

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**

8:30 a.m. on Friday, July 17<sup>th</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,,92505706727# or +13017158592,,92505706727#

Meeting URL:

<https://illinois.zoom.us/j/92505706727?pwd=TYyQVIYZUdoWVFhWGRCQ0ExcEkwZz09>

Meeting ID: 925 0570 6727

Password: 526404

**Chair Odom called the meeting to order at 8:31 a.m. on July 17<sup>th</sup>. Roll call was taken and a quorum was present.**

**Present:** Shauna Bishop, Bill Burnside, Michael DiIacova, Shari Garnett, Gary Gilpin, Andy Harpst, Chris Hays, Andrea Hoskinson, Mark Murphy, Jill Odom, Michael Pulley, Mary Schultz, Peter Skrypkun and Clay Stalter.

**Late/Not Present for Roll Call:** Lori Christopher, Sheryl Jones-Harper, John Hulseberg, Rick Marr and Jacqueline Pointer.

**Suspension of Article VI Section 1.2 & 1.3 of SUCSAC Constitution & By-Laws:**

Motion approved by Executive Committee on 6/11/20:

*Temporarily suspend Article VI Section 1.2 and 1.3 until SUCSAC is able to return to in-person meetings as determined by Illinois Department of Public Health guidelines and lifting of university travel restrictions.*

Informed full committee of motion approved by Executive Committee. Motion to continue until revoked by Executive Committee.

**Introduction of Guests:**

*Jeff Brownfield, Executive Director - SUCSS*

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

*Gail Schiesser, Legal Counsel – SUCSS*

*Gail Hudson Hankins, Human Resource Officer – SUCSS*

*Danielle Routh, Human Resource Assistant Manager – SUCSS*

*Lauren Aceves, Human Resource Officer – SUCSS*

*Omeka Brown, Human Resource Representative – SUCSS*

*Stacey Norton, Human Resource Assistant – SUCSS*

*Bob Curry, Information Technology Manager/Administrative Coordinator - SUCSS*

**Orientation Update:**

Required – Lori Christopher, Andy Harpst, Andrea Hoskinson, Clay Stalter & John Hulseberg  
Cindy can do a remote orientation for new members and those wishing to do a refresher. Cindy to follow-up with details for orientation.

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

None

**Public Comments:**

None

**Review of Correspondence:**

None

**Approval of minutes of the January 2020 Quarterly Meeting:**

A motion was made by Shauna to approve the minutes from the January 2020 Quarterly Meeting. Bill seconded. All were in favor. No opposition. Motion passed.

**Approval of minutes of the April 2020 Quarterly Meeting:**

A motion was made by Andy to approve the minutes from the April 2020 Quarterly Meeting. Clay seconded. All were in favor. No opposition. Motion passed.

**Report of Chair – Jill Odom:**

No official report.

**Report of Executive Committee – No Report attached**

A motion was made by Michael Pulley to suspend the approval of the June 11<sup>th</sup>, 2020 meeting minutes until the October meeting. Chris seconded. All in favor. No opposition. Motion passed. Suspended approval of mins until the Oct meeting. Discussed suspension of By-Laws.

**Report of Legislative Committee – Report attached**

A motion was made by Clay to approve the June 11<sup>th</sup>, 2020 meeting minutes as amended. Jackie seconded. No opposition. Motion passed.

**Report of Election Committee – Report attached**

A motion was made by Chris to approve the June 11<sup>th</sup>, 2020 meeting minutes. Mary seconded. No opposition. Motion passed.

2020 Elections – John will begin working with campuses regarding upcoming elections

EIU – Bill Burnside  
SIUE – Michael Pulley  
UIC – Michael DiIacova  
UIUC – Chris Hayes

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

***Merit Board Update***

Since the last MB meeting, we lost Miriam Mobley Smith from CSU. She resigned and took a position in Boston. This is unfortunate for us since we were just starting to build a relationship with her back in March. Julie Jones is now the Chair of the MB. Sherry Eagle and Jill Smart are also on the Executive Board for the MB.

***Agency Budget Update***

The budget for the system office has been approved; flat from last year. System office is about caught up for reimbursements for travel from FY20 funds from the state. There is about a 2-3 month delay. Rent not caught up but paid. NIU has started some layoffs. Parkland laying off 60+ employees in August. In early August, many staff should be returning to system office.

### ***Emergency Rule***

Every campus has declared an emergency under the emergency rule. The emergency rule for probation expires September 15<sup>th</sup>. Campus could suspend your time in probation and pick up where you left off once back on campus. This is to make sure people don't get dismissed while on probation because they didn't get a good feel for the employee due to the pandemic.

Probation Period – ends 9/15/20 (began 3/15/20), can be extended for similar amount of time they would have been on campus...should this be kept/extended?

Suspension of Rules – Campuses can hire emergency employees and can move employees to different jobs within general occupational area during emergency period. "If you can provide notice you should do so."

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

Nothing new to report to us here. Haven't received any updated reports since December.

There were no reports from campuses in March or June due to everything going on.

36 E4 (faculty/research) are reported differently and haven't gotten those reports in a while.

From Dec '18 - Dec '19, there was an increase of 925 status CS employees and a decrease of 960 PAA appointments.

UIUC - has been making some conversions. Was doing it by functional area.

SIUE – about 6-8 months ago, they converted everyone office by office. They're probably almost done.

### ***Grant Funded Employees***

Ongoing funding for particular programs.

Still working on it. Still moving forward.

Will keep working with employers on this as it is a funding issue.

### ***Class Plan Update - Danielle***

How class exams and specs come about.

HR are considered the subject matter experts.

There has to be balance between campuses.

They get them from campuses or committees.

Is it new or does it need to be rolled into something that already exists?

To create class specs - work with the campuses - looking at is there a class that can be merged/

analyze it for stand-alone position - number of agencies / employees impacted by revision -

request job descriptions for those people - look at MAQ's on system office website

MAQ's – Minimum Acceptable Qualifications

Draft spec – send to HR – HR works w/subject matter experts – exam review meeting – external research

*Marr left at 9:20 a.m.*

The system office understands that not all of the campuses will use all of the classifications but they really do need all of the campuses to participate in these processes.

All of the campuses have clerical positions. But when the system office did the update to the clerical positions, not all of our campuses participated in that process.

In terms of MAQ's, they have to meet these qualifications.

Application based/resume based/credentials assessment – interpretation of qualifications

Are any certifications required? Is there a degree component?

Supervisory experience – supervising people vs. supervising projects

9:40 a.m. – 28 participants in this meeting

New or Revised class specs: Healthcare dietician – 2 tier; medical radiographer; invasive cardiovascular; cardia tech—non-invasive cardiovascular (3 levels?); 20 some new classifications ready to go when they have statewide meetings; working on some custom classes like Budget Admin Assoc; BAA-custom class; Financial Analyzer... about 25 in progress.

***Governance Risk & Compliance Audit Update - Cindy***

Audits were paused back in April. Was onsite at end of March when pandemic hit – was doing via Skype but it's taking some time to complete; several positions at GSU cited in FY16 & (discussed) in FY18, have converted 85% to 90% of those.

EIU is finalized and CSU is still in process. A draft was issued May 13<sup>th</sup>.

To minimize travel and exposure, they have come up with a new schedule and split state into 3 regions; A, B, & C – and conducting audits by region quarterly.

Region A – North of I80 / Region B – between I80 & 74 / Region C – South of 72

Even though they're not onsite, they have been very busy with audits which will resume next month. ICCB, IBHE, & DSCC. Carbondale shortly thereafter.

***Discharge Rule – JCAR Update***

Still in the 1<sup>st</sup> notice period of JCAR; 45 day period for 2<sup>nd</sup> notice period; no problems so far.

***Legal Update - Gail***

3 pending discharges; 2 from UIUC and 1 from Carbondale. 2 are waiting for criminal charges. There will be another one soon coming from Chicago.

There is a criminal matter in Madison County; Mr. Bateman cheated on a test.

2 review decisions are still pending.

Legislative Commission – Public Holiday 11/3/20 is for 2020 only - SB1863 became PA101.0642

Election Day 2020 is a federal holiday. Any rule to the JCAR process will have to go through legislative action, which requires an overall vote from the General Assembly.

November 3, 2020 was declared a state holiday due to COVID-19 and the need for expanded polling at schools.

The Merit Board recommends the holidays for the University System. This is a holiday that is mandated by the state. This will be discussed at the next Merit Board meeting in August. As of right now, it should be considered an additional holiday for this year.

***Further discussion from Jeff regarding Urbana:***

Discussion regarding changing shifts for BSW's at UIUC. Some of them have been told that they are moving from an early shift to a later one and they are concerned that this is going to cause them more exposure to people and/or COVID-19. SUCSS rule does not control that.

Is this something that is a concern on anyone else's campuses?

Would this be a union issue?

WIU – Peter has had to deal with several shift changes this Summer. Has a 3<sup>rd</sup> shift change coming soon to wrap desks, wrap lounge areas, classrooms, etc. It's a concern for Operations Staff as they're working with a team of international students to work on stuff together. In some areas, the quarters are tight and you're working very closely where social distancing isn't possible.

GSU – No shift changes at GSU, that she knows of. Not sure. This topic hasn't been brought to her attention on her campus.

EIU – Housing has had some.

NIU – They have staggered start times.

UIUC – They are going back to bidding shifts. Talking to union (CBA) & others.

SIUE – They are doing schedule changes/shifts. They're doing it in order to protect staff. People are still encouraged to work from home if they still can.

These types of shift changes shouldn't lead to a discharge. Our jobs are not going to change from a time standpoint. Job duties being changed due to changes in the work environment.

“Reassignment of Personnel”

- Under emergency rule/suspension of rules.

Emergency rule gives ability to reassign and is reassignment permanent?

An employee can be reassigned outside of general class but within occupational area. “Designed for an event rather than for an ongoing predicament such as Pandemic.”

### ***EIU – Mandated masking on campus***

They have made it mandatory that all employees wear a mask and some employees don't want to. Some people are flat out refusing to do so. Does the university have the ability to take legal action or disciplinary action in situations like this?

If an employer requires it, then it's a reasonable thing for employees to do. Therefore, they can be disciplined for it because it would be breaking a reasonable work rule. It becomes more of a health and safety concern. Under the circumstances of endangering the health and safety of others, this type of situation may go much faster to discharge.

Discussion regarding the use of face shields vs. face masks.

It's 6 feet and a mask, not 6 feet or a mask.

Incident where someone tested positive was off and was still testing positive, but was told to come back to work.

Lots of bad communication in F&S on UIUC's campus.

Gary / UIUC – BSW's – civil service process – how do they get educated?

Jeff – at any time, willing to do presentation on any topic they wish. Can set up a webinar but make sure they know it may not be an “approved event.”

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

October 21<sup>st</sup> thru 23<sup>rd</sup> – Council of Councils hosted by SIU-SOM

*50<sup>th</sup> Anniversary of SIU-SOM*

Shauna – CoC in October will be remote only – agenda in process, breakout sessions, speakers, etc.

Reserved meeting room for possible Hybrid meeting but EAC assumed remote as of now. Abe Lincoln Hotel for meeting space & lodging. Meeting space would be on campus in the library.

January at Systems Office on Philo Road in Urbana, IL.

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

Gail – Executive order good for 30 days but still in order.

Restore Illinois: mask order, social distancing, etc...

Mark / UIC – thank you Gail & Jeff – fluid now – CYA for a while but for the sake of people susceptible to this... please be careful for all of us. Thanks everyone for their input.

Shauna / SIU-SOM – Asked if we have anything going on for BLM. Asked to sign an anti-racist pledge. SIUC has formed a committee.

**Motion to Adjourn:** Michael Pulley      **Seconded:** Shari Garnett

*The meeting was adjourned at 11:48 a.m. by Jill Odom.*

**Respectfully submitted,**

*Mary Schultz*

Mary Schultz (Nov 17, 2020 12:36 CST)

**Mary Serio (Schultz), Secretary**

*Jill Odom*

**Jill Odom, Chair**