

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
10:00 a.m. on Thursday, April 23<sup>rd</sup>, 2020. Meeting conducted via Zoom video conferencing per  
Executive Order 2020-07 due to COVID-19 restrictions.  
Connection Information: Phone one-tap: US: +13126266799  
Meeting URL: <https://illinois.zoom.us/j/464801244?pwd=eTZpalFacW5VMVdHWjRhVFhmdFFJUT09>  
Meeting ID: 464 801 244  
Password: 551414

**Chair Odom called the meeting to order at 10:01 a.m. on April 23<sup>rd</sup>. Roll call was taken and a quorum was present.**

**Present:** Shauna Bishop, Bill Burnside, Michael DiIacova, Shari Garnett, Andy Harpst, Chris Hays, Andrea Hoskinson, Sheryl Jones-Harper, Rick Marr, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Schultz, Peter Skrypkun and Clay Stalter.

**Absent:** Lori Christopher and Gary Gilpin.

**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*

*Danielle Routh, Human Resource Assistant Manager – SUCSS*

**2 Civil Service Negotiated and Prevailing Senators from SIUE's Staff Senate**

*Denyse Anderson, Office Support Specialist – SIU School of Pharmacy at SIUE*

*John Milcic, Plumber – SIUE*

*1 Unknown Person on the Phone (Teresa?)*

*John Hulseberg at 10:07 a.m.*

The approval of the minutes for the January 2020 Quarterly Meeting have been tabled until our next meeting in July.

**Review of Correspondence:**

Campus updates/reports are attached at the end from those that were submitted.

**Report of Chair – Jill Odom:**

No formal report

**Report of Executive Committee:**

Nothing to report

**Report of Legislative Committee:**

Nothing to report

**Report of Election Committee:**

Nothing to report

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

### ***Section 250.90 - Probationary Period EMERGENCY***

The emergency rule is in effect regarding the probationary period. The extended probation is for those hired during the crisis and for people on probation or coming to the end of their probation. Section 7 to what was already in the rule. This dates back to March 9<sup>th</sup> per the Executive Proclamation. Campuses are allowed to suspend the probationary period. We wanted to make sure that employees weren't let go by default because of the Stay at Home Order impacting their probation and the fact that they're not being trained and/or supervised the same way they would be while working in their physical office. JCAR emergency rules are only 150 days.  
[https://www.sucss.illinois.gov/pages/sar/Report.aspx?tblManuals\\_RulesID=12&kw=](https://www.sucss.illinois.gov/pages/sar/Report.aspx?tblManuals_RulesID=12&kw=)

### ***Discharge Rule***

A few of EAC members had the chance to attend the Discharge Meeting at Governors State University. That meeting went very well. Teresa is working on fine tuning the technical language with Gail for this rule to submit to JCAR. Hopefully, it will get submitted before the Merit Board meeting on May 14<sup>th</sup>.

### ***Audit Update – Cindy***

SUCSS is in the middle of an Auditor General's Audit. Obviously with everything going on right now, this audit is being conducted differently since they cannot come into the office. It's all done online and through email. Teresa has been sending them literally boxloads of information online. They are questioning different aspects of their statute and how they enforce their statutes. They get a lot of interesting questions from them through this audit process. They just received one the other day about how do they know how employees transfer between employers/campuses. This is something that the System Office keeps track of. But it is interesting to see how they come up with random questions for them.

They're in the middle of 3 audits.

CSU – January – lots of Civil Service issues

EIU – February – draft report already done/was issued on April 10th

UIUC – March – pandemic interrupted theirs

The current audits have been suspended for onsite visits: IBHE, ICCB and DSCC.

Scheduled for SIUC in June but will probably have to pause.

Can audits be conducted from a distance?

→ There's a discussion being done about this.

Cindy is still working on the audits that were already done.

### ***Legal Update – Gail***

There will be 3 discharge matters discussed in May at their Merit Board meeting.

*(24 participants in the meeting at 10:22 p.m.)*

### ***Classification Update – Danielle***

They have quite a bit of Classifications and Examinations in progress.

Business Administrative Associate (custom class)

Business Manager series

Athletic Business Manager

Campus Recreation Coordinator

Financial Aid series and a custom class for that as well

They're in the process of working on 24 classifications right now. They can finalize the class specs but they can't finish the exam component with everything going on right now as they need their subject matter experts.

### ***Section 250.160 – Suspension of Rules***

Most campuses have declared an emergency under this rule.

[https://www.sucss.illinois.gov/pages/sar/Report.aspx?tblManuals\\_RulesID=19&kw=](https://www.sucss.illinois.gov/pages/sar/Report.aspx?tblManuals_RulesID=19&kw=)

Do they need to go back and look at that rule to broaden it? Clarify things? To make it more useful in situations like the one we're currently in. Nothing has been drafted yet. But this is something they're considering.

What will the budget bring? This is the question on everyone's mind right now. Be cognizant of layoffs. We can have a special meeting to discuss layoffs.

### **EAC Calendar – Meeting dates and locations for 2020**

July 16<sup>th</sup> & 17<sup>th</sup> – SIUE

Save the date. Travel restrictions will probably still be in place but Michael Pulley will still reserve a block of rooms for us.

October 21<sup>st</sup> – 23<sup>rd</sup> Council of Councils hosted by SIUSOM

50<sup>th</sup> Anniversary of SIUSOM

Details on meeting location for Quarterly meeting and lodging forthcoming.

### **Other Items as Presented:**

Charlie Middleton

He recently passed away from COVID-19. He was a painter at UIUC and was on this committee years ago back in the 70s/80s. He actually served on this committee with Jeff Brownfield's mom. Our committee was important to him and was even mentioned in his obituary as he was very passionate about it.

[https://www.news-gazette.com/obituaries/charles-l-middleton/article\\_0505a890-8203-11ea-bf07-5cb9017bdf47.html](https://www.news-gazette.com/obituaries/charles-l-middleton/article_0505a890-8203-11ea-bf07-5cb9017bdf47.html)

SIUSOM Update to the Campus Update

They have since implemented a sick bank. This is specific as it pertains to COVID-19, not a general sick bank at the moment.

### **Campus Updates/Reports:**

#### ***GSU Campus Update Report submitted by Sheryl Jones-Harper***

- In compliance, with Governor Pritzker's Stay at Home mandate, Governors State University began restricting access to campus, effective Saturday, March 21, 2020 at 5:00 pm, until further notice, for all employees, except those essential to minimal campus operations.
- HR implemented a policy for most employees to work remotely. All departments were required to develop a plan with supervisors to appropriately assign work, determine deliverables and plan for appropriate accountability consistent with State law. Employees working from home were required to complete a Telecommuting Form.
- A Laptop Loaner program was instituted. Laptops were distributed on a first come, first

served basis for students and employees dependent upon the individual situation and demonstrated need.

- GSU is in the midst of a search to replace the current President, Dr. Elaine P. Maimon, who announced her retirement effective June 30, 2020. On-campus interviews of four presidential candidates were scheduled to be conducted via Zoom. The Board of Trustees is expected to make a decision during May, in order for the replacement to be fully functional by the beginning of the new fiscal year, July 1, 2020. There is also an ongoing search to replace the Interim AVP of Human Resources.
- A university wide virtual Town Hall meeting took place, via Zoom, on Tuesday, April 14, 2020. A panel of administrators and key department heads were available to provide a campus update and respond to employees' questions and concerns.
- A virtual Open House is scheduled to take place Tuesday, April 22, 2020.
- There has been one confirmed Covid-19 case on campus.

***SIU School of Medicine Covid Policies for CS Employees submitted by Shauna Bishop***

- Constant updated info available at new intranet site and an email address was specifically created for questions, as well as a hotline.
- Work from home, reassignments, and redeployment options instituted in an effort to limit the use of benefit time or unpaid status for employees.
- At this time, there is not a process in place to donate benefit time to a specific colleague, however, the option of donating time to a sick bank pool is under discussion.
- New SIU Medicine Pandemic Health Worker (PHW) Program. This program is a partnership between the Illinois Department of Healthcare and Family Services and SIU Medicine, and is established to support the immediate health and wellness needs of people who stay at home during the COVID-19 pandemic. The PHWs will provide home health monitoring services, address basic human needs, and provide connections to medical, behavioral health and wellness services in the community. Those who need ongoing care for medical and counseling needs will receive telehealth service through SIU Medicine and other providers.
- Screening sites instituted for employees/patients on campus.

***UIS Campus Update Report submitted by Clay Stalter***

UIS COVID19 Working Situation for Civil Service Employees

UIS went to a "remote working" arrangement in mid-March. To the best of my knowledge offices began closing March 16 and fewer and fewer people have been on campus since then. My office was sent home starting March 16. I have been making some trips back to campus to photograph various things for the institutional history's sake. A majority of the rooms on campus have been thoroughly cleaned and locked down and those Building Service Workers have been sent home as well, this is according to one BSW that I found still on the campus. Some rooms on campus have been designated as virtual classrooms for professors to teach remotely and there are cleaning supplies in the rooms for the faculty members to wipe down surfaces before and after they are done teaching. I believe that those classrooms are also serviced by building service workers but I don't have that confirmed. I have seen grounds crew members on the campus to mow lawns and tend to other necessary upkeep. As the horticulturist said to me 'If we don't do the minimum the campus will become a tick and flea breeding ground as it becomes overgrown.' [paraphrased] She said the grounds crew has been instructed to social distance, take breaks and lunches out on the grounds and not congregate together. I have also seen a few electricians, building engineers, and of course police officers on campus. I'm assuming everyone in clerical positions has adjusted to remotely working. I haven't heard otherwise. That is what I know of the civil service working situation.

### *UIUC Update submitted by Jill Odom*

- March 2nd – University of Illinois System announced the establishment of a COVID-19 Planning and Response Team to help coordinate the system’s response to and communication about the novel coronavirus. Following this announcement, the university reminded students in study abroad programs and faculty/staff in global engagement activities to follow U of I policy which does not permit travel to countries with travel advisories designated as Level 3 by the CDS or Level 4 by the US Dept of State. On March 5th, as the university continued working with local, state, and federal agencies responding to the coronavirus, the university urged students, faculty, and staff currently on study abroad or exchange programs to return to the US. Ultimately, approximately 90% of those abroad returned to the US. Those who chose to stay did so at their own discretion.
- A central web resource (<https://covid19.illinois.edu>) was established as a starting point for information about the virus and university operations and plans. The site has FAQ’s, archived communications on the issue, and the most current precautions advised by public health officials. An email address for general questions was also established ([covid-19@illinois.edu](mailto:covid-19@illinois.edu)).
- March 10th – university communicated to students, faculty, and staff guidelines and restrictions that would be imposed on anyone traveling to any Level 2 or Level 3 country during Spring Break. Later in the week, students were notified that the University System would move to alternative course delivery following Spring Break and that they should take computers, textbooks, and other things needed to study remotely with them when they left campus. Instruction moved to online however, the university did not close. Employees still reported to work as normal.
- March 13th – Gov Pritzker temporarily closed Pre-K thru 12th grade schools. The university remained open—residence and dining halls open for students choosing to remain on campus or unable to return home, labs conducting research, hospital and clinics continuing patient care, business and administrative offices, facilities & services—faculty and staff continue their work at the university.
- March 14th – Remote Work-From-Home (WFH) details were disseminated to Deans, Directors, & Department Heads in preparation for the Stay-at-Home order. And then on March 16th face-to-face instruction was suspended for the remainder of the Spring Semester and WFH guidelines were enacted. Offices/units began moving as many staff as possible to remote work assignments, expected completion by March 27th.
- F&S Building Services continued to provide services to campus, incorporating enhanced disinfecting/sanitizing activities until Mar 27th and then limited services provided based on needs of unit, limiting direct interaction with faculty and staff. All Crafts & Trades continue to actively respond to service calls, fulfill work orders, and perform general repairs and preventive maintenance on systems; also limiting direct interaction with faculty and staff. Construction Operations and Capital Projects continue as scheduled. Financial Operations, Information Technology Services, Stores & Receiving, and Garage operations continue to operate – remote if possible, otherwise limiting direct interaction following CDC social distancing guidelines.
- On March 20th Governor Pritzker announced the State of Illinois Stay-at-Home order which was very consistent with what the U of I was already doing—faculty & students transitioning to online/alternative learning and many of our employees already working remotely. Essential employees continue to report to worksites as defined in the WFH order.
- As of today, university mandate follows the Governor’s SAH order which expires April

31st. Further information will be disseminated to faculty, student, and staff as it becomes available, but I suspect that an announcement regarding our WFH mandate will be come within the next week or less.

- The university has not imposed a hiring freeze but it is difficult to fill some positions which require on-site testing. Registers remain open and active. We've had some difficulty with background check delays due to staffing issues at the county, state, and/or federal level. There has been "some" discussion of a salary program but as we are expecting a significant reduction in our state budget for FY21, this is unlikely. Remember FY09...

*The meeting was adjourned at 10:38 a.m. by Jill Odom.*

**Respectfully submitted,**

*Mary Schultz*

[Mary Schultz \(Oct 19, 2020 14:14 CDT\)](#)

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**Mary Schultz, Secretary**

*Jill Odom*

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**Jill Odom, Chair**