>. Roll call was taken and a quorum was present.**

**Present:** Shauna Bishop, Bill Burnside, Lori Christopher, Michael DiIacova, Gary Gilpin, Andy Harpst, Chris Hays, Andrea Hoskinson, John Hulseberg, Rick Marr, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Schultz, Peter Skrypkun and Clay Stalter.

**Absent:** Shari Garnett and Sheryl Jones-Harper

**Introduction of Guests:**

*Jeff Brownfield, Executive Director – SUCSS*

*Cindy Neitzel, Assistant Director, Legal and Compliance Services – SUCSS*

*Gail Schiesser, Legal Counsel – SUCSS*

*Teresa Rademacher, Administrative Assistant II and Secretary for the Merit Board – SUCSS*

*Danielle Routh, Human Resource Assistant Manager – SUCSS*

*Omeka Brown, Human Resource Representative – SUCSS*

*Stacey Norton, Human Resource Assistant – SUCSS*

*Lauren Aceves, Human Resource Officer – SUCSS*

Chris Hays was elected Secretary of the Executive Committee.

Chris Hays is also Secretary of the Election Committee as he is Secretary of the Executive Committee per the bylaws.

Shauna Bishop was elected Chair of the Legislative Committee.

Jacqueline Pointer was elected Secretary of the Legislative Committee.

Mark brought up that it would be nice to have Larry Curtis from SURS stop by more regularly. We should have him attend our January meetings on a regular basis.

Discussion about why we don't have a representative on our committee from SURS.

It has been said that they don't have a lot of Civil Service classifications in there and a lot of what we talk about doesn't necessarily impact them. Especially since we discuss a lot of policies and procedures. It would still be nice to have someone from their area though since SURS is something that impacts all of us as Civil Service employees.

We also don't have any representation from the IBHE.

**Discussion and Recommendation Regarding Reinstatement of Employees:**

This started out as a discussion in the Executive Committee. This didn't officially come out of the Executive Committee. They discussed it and wanted to bring it to everyone's attention.

If you were out of work for 6 months, you were also losing out on your benefits, insurance, etc.

The Merit Board can restore an employee and that's it. They don't have the ability to "make them whole" in terms of benefits. Employees are negatively impacted by being reinstated. It's up to the

university on what they do or don't do with that employee. The university is under no obligation to restore benefits lost.

The state pays about 80% of your insurance. Employees can end up being billed this amount when they're out of work. CMS will bill the employee the full 100% of the premium after 30 days. 3-120 days suspension.

Currently the Merit Board's hands are tied on this. The thought is that the Executive Committee wanted to bring it back to the full committee to make a motion and action to recommend the System Office to investigate what resources might be there. In some cases, it might not be worth it for an employee to even return to work if they were wrongly terminated. They could be at a loss of \$20,000 for being off those 6 months and then being reinstated with nothing than an "ok you can go back to work now." Especially with the loss of their benefits, insurance, SURS benefits, etc. If your case was overturned by the Merit Board and you were reinstated, there can still be a negative impact to the employee is the point of this. What will the law allow the Merit Board to do?

A motion was made by Michael Pulley that we as the Employee Advisory Committee would like to encourage the System Office to investigate what powers the Merit Board may have to try to more fully make an employee whole when they're reinstated. Seconded by Jill Odom. All were in favor. Motion carried.

If the rule only says reinstatement, what exactly are they doing? What does HR interpret at reinstate? Do all of the universities do the same thing? The rule states "reinstatement without loss of compensation". Compensation can mean a hundred different things. The Merit Board brought this up themselves at one of their meetings. Even they raised the question of what does it mean when an employee is reinstated? It's not sufficiently clear. Different HR directors are doing different things. This needs to be consistent.

If the System Office is to pursue this, we are going to have to decide what we mean by "make whole". We will have to have a proposal, outline, or bullet points of what exactly we think it means for an employee to be made whole. They need to better understand what we think it means. Is it backpay? Is it backpay plus benefits? Which benefits? Define compensation. The impact on the health insurance premium is the hardest one to calculate because that is outside of the university. It's not impossible, it's just hard to do. Our current motion still stands that we want to encourage the System Office to investigate further on exactly what powers the MB has currently. We will work on a proposal and present that to the System Office in order to collaborate further on this topic.

Being reinstated completely is a rare thing. Meaning that you did absolutely nothing wrong and were not at fault in any way. There has almost always been some sort of suspension involved with cases that go to the MB. The rule states that the MB can return them from suspension without loss of compensation. But compensation is not defined. We have to define it in the rules in order to define it into the law. A rule is a rule. A policy is like writing a letter to Santa. Here's what we'd like...

We can draft a recommendation of what we'd like to see on this. Defining compensation can cause trouble with HR. Why is compensation being interpreted as anything other than what we as employees normally receive on a regular basis? We all want to know how each of the universities defines compensation since they are not all on the same page about this. We want to make sure that all of the universities are acknowledging and reinstating the compensation that the employee

could/should/would have gotten from their university, the System, SURS, and CMS. The insurance penalty can be tricky business. It's harder because it's an external entity. Backpay is one thing, but the idea of insurance can be harder. Backpay gets you a check, but that's it. Does CMS back to forward recalculations? If an employee was out 6 months and the MB determined that their penalty was a 31 day suspension, now that employee is out 5 months of insurance premiums that they can't get back. So now the employee is negatively impacted by the process being drawn out and being out of work for so long that they surpassed their 31 day suspension. What can be done about this?

CMS came up with a new program last year to audit each of the universities. Each university has its own timeframe for this. CMS is reviewing everyone's timesheets during the audit to see if an employee is non-pay status. More specifically they're looking for those employees who are out of vacation/sick time but still call off constantly on Fridays/Mondays. Once an employee has accumulated 30 days in that non-pay status is when the employee will be impacted. Whatever the percentage of days you're not in pay status will determine what the percentage of the state portion of your insurance is. Let's say for example, it's 30%. So 30% of the state time will be charged back to that employee. CMS will be looking at Saturdays and Sundays as no-pay status if you're off on Friday with no pay. They have a specific formula that they are using to figure this out. The benefits division in our HR departments will be looking at this. CMS is looking at any way to charge back employees with insurance abuse because people are abusing the system. DHS is the worst when it comes to this. FMLA is protected. Military is protected. This is for all state employees, not just the universities. They're not saying that the universities are doing this on that level, but the state will save millions by doing these audits.

October 1, 2019 – September 30, 2020 SUCSS

June 1, 2019 – May 1, 2020 NIU

A rule going through the JCAR process can be in the 1<sup>st</sup> notice period for 45 days.

*10:31 a.m. break*

*10:50 a.m. back from break*

## **Report of SUCSS Executive Director: Jeff Brownfield**

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

There have been huge jumps in the number of Civil Service employees from September 2017 – September 2019. Approximately 900 more status CS employees.

UIUC → 326

UIC hospital → 116

SIUSOM → 149

NIU → 142

There have been huge drops in the number of PAA's. Almost 1,000.

UIC → 231

UIUC → 182

SIUE → 139

SIUSOM → 84

NIU → 108

WIU → 118

NEIU → 46

September '19 → 5,191 PAA employees under 36e(3)  
September '19 → 19,290 status CS employees

### **Merit Board Update:**

Dr. Pedro Cevallos-Candau was appointed as the rep for Governors State University. He is an engineer by trade.

Ms. Kisha M.J. Lang was appointed as the rep for Western Illinois University. She has a background as a K-12 educator.

Ms. Julie Annette Jones from Illinois State University was elected chair of the Merit Board. She also serves as chair on ISU's Board of Trustees as well.

Dr. Sherry Eagle from Northeastern Illinois University was elected vice chair.

Dr. Miriam Mobley Smith from Chicago State University and Ms. Jill Smart from the University of Illinois were both elected to the Executive Board.

We have a lot of various backgrounds on the board.

### **Grant Funded Employees:**

Jeff has nothing new on this topic for us right now.

AFSCME and SEIU are opposed to these changes.

Would restricting it to say maybe 40 classes make people happy?

AFSCME sees it as a diminishment of their rights. They think it will be abused by the university campuses, HR, employees, etc.

The point of grant funded employees was to help eliminate the need to extra help.

Union contracts do not supersede the system or the rules. They act as a supplement.

A temporary employee comes through the register system. They would've tested and made the top 3. Extra help does not have to come from registers.

Extra help service employee → extra help technical, skilled, etc. It's not tied to an actual classification.

### **Agency Budget Update:**

The System Office asked for an increase of about \$160,000. They got about 2/3 of that. They met with Senator Bennet last week and they've agreed to sponsor their bill.

They are still looking to hire someone else in their office as they need help for Danielle in classifications and also help with auditing.

They've upgraded their phone system, which was supposed to be spread out over 4 Fiscal Years. They forgot and want to charge them all at once now. \$40-50K is a lot to pay at once for them. They will send us a list of the new numbers when they're fully up and running.

They're close to being current on their rent.

### **Class Plan Update: Danielle**

There have been some classification changes since October '19.

- Safety Officer Series (October 1<sup>st</sup>)
- Safety/Environmental Compliance Specialist and Associate (October 1<sup>st</sup>)
- Electrician and Sub-Foreman (Nov. 15<sup>th</sup>)
- Facilities Operations Series (December 1<sup>st</sup>)
- Residence Hall Attendant Series (December 1<sup>st</sup>)
- Admitting Officer Series (January 10<sup>th</sup>)

- MRI Series (January 15<sup>th</sup>)

They have had lots of classes updated and rolled out.

They're also currently working on updating lots of classes.

- Working on the Admissions and Records Office Series and a custom class for that, the Admissions Associate.
- Looking at revising the Construction Project Coordinator Series. Also looking at making a custom class for the Construction Project Manager and revising the Construction Superintendent.
- Looking at the Medical Radiographer Series and breaking that out into 4 different specialized modalities which would be like computerized, CT, catherization, and IR.
- The Financial Aid Series is being looked at right now.
- Police Officer is in the works.

There's an updated list online if anyone is interested.

Facilities Manager → Facilities Operation Coordinator

Story about trying to apply for this position under the old title and then it was updated.

Hiring process should trump classification process. If you were on the register, they should extend the courtesy to you and notify you to retest under the new title.

There are a lot of different HR departments at UIUC. There's a huge disconnect and everyone is in their own silo. Their HR offices are so disconnected. This needs to be brought up at their SAC meeting so Elyne knows and can address it.

*11:43 a.m. break for lunch*

*Clay leaves*

*12:13 p.m. back from lunch*

### **Governance Risk & Compliance Audit Update: Cindy**

Cindy returned to the System Office on November 1<sup>st</sup>.

The audit program is a biennial program.

CSU is getting audited now.

EIU → Feb

UIUC → Mar

IBHE → Apr

ICCB → Apr

DSCC → May

SIUC → June

An audit is typically 3 days. They need to go back to CSU because they were missing a lot of things. If they don't provide it, they'll be cited for it. An audit looks at exemptions, job descriptions, etc. in order to make sure PAA's are exempted properly. Concerned about the way they're posting positions. Excessive extra help violations. If there are ongoing concerns, they will take a look at that. If we have anything that we want to bring to their attention, just email Cindy about it. When they're on our campus for an audit, they will also meet with us and our Council to discuss concerns.

Audit = risk assessment (based on risk) Will look back on previous audits to assess for possible areas of risk.

NEIU's audit is scheduled for May '21.

### **Testing Procedures Update:**

May modify a rule to remove names off the Police register. They're going to be meeting with the Police Chiefs mid-February to discuss this. Some people that are on the register might not be the best fit for this position. They already have a smaller pool of candidates because of their testing process; physical, written, and oral board.

There was an instance where a Chief had someone come in for their interview say "hey all you MF'ers, how you doing?" This automatically disqualified him from the interview process and this left them with only 2 candidates to choose from.

They are limited to 2 positions over 5 years where they can poach from surrounds areas.

### **Discharge Process Update:**

We've already talked about this enough in terms of the rule.

There's 1 admin review at court in SIUE.

There are 2 pending discharge matters at UIUC.

There is 1 discharge matter at CSU.

→ Went to hearing 2 times already. University wasn't prepared on the 1<sup>st</sup> day.

### **Seniority/Layoff Training (refresher):**

Seniority is earned in classification/class series.

We don't have university seniority.

There's a difference between seniority and years of service. Seniority is based on class.

We always add high to low. We don't add low to high.

You don't have to work in every title in a series to accumulate seniority in that other level because of the fact that seniority is added high to low.

Extra help is not required to be laid off.

Upgrades shouldn't be done exclusively through the audit process. That's why we have a hiring process.

If you're on disability, you're not exempt from being laid off. It doesn't save you from being laid off.

*1:38 p.m. break*

*1:55 p.m. back from break*

### **EAC Calendar:**

What do we want? What are the steps that we need to take to get what we want? With HR and the Merit Board?

Do we change a meeting to the greater Chicago area so we can get more MB members to attend? CSU, GSU, UIC or NEIU?

We want a chance. We want opportunity. We want to be treated fairly and not get disciplined for nothing. How do we get there?

Employee evaluations → The scoring should be justified. Guarantee me the fact that I have opportunities and that opportunities exist.

Campuses like to outsource in order to avoid the CS System.

Create topics for April. Have topics ready if we want to invite a MB member.  
April 22<sup>nd</sup> and 23<sup>rd</sup> – ISU

→ Rick will check on City Hall and Alumni.

July 16<sup>th</sup> and 17<sup>th</sup> - SIUE at The Lodge

→ As a backup, Jackie will check and see about hosting at CSU. Jeff will work on MB members.

October 21<sup>st</sup> and 22<sup>nd</sup> - SIUSOM (*our meeting would be Oct. 21<sup>st</sup> and 22<sup>nd</sup> with the Council of Councils on the 23<sup>rd</sup>*)

→ Dirksen conference room is reserved for EAC.

→ Memorial Center for Learning and Innovation (MCLI)

→ Working on 3 hotels; Abe Lincoln is one.

→ Since we'll be in Springfield, we'll try to get some state legislators to come to our meeting. Maybe IBHE too.

2021 – UIS is interested in hosting Council of Councils the following year. Clay would like more information to present to his university.

→ Rick says it costs about \$8-10K

→ John emailed Clay with a breakdown of how much their last Council of Councils cost at NIU.

We will try a consent agenda for our April meeting.

Look for a breakdown of the JCAR process at our next meeting.

Rick says he can get Dan Brady to come to our meeting.

Mike Pulley can do a dropbox demo for us at our next meeting.


SIU is supposed to have a commercial in the Superbowl.

Governor went to SIUE and donated something like \$10 million.

**Motion to Adjourn:** Michael DiIacova      **Seconded by:** Andy Harpst

*The meeting adjourned at 3:04 p.m.*

Respectfully submitted,

  
Mary Schultz (Oct 19 2020 14:13 CDT)  
\_\_\_\_\_  
Mary Schultz, Secretary

  
\_\_\_\_\_  
Jill Odom, Chair