

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

9:00 a.m. on Thursday, January 28<sup>th</sup>, 2021. Meeting conducted via Zoom video conferencing per Executive Order 2020-07 due to COVID-19 restrictions.

**Connection Information:**

Meeting URL: <https://illinois.zoom.us/j/84077485732?pwd=M3R3Z09taUMrMGw3NEEzWjlSdm9uUT09>

Phone one-tap: US: +13126266799,,84077485732# or +16465189805,,84077485732#

Meeting ID: 840 7748 5732 Password: 800173

**Chair Odom called the meeting to order at 9:02 a.m. on January 28<sup>th</sup>. Roll call was taken and a quorum was present.**

**Present:** Shauna Bishop, Lori Christopher (late), Shari Garnett, Gary Gilpin, Andy Harpst, Chris Hays, Andrea Hoskinson, John Hulseberg, Sheryl Jones-Harper, Rick Marr, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Schultz, Peter Skrypkun and Clay Stalter.

**Absent:** Bill Burnside and Michael DiIacova.

**Continued Suspension of Article VI Section 1.2 & 1.3 of SUCSAC Constitution & Bylaws:**

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.*

**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*

*Lauren Aceves, Human Resource Officer – SUCSS*

*Danielle Routh, Human Resource Manager - SUCSS*

*Jenn Miles, Administrative Aide – SUCSS*

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

*Omeka Brown, Human Resource Representative – SUCSS*

*Paula Mitchell, Human Resource Assistant – SUCSS*

*Jose Munoz, Community Worker at Center for College Access and Success – NEIU*

*Toni Scott, Office Administrator for the President's Office – NEIU*

*Hector Uriostegui, Administrative Assistant at Center for College Access and Success - NEIU*

*Introductions all the way around for new members*

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

- Tony Craven – Eastern Illinois University
- Tenea Harris – University of Illinois Urbana Champaign
- Michael Pulley – Southern Illinois University Edwardsville
- LaVitta Steward – University of Illinois Chicago

**Orientation:**

Required – Andy Harpst and Clay Stalter still need to do it. New members will need to do it as well. Everyone is always welcome to join for a refresher course. Will probably be done some time early to mid-March.

**Open Meetings Act:**

OMA training doesn't have to be done yearly, but it does have to be done at the beginning of a term.

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

None

**Public Comments:**

None

**Review of Correspondence:**

None

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

A motion was made by Shauna Bishop to table the approval of the minutes from the October 2020 Quarterly Meeting. Peter Skrypkun seconded. All were in favor. No opposition. Motion passed.

**Report of Chair – Jill Odom: Report Attached**

Please see report attached.

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

No official report. John Hulseberg motioned to approve the December 11<sup>th</sup>, 2020 meeting minutes. Peter Skrypkun seconded. All in favor, no opposition. Motion passed.

**Report of Legislative Committee – No Report attached**

Hasn't met. No official report.

Shauna offers updates on Legislation as of 1/28/21 – after lame duck session

- FFCRA (Families First Coronavirus Response Act) has expired as of 12/31/20.
- IL minimum wage raised to \$11.00 as of 1/1/21.
- Governor announced over \$700 million in budget cuts to FY21, citing failure to pass Fair Tax amendment.
  - Hiring freezes, travel/purchases
  - Grant suspensions
  - Cost savings at state prisons
  - Savings from canceled fairs
- Dining restrictions eased in some areas of State (see IDPH for details).
- New House Speaker – Emanuel 'Chris' Welch replaces Madigan
- Senate Bill 1199 postponed until March (?)
  - Eliminate state-level tax benefits created during CARES Act; intended to prevent reduction in rev. of \$500 million
- House Bill 3653 (criminal justice)
  - Abolishes cash bail – have until 1/1/23 to fully abolish and phase in new pretrial procedures
  - Require every officer in state to wear body camera

- IL Law Enforcement Training Standards Board granted power to review officers for compliance and suspend, limit, restrict, or revoke certification – created IL Law Enforcement Certification Review Panel
- HB2170 (racial disparities in K-12 and higher ed)
  - Inclusive American History Commission formed
  - Adds computer literacy programs
  - Adds curriculum standards – provisions for placement of student in intro college-level English/math courses
  - State BoE to create grant program for K-12 black students to public schools, public community colleges, and not-for-profit, community-based organizations to facilitate improved educational outcomes (subject to appropriation)
- HB2451
  - Affects pension of 2200 active/retired Chicago firefighters – removes birthdate restriction on eligibility at age 55 for 3% auto annual increase in retirement annuity

**Report of Election Committee – No Report attached**

6 campuses up for election this year  
 Sheryl Jones-Harper - GSU  
 Shari Garnett - SIUC  
 Mary Schultz - NEIU  
 Mark Murphy - UIC  
 Clay Stalter - UIS  
 Gary Gilpin - UIUC

*Bill Burnside joins at 9:49 a.m. with Tony to say hello/Everyone wishes Bill well & thanks him for his service to EAC*

**Officers and Committee Elections:**

Jill turns the meeting over to Cindy at the System Office to conduct elections.

Election of Officers:

Chair – Jill Odom  
 Nominated by Mary. Seconded by John. Acclimation.  
 Vice Chair – Michael Pulley  
 Nominated by Jill. Seconded by Rick. Acclimation.  
 Secretary – Mary Schultz  
 Nominated by Shauna. Seconded by Michael. Acclimation.

Elections for the committees were conducted via secret ballot as they have been done in the past.

*Sheryl Jones-Harper leaves at 9:57 a.m.  
 Gail Schiesser joins at 9:58 a.m.  
 Hector Uriostegui leaves at 10:29 a.m.  
 Lori Christopher leaves at 11:00 a.m.*

It is determined that the secret ballot process used for voting for committee members violates OMA, therefore the initial election is invalid.  
 Our constitution/bylaws need to be updated.  
 The Committee Elections needed to be redone to be in compliance with OMA.  
 The election was reconducted and the positions are reaffirmed.

Committee Elections:

Executive Committee: *(no more than 3 from any university/agency)*

1. Michael Pulley - SIUE *(Vice Chair of EAC serves as Chair per bylaws)*
2. Shauna Bishop - SIUSOM
3. Shari Garnett - SIUC
4. John Hulseberg - NIU
5. Peter Skrypkun - WIU
6. Clay Stalter - UIS
7. Mark Murphy – UIC

Legislative Committee: *(1 from U of I System and 1 from SIU System)*

1. LaVitta Steward - UIC
2. Shauna Bishop - SIUSOM
3. Jacqueline Pointer - CSU
4. Peter Skrypkun – WIU

Election Committee: *(standing committee consists of positions)*

1. John Hulseberg – Parliamentarian serves as Chair
2. Jill Odom – Chair of EAC
3. Mary Schultz – Secretary of EAC
4. Michael Pulley – Chair of Executive Committee (Vice Chair of EAC)
5. Secretary of Executive Committee

*Lori Christopher returns at 11:36 a.m.*

*Details and specifics on roll call votes and voting results are on file with the System Office.*

11:40 a.m. - A motion was made by Michael Pulley to suspend EAC meeting to allow the Executive Committee time to meet. Seconded by Jill Odom.

11:42 a.m. - 1<sup>st</sup> motion was rescinded by Michael Pulley. A motion was made by Michael Pulley to postpone the Executive and Legislative Committee meetings to vote in new Chairs/Secretaries until some time next week with at least a 48 hour notice to follow proper OMA notifications. Peter Skrypkun seconded.

Peter withdraws motion. None of this was needed.

A motion was made by Shari Garnett to suspend the current meeting in order to break for lunch. LaVitta Steward seconded.

*Break for lunch at 11:45 a.m.*

*Return from lunch and Sheryl Jones-Harper returns 12:15 p.m.*

**EAC Calendar – Meeting dates and locations for 2021**

The Executive Committee met to discuss dates for this upcoming year.

Wednesday, April 14th & Thursday, April 15th – *Tentatively scheduled to meet at ISU or via zoom, dependent on current restrictions.*

Wednesday, July 28th & Thursday, July 29th – *Tentatively scheduled to meet at SIU-E or via zoom, dependent on current restrictions.*

Wednesday, October 20th & Thursday, October 21st – Location *TBD* (*Wed & Thu for SUCSAC mtng and Fri for Council of Councils. We have a tentative volunteer university for the 2021 CoC – NEIU to possibly host and they will join for a brief discussion at 2:00pm. We still need a volunteer to host for 2022 CoC so please reach out to your universities and let the Chair, Vice Chair, or Secretary know if your universities advisory council is interested in hosting 2022 or a future CoC.*)

Discussion about whether or not we'll be able to meet in person with 6-8 foot restrictions.

Look at the way the House of Representatives meets.

Hybrid meetings? Meetings based on number of people vaccinated? We would have to suspend bylaws for people to meet by phone.

When does the Executive Order expire? Executive Order covers executive agencies which is what we are.

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

#### ***Merit Board***

Their next meeting will be February 25<sup>th</sup>, 2021 at 1:00 p.m. and will be held virtually.

Jill Smart's term expired at UIUC and her term was not reappointed. Will probably have a member appointed soon. They didn't have an executive committee meeting. They will need to elect a new executive committee.

#### ***Agency Budget***

Most of the campuses have some sort of hiring freeze or a slowdown in their hiring in general. Some vacancies are not being replaced. Illinois has taken a huge hit in terms of tax revenues due to Covid-19.

IBHE recommended an average of about 2% increase for our campuses. No increase for SUCSS. Flat budget was recommended for them.

Campuses and SUCSS are required to do budget cut scenarios for the IBHE and Deputy Governor.

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

Not a whole lot of updates.

Some data reporting errors.

From a statistical standpoint, things don't look as good as they did 6 months ago.

Inaccurate reporting has always been an issue. Some positions were just never reported. They didn't even exist from a reporting standpoint.

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

Putting together a demo project. Non general revenue money.

Our act doesn't take into account the status of funding.

Is it not disruptive to hire someone for 24 months, because that's how long the grant runs for, and have them bump someone in a different position?

What happens if another position is laid off? Can they bump into a position that has 5 months of funding left or are they out on the street?

There has been pushback from HR and the unions about this.

UIC is going to contract out food service.

ICR – Indirect Cost Recovery

Are there some positions on campus that are critical to a grant that we could agree that would be protected?

Is there a way that we can develop criteria for a few positions and section them out?

It's a slippery slope to have an exception to being bumped.

***Governance Risk & Compliance Audit – Cindy***

CSU – extensive report

UIUC, ICCB, IBHE & DSSC – draft reports are pending

SIUC – February 8<sup>th</sup> – 12<sup>th</sup>

The investigation continues and things will continue to be mentioned at CSU.

SUCSS withdrew the authority from CSU to make certain decisions. Gail and Cindy are in charge of making decisions now. They have been providing lots of training for best practices to help them improve. Cindy encourages us all to read the report if we haven't done so already.

*Toni Scott joins 1:56 p.m.*

*Break at 1:59 p.m.*

*Return from break and Jose Munoz and Hector Uriostegui join at 2:05 p.m.*

**Guests – Northeastern Illinois University**

Discussion about the Council of Councils and introductions.

Ideas shared by those who've hosted it. What would EAC like to see?

If held in person, we have to make sure we have 2 days for EAC to meet. Have to be able to host 25-28 people for our meetings.

Political agenda cannot be done on company time.

NEIU discusses thought on possibly hosting the next 2 years; virtually this year and plan for in person next year and make it a big deal.

*Toni, Jose, and Hector leave at 2:43 p.m.*

*Andy left early*

**Report of SUCSS Executive Director – Jeff Brownfield: (cont.)**

***Governance Risk & Compliance Audit – Cindy (cont.)***

Extra help issues and PAA's.

- These are the 2 major issues on past audit reports.

***Class Plan Update - Danielle***

Moving along pretty good.

Campus Recreation Coordinator – October 1, 2020

Cinematographer/Creative Video Producer – November 15<sup>th</sup>, 2020

Computed Tomography (CT) Series – August 1, 2020

Financial Aid Associate – November 1, 2020 (this is a custom class)

There are lots of classifications that are in process as well.

Community Worker to become Community Outreach Worker – February 1<sup>st</sup>, 2021

Construction Project Coordinator Series – February 1<sup>st</sup>, 2021

Admissions and Records Series – meeting next week statewide about this one

Statewide meetings take place with with all of HR and the subject matter experts that they recommend to attend.

Some campuses are better than others about assisting with class plan updates, even if they don't utilize that particular title.

We are an arm of the Merit Board.

*Cindy leaves at 3:15 p.m.*

***Discharge Rule Update – Gail***

Discharge rule is effective November 12<sup>th</sup>, 2020. It's on the website.

***Legal Update – Gail***

Our 3 new members have 90 days to complete OMA training. When you start a new term, you have a year to complete it. Please just do it.

JCAR is about to have a new Executive Director.

The Auditor General has been chasing down universities about record keeping by the DER's.

Questions about collective bargaining agreements.

- Collective bargaining agreements cannot infringe upon the act. The act will win every time. Collective bargaining can expand on the act. SUCSS does not enforce bargaining contracts.

1 discharge matter in February – UIC

4 more on the calendar – UIC, UIUC, NEIU, and SIUC

Up to 5 by the end of February

Criminal case in Madison County – trial in March

1 administrative case has been pending in Champaign County for a while

**FFCRA benefits (Family First Corona Virus Response Act: expires 12/31/20)**

FFCRA ended/expired. The act/program itself ended.

There is no legislation pending regarding this.

U of I has decided to extend this benefit on their own until March 31, 2021 (unless you already used it)

SIU did not do any kind of extension (SIUC and SIUSOM confirmed this)

**Other items as presented:**

Article 3 Section 1 1A

Executive Committee will have to take care of this.

Suspension of the Civil Service Rules can be done when you can't otherwise follow the rules.

*Jeff leaves at 3:52 p.m.*

Question/discussion about how people are getting a 2<sup>nd</sup> vaccination shot. Any reactions?

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

*The meeting was adjourned at 3:58 p.m. by Jill Odom.*

**Respectfully submitted,**

---

**Mary Serio (Schultz), Secretary**

---

**Jill Odom, Chair**

*STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE  
SUNNYCREST MALL, 1717 SOUTH PHILO ROAD, SUITE 24  
URBANA, ILLINOIS 61801*

**To: Employee Advisory Committee**

**From: Jill Odom  
Chair/Employee Advisory Committee**

**Date: January 28, 2021**

**Subject: Report of December 10, 2020**

The Merit Board last met on December 10<sup>th</sup> in a virtual format as they have for most of 2020. The meetings move smoothly but it is evident in the Merit Board meetings that they too are weary of meeting virtually rather than in person. Our business is personal in nature, so it is equally as important that we meet in person, not to mention that it is required by our statute. With that said, I know we are all very eager for our states numbers to improve and restrictions to be lifted so that we can again conduct our business as necessary.

There have been a few changes to the make up of the Merit Board and I will leave that to Director Brownfield to share.

In my report to the Merit Board on the 10<sup>th</sup> I began with a thank you for their time and commitment to our universities. I want to echo that back to you as well. 2020 has been an extremely difficult year, probably one of the most difficult that many of us have seen. The toll it has taken on our employees, our universities, our families, our communities, ourselves... it is nothing we imagined and yet here we are. We've made it through and are all the stronger and more resolved for it.

As employees, you continue to adapt to constantly changing and difficult times and the additional demands that are being made on you. The efforts of all our staff, administrators, faculty, and students at our universities are an example of how creative, adaptable, inventive, and supportive we are to each other, our communities, the state, and beyond. We all find ourselves making shifts in our work and personal schedules and priorities. How we addressed simple, routine tasks ten to twelve months ago are completely different today. With regards to our students – how we now serve them meals, advise them via phone or zoom instead of face-to-face conferences about their schedules, course choices, financial aid. With regards to how we support ourselves – our Facilities & Services staff have stringent safety and cleaning protocols which are performed more often and on different schedules than in the past. Routine



maintenance in occupied office space has challenges too – is the office occupied or are the staff working remotely? And the ever-present question – if working remotely, when can we return to campus? If we are an essential worker and have worked on campus since the start – when will things slow down? All this to say – we continue to do our best and appreciate the support of our universities. I thank you for your dedication and commitment and welcome to 2021.

With regards to the Merit Board meetings, I encourage each of you to attend/view them whenever possible. Soon we will all be back to meeting in person and these are great opportunities to view them in action as well as meet and visit with the members. Reach out and invite them to lunch, coffee, or just sit and talk a bit to let them get know you and what's important to our constituents. When in person, the meetings are at the Systems Office on Philo Road in Urbana and typically at the UIC Human Resources Building, 715 S. Wood St, Room 201D.

Respectfully submitted,

Jill Odom