

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

8:30 a.m. on Thursday, October 22<sup>nd</sup>, 2020. Meeting conducted via Zoom video conferencing per Executive Order 2020-07 due to COVID-19 restrictions.

**Connection Information:**

Phone one-tap: US: US: +13126266799,,82186684436# or +16465189805,,82186684436#

Meeting URL: <https://illinois.zoom.us/j/82186684436?pwd=TElhTEpPd3VocHU4cmIjRXk4WEllQT09;>

Meeting ID: 821 8668 4436

Password: 884676

**Chair Odom called the meeting to order at 8:33 a.m. on October 22<sup>nd</sup>. Roll call was taken and a quorum was present.**

**Present:** Shauna Bishop, Bill Burnside, Lori Christopher (8:45 a.m.), Michael DiIacova, Shari Garnett, Gary Gilpin, Andy Harpst, Chris Hays, Andrea Hoskinson, John Hulseberg, Sheryl Jones-Harper, Rick Marr, Mark Murphy, Jill Odom, Michael Pulley, Mary Schultz, Peter Skrypkun and Clay Stalter.

**Absent:** Jacqueline Pointer.

**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*

*Jenn Miles, Administrative Aide – SUCSS*

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

*Tony Craven, Brickmason Foreman – EIU*

**Orientation Update:**

Required – Andy Harpst and Clay Stalter still need to do it.

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

*Teresa Smith, Executive Director of Human Resources – SIUSOM*

Joined SIUSOM last year so she's been there for about a year and half now.

\$40 million deficit for School of Medicine due to Covid-19.

Covid Response Team met every day. Work from home policies with flexible work schedules.

Staff are able to volunteer to help out in other areas as needed.

Employees can donate vacation/sick time to a bank so employees that were out sick due to Covid can request time from the bank.

*Lori Christopher joins 8:45 a.m.*

Voluntary retirement program. Retirees were offered a lump sum based on years of service. This helped to cut staffing in areas where staff weren't necessarily needed. This helped to cut about \$2 million.

Voluntary furlough program to prevent layoffs. There were about 40 people who volunteered 5-10 days in the voluntary program. Voluntary program wasn't successful, so they had to make it mandatory. Those who initially volunteered were not penalized in any way when the mandatory program rolled out. It didn't target any particular group. It was organizational wide. 10 days for everyone. They were allowed to schedule the days to allow for things to function and not just shut down. Furlough program runs from August through December. Doctors, direct patient care, and health and safety employees could not be allowed to take off due to operational needs. These non-Civil Service staff had a salary reduction equivalent to the 10 days so they can still see patients and perform their important duties. Cost savings still on the backend. This all helped to preserve their workforce long term.

Looking at cuts on a permanent basis in terms of cost saving; people working from home on a permanent basis to cut down on space. Looking at operational efficiencies as well.

At this point, they shouldn't have to make any more staffing cuts in January.

Received grants to hire temporary contact tracers.

Trying to get their financial stability back.

Collaborating with University of Illinois on the saliva test in hopes of creating 40-50 new jobs.

Working on doing lots of things electronically to keep things flowing.

They've restructured their HR office.

There are 4 different bargaining units with AFSCME being the largest.

- 3 out of 4 of those unions deferred their increases to January 1<sup>st</sup>.

*Jenn Mills joins 9:24 a.m.*  
*Teresa Smith leaves 9:26 a.m.*

**Public Comments:**

None

**Review of Correspondence:**

None

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

A motion was made by Michael DiIacova to approve the minutes as amended from the July 2020 Quarterly Meeting. John Hulseberg seconded. All were in favor. No opposition. Motion passed.

**Legal Update – Gail**

Discharge matter tomorrow which will end up on December MB meeting.

MB meeting will be in December, not in November.

There are 2 matters pending. Both are at UIC.

There is a possible 3<sup>rd</sup>. The employee has until today to request a hearing.

Revision for discharge rule passed and approved by JCAR with no comment. This rule be in effect by the next time we meet. There is more stringent flexibility in the new rule. There were about 17 drafts of this rule in order to balance the competing interests and make everything fair and flexible. Made sure there was fairness and due process to the employee as well as the university.

There was 1 pending administrative review from SIUE. Employee didn't show so the judge upheld the decision without objection.

**Report of Chair – Jill Odom:**

No formal report. Chair Odom thanked everyone for their work and commitment to this committee and to their respective universities. It has been a difficult year for all of us and we don't pat each other on the back enough.

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

Has not met since the last full meeting. John motioned to approve the June 11<sup>th</sup>, 2020 meeting minutes as amended. Rick seconded. All in favor, no opposition. Motion passed.

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

Has not met, no report.  
Graduated income tax is on the ballot. Several non-partisan groups and SUAA are for it.  
This amendment will not impact pensions.

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

Did not meet.  
Update on 2020 Elections  
EIU – Tony Craven  
SIUE – Michael Pulley  
UIC – November 10<sup>th</sup> is their election.  
UIUC – Reposted the election with new election date. Tomorrow is the last day.  
Someone from F&S is running and someone else, so there will be an election there.

*Tony Craven joins at 9:57 a.m.*

Tony Craven stopped by to introduce himself to the group. He graduated from EIU in 1986. He began employment at EIU in January 2000. Decided to run for the position after talking to Bill about it and ran unopposed.

*Leave for break at 10:04 a.m.  
Back from break 10:10 a.m.*

**Report of SUCSS Executive Director – Jeff Brownfield:*****Merit Board Update***

Tentatively, December 10<sup>th</sup> is the next MB meeting.  
CSU's MB member resigned. Ms. Andrea Zopp is the new MB member for CSU. She is an attorney and the Chair of Chicago State University's Board of Trustees.

***Agency Budget Update***

They received a flat budget this year.  
National economy sank 32% in the 2<sup>nd</sup> quarter.  
Unemployment rate was 3.4% in February and 14.6% in June.  
Estimated 10.4% decline of income for FY21. Our campuses took a huge hit.  
Met with IBHE last month. Received \$1.114 million this year. Requesting \$1.222 million for next year. They have a smaller budget now than they did back in 1999. The money is for the staff.

***Emergency Rule***

Passed probation periods – lasted 150 days and ended early September.  
Their probation clocks started back up again in early September.  
There is no desire to make this a permanent rule and can't redo an emergency rule.

Suspension of rules – Every campus has declared one. You can only suspend the rules if you can't otherwise follow them. Nothing can be set aside that will allow for laying people off, for example, this upcoming Monday. They still have to do a 30-day notice. There's no reason they can't do it. System Office doesn't need to approve layoffs; they do need to be notified of them.

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

Nothing new to report to us here. Quarterly reports on the website.

About 10 years ago, they changed their procedures on how to count or account for e3/e4's. Errors in reporting of PAA in e3/e4's.

June 30, 2020

Faculty research (e4) – 16,528 (3,800 reported last year)

PAA (e3) – 6,200 (5,200 reported last year and 6,800 5 years ago)

Positions weren't reported before. System Office not seeing the decrease in PAA employees like they were before since there was an error in reporting. There's only maybe 500 less than 2015.

Status Civil Service Employees – 20,000 in June 2020

Under 19,000 last year

19,400 – 5 years ago

There are footnotes on the most recent report. This was all due to an error in reporting. Was there a spike in retirees due to the pandemic?

*Bob Curry joins at 10:51 a.m.*

WIU is done converting and reporting.

The whole U of I system were underreporting. All their campuses use the same system, so that's why they weren't reported correctly.

If we hear of something being contracted out, call Jeff. EIU has a lot of contracted work done with donated money. We, as employees, care more about our campuses than contracted people. We're better employees and a better investment.

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

Still working on it. Still moving forward.

How do we look at grant funded employees? Who are we talking about here?

### ***Class Plan Update***

Maintaining entry level in professional classes.

Significant work with UIC, especially because of the hospital.

Hospital has been able to avoid layoffs.

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

Resumed normal audit operations in June. Revamping schedule since the pause.

FY21 & FY22 with cluster visits for onsite and remote operations.

Schedule has been posted on the website.

CSU's complicated audit was finalized and issued in October.

Finalized EIU's on June 2<sup>nd</sup>.

Draft report for UIUC in progress.

End of August – IBHE, ICCB, DSSC

Next month – WIU and UIS

### ***Statute and Rules***

JCAR asked the System Office to revisit their definitions, to update them.

### ***Seniority and Layoffs***

Rumors about budgets and layoffs at most campuses. Jeff sent us something this morning.

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

January meeting will probably still be virtual. We're always welcome to the System Office if we want to have some people meet in person.

*Rick and Andy leave 11:55 a.m.*

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

How will we hold elections in January?

System Office might be able to host for January using WebEx for ballots and voting to remain confidential.

What happens if someone refuses to come back to work until there is an actual vaccine for Covid-19?

If this turns from a pandemic to an endemic, employer accommodations will have to be made. The employer has to provide a clean and safe workplace. Any employee can choose not to work. There will be consequences though. We've had medical, postal and grocery workers who have been working this entire time. As long as the employer has made reasonable accommodations for you, there is no reason you can't return to work. Testing is not preventative; it just lets you know if you've contracted the virus. Testing is not the only answer. The whole environment must be reasonable under federal regulations.

Employees can use FMLA, ADA, Cares Act, etc.

Is the saliva test becoming more widely available?

UIUC has it and they must test on a regular basis.

Undergraduate students test 2x a week.

Faculty, staff, and graduate students test 1x a week.

There is a designated group that has to test 3x a week.

Student athletes have a different schedule. Sometimes every day or sometimes it's 4-5x a week. It depends on their contact.

People monitor the main doorways of each building. The app on your phone verifies whether or not it's safe for you to enter. Testing results determine access.

Chicago tests regularly. Springfield has started to test more regularly.

What if an employer is not compliant with sanitation?

Did the employer react appropriately? Best judgement on reasonableness.

Lots of worker's comp claims in the private sector.

Did the employee contract it from work? This will be the question on everyone's mind and how can you prove that is where you caught it from?

Based on your experience, you have to figure out how comfortable you are. Testing is not readily available in certain areas. It's more available now than it was back in March. If you have been exposed to someone, some places will just tell you not to test because there's not enough reason to test. Being exposed is apparently not enough to go get tested in some areas. There are some instances where some people get tested and they're told to come back to work after their test,

even though they don't know the result of it. This is a rollercoaster that we're all going to be on for a while.

The System Office has been split in half and comes in a few days a week and the others come in on the other days. Saying that you're not coming in at all and refusing to work is not a good idea for employees when employers are working with their employees to keep them safe. We have to figure out ways to mitigate this. The solution is just some common sense. Common sense on the employee and the employer. If they're required to come to work, please tell them to come to work.

GSU – Financially stable. No layoffs.

All employees will receive a \$250 care stipend to assist with working from home.

Their overall morale is getting better.

Jeff mentioned that their MB member has been really involved on their campus.

Council of Councils was supposed to be at UIS next year.

Does anyone want to volunteer and/or commit for 1 of the next 2 years?

**Motion to Adjourn:** Michael DiIacova      **Seconded by:** Peter Skrypkun

*The meeting was adjourned at 12:44 p.m. by Jill Odom.*

**Respectfully submitted,**

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**Mary Serio (Schultz), Secretary**

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**Jill Odom, Chair**