

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
10:00 a.m. on Wednesday, October 20<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/89270669870?pwd=dkMwUitqd1drUkZhcGNxNktLO1Nwdz09&from=addon>

Meeting ID: 892 7066 9870 Password: 878767

**Chair Odom called the meeting to order at 10:02 a.m. on October 20<sup>th</sup>. Roll call was taken and a quorum was present.**

**Present:** Shauna Bishop, Tony Craven, Gary Gilpin, Andy Harpst, Tenea Harris, John Hulseberg, Sheryl Jones-Harper, Rick Marr, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Serio, Peter Skrypkun, Clay Stalter, and LaVitta Steward

**Absent:** Shari Garnett and Andrea Hoskinson

**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:**

*Gail Schiesser, Interim Executive Director and Legal Counsel – SUCSS*

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

*Lauren Aceves, Human Resource Officer – SUCSS*

*Danielle Routh, Human Resource Manager – SUCSS*

*Stacey Norton, Human Resource Assistant – SUCSS*

*Noel Rowe, Human Resource Officer – SUCSS*

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

*Gail Hankins, Human Resource Officer – SUCSS*

- Noel Rowe is the newest staff member at the System Office. Works with Danielle and Lauren. Started on October 1<sup>st</sup>.

**Designated Employer Representative (DER) of Host Campus:** None

**Public Comments:** None

**Review of Correspondence:** None

**Minutes of the April 2021 and July Quarterly Meetings:**

We will hold a Special Meeting in November or December in order to approve the minutes for April, July, and October.

**Discussion:**

Andy feels strongly against the fact that we're still meeting virtually. We're not conducting business the way we should be. They have football games with 60,000 people.

Representation on this committee is contingent on your employment with the university. Universities are required to permit us to meet. Most people are still meeting virtually.

**Orientation – Cindy**

The System Office is overhauling the orientation to make it more accessible. It will be presented in a different way.

The orientation will be next Friday at 10:00 a.m. Everyone is welcome to do a refresher. Hoping to facilitate open dialogue to facilitate things better.

**Report of Chair – Jill Odom**

I would first like to thank all of you for your continued work on this committee but more importantly, your work at your own universities. This has indeed been a trying time and the past 20 months have shown us all that our staff, faculty, students, and communities are capable of far more than we ever thought. Working together we have changed the way we communicate with each other, the way we serve our universities, and how our universities will be moving forward to be prepared for whatever comes next. We are truly a resilient and strong people and I have no doubt we will continue to grow and learn and support each other just as we have if not more.

The Merit Board was not able to meet on August 19th, so I do not have any updates from that. Their next meeting is scheduled for Thursday, November 18th at 1:00pm. I know we’ve talked about this before, but I want to reiterate the value of being able to observe their meetings. You will find them highly informational and relevant to many of the situations we encounter with our constituents at each of our universities.

On a separate note, I want to thank each and every one of you for not only your service to this committee but the assistance you have provided to me as your chair. I have learned so much from each of you, value the experience of serving as your chair, and am always surprised at the number of times that I have been able to help a fellow civil service employee based on discussions we have had and actions we have taken as a committee. Thank you again!

**Report of Executive Committee – Michael Pulley**

- Second reading and call for a final vote for proposed changes to the SUCSAC Constitution and Bylaws from the Executive Committee:

Shauna Bishop	Aye		Rick Marr	Aye				
Tony Craven	Aye		Mark Murphy	Aye				
Shari Garnett		Abstain	Jill Odom	Aye				
Gary Gilpin	Aye		Jacqueline Pointer	Aye				
Andy Harpst	Aye		Michael Pulley	Aye				
Tenea Harris	Aye		Mary Serio	Aye				
Andrea Hoskinson		Abstain	Peter Skrypkun	Aye				
John Hulseberg	Aye		Clay Stalter	Aye				
Sheryl Jones-Harper	Aye		LaVitta Steward	Aye				

- Discussion regarding meeting virtually versus meeting in person. The Executive Committee wants to get an idea of everyone’s preference moving forward. What happens if we move our annual meeting? It would be a nightmare.

We'd have to hold a special meeting for elections for those members that need to extend their terms accordingly from the end of December to the end of March. To extend our current terms would be a violation of our bylaws. Unofficial vote on whether or not we want to virtualize. We can only do things due to an election imbalance. We cannot extend a term once an election has finished. Only in the circumstance that we're correcting an imbalance within the body. Straw pull vote 9 to 7. The Executive Committee will discuss and look into the future of our meetings.

- Discussion regarding 3 meeting sites. Proposal for moving forward and having 3 meeting locations like the MB.

*Clay leaves at 11:11 a.m.*

- Subcommittees would still continue to meet virtually though.

***Roll call was taken at 11:20 a.m. and a quorum was present.***

**Present:** Shauna Bishop, Tony Craven, Gary Gilpin, Andy Harpst, Tenea Harris, John Hulseberg, Sheryl Jones-Harper, Rick Marr, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Serio, Peter Skrypkun, and LaVitta Steward

**Absent:** Shari Garnett, Andrea Hoskinson, and Clay Stalter

***Quorum updated for the purpose of voting on the final vote for additional proposed changes out of Executive Committee.***

**Report of Executive Committee – Michael Pulley (cont.)**

- OMA has changed and allows for multiple meeting locations, including the host location which must post with their site as well. This changed June of last year. One of those location must be the System Office.
- Motion to waive the proposal requirement as stated in the SUCSAC Bylaws Article H in order to have 3 meeting site locations:

Shauna Bishop	Aye		Rick Marr	Aye				
Tony Craven		Nay	Mark Murphy	Aye				
Shari Garnett		Abstain	Jill Odom	Aye				
Gary Gilpin		Nay	Jacqueline Pointer	Aye				
Andy Harpst		Nay	Michael Pulley	Aye				
Tenea Harris	Aye		Mary Serio	Aye				
Andrea Hoskinson		Abstain	Peter Skrypkun	Aye				
John Hulseberg	Aye		Clay Stalter		Abstain			
Sheryl Jones-Harper	Aye		LaVitta Steward	Aye				

- Reading and call for a final vote for the additional proposed changes to the SUCSAC Constitution and Bylaws from the Executive Committee:

Shauna Bishop	Aye		Rick Marr	Aye				
Tony Craven		Nay	Mark Murphy	Aye				
Shari Garnett		Abstain	Jill Odom	Aye				
Gary Gilpin	Aye		Jacqueline Pointer	Aye				
Andy Harpst		Nay	Michael Pulley	Aye				
Tenea Harris	Aye		Mary Serio		Nay			
Andrea Hoskinson		Abstain	Peter Skrypkun	Aye				
John Hulseberg	Aye		Clay Stalter		Abstain			
Sheryl Jones-Harper	Aye		LaVitta Steward	Aye				

- The next Executive Committee meeting will be in December.

#### **Report of Legislative Committee – Shauna Bishop**

- Veto Session is currently ongoing.
- HB 0012 – Education Family Leave Eligibility Public Act 102-0335 as of 8/10/21
  - School employees are eligible for FMLA if employed for at least 12 mos. and worked 1,000 hrs. in previous 12-mo. period.
- SB 1610 – Preventing Sexual Violence in Higher Education Act Public Act 102-0325 as of 8/6/21
  - Requires each Higher Ed institution to conduct sexual misconduct climate survey of all students annually.
- Executive Order 2021-20, 2021-22 – Vaccine/testing requirements for teachers, healthcare workers, university employees, and students – as of 8/26/21
- Executive Order 2021-26 – Bans State agencies from contracting with vendors who pay workers with disabilities subminimum wage – as of 10/4/21
- Disaster Proclamation – extended as of 10/15/21

#### **Report of Election Committee – John Hulseberg**

Trying to get campuses to hold EAC elections. 6 campuses total; 4 are not being cooperative and the other 2 are good. Meeting on November 5<sup>th</sup>. Mary sent a list of contacts to the committee.

GSU – Sheryl Jones-Harper  
SIUC – Shari Garnett  
NEIU – Mary Serio  
UIS – Clay Stalter  
UIUC – Gary Gilpin  
UIC – Mark Murphy  
UIC – Lori Christopher

*Break for lunch at 11:47 a.m.*

*Back from lunch at 1:01 p.m. and Gail Hankins joined*

***Roll call was taken at 1:01 p.m. and a quorum was present.***

**Present:** Shauna Bishop, Tony Craven, Gary Gilpin, Andy Harpst, Tenea Harris, John Hulseberg, Sheryl Jones-Harper, Rick Marr, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Serio, Peter Skrypkun, Clay Stalter, and LaVitta Steward

**Absent:** Shari Garnett and Andrea Hoskinson

**Report of SUCSS Interim Executive Director - Gail Schiesser:**

***Merit Board***

Their next meeting is tentatively scheduled for December 9<sup>th</sup>.

***Agency Budget***

Current operating budget is the same as last year. They have a budget planning meeting coming up with IBHE to discuss FY 23 budget. Then they move on to the appropriations committee.

***Principal Administrative Appointments Update***

Implemented October 2018. It's a slow process. There was a great retirement even at the end of the last fiscal year.

***Moving Procedures to Rules***

JCAR indicated that SUCSS needs to move their procedures to rules. They're beginning to prioritize the most pressing procedures to figure out how to implement those rules.

JCAR finalizes rules for the agency. There will be a 1<sup>st</sup> and 2<sup>nd</sup> comment period as part of their process.

80-90% needs to move to rules. There's a lot of procedures that need to become rules. It's not a request, it's required by Illinois law.

***Qualified Research Program Project Update***

Only UIUC is involved with this. They have about 10 qualified research programs.

Protection of these people in terms of bumping rights. They were headhunted and handpicked for their research/specialty. The academic headhunting chunk of HR was the one who was concerned about protecting these folks. These are mostly grad students or post-doc fellows working on a very limited number of projects.

If you're a contract employee, you can only bump and be bumped by those within that same contract.

Qualified research program discussion is different from the previous grant/soft funded discussions we've had in the past. The 2 programs are extraordinarily different. If we don't do something, they're just going to classify them as PAA's.

***Election Day Added as a State Holiday***

Election Day 2022 – November 8<sup>th</sup>, 2022 has been added as a holiday for the state of Illinois.

Juneteenth – June 19<sup>th</sup> has also been declared as a holiday. This is a state/university holiday which has not shown up in our act yet.

These need to be brought to the MB to be marked and celebrated in the State of Illinois holidays.

***Discussion***

No search yet by the MB for an Executive Director of SUCSS.

Can we get a search function on the SUCSS site?

- UIUC has been updating their site for the last 3 years.
- They have determined that if it takes more than 3 clicks, you start to lose people because they shouldn't have to search too long for what they're looking for.

Anyone can accompany someone to a disciplinary meeting. Technically we shouldn't as an EAC rep. According to union law, you're entitled to representation.

There should be coaching before you're officially reprimanded. Coaching is the 1<sup>st</sup> step to progressive discipline. This could be a good topic for Council of Councils.

***Class Plan Update – Danielle***

Admissions and Records combined 2 different series so there is only 1 now without any overlap. It is now a 4-level series.

Business Manager series – July 15<sup>th</sup>

Business Admin. Assoc. – Sept 1<sup>st</sup>

Financial Analyst Planner – Sept 1<sup>st</sup>

Animal Care series – removed the word lab – Oct 15<sup>th</sup>

Class revisions in progress now:

Accounting Clerk Tech

Auditorium Tech series

Budget Analyst series

Dental Assistant series

HR series

Mental Health Counselor

Field and Lab series

Peer Support Specialist

Special Ed Teacher Assistant

Deleted old and unused classes: (as of Nov 1<sup>st</sup>)

Avionics

Coin Machine Mechanic

Typesetter

They are constantly revising and updating over 1100 classes.

*Jackie leaves at 2:00 p.m.*

Focusing on classes that haven't been touched in a while and working on classes that still have paper tests so they can be moved/updated to an e-test. Especially if it's a paper test being requested a lot, those are being looked at sooner.

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

Resuming audits with a revised schedule. There has been a mass exodus of retirements in HR across the state.

UIUC – pending

WIU – Aug 5<sup>th</sup>

DSCC – May 20<sup>th</sup>

SIUC, SIUE, UI Peoria – drafted

NEIU, UIC, ISAC, NIU, Rockford – drafting reports now

Orientation/training on the 29<sup>th</sup> for new members.

Focused on training and development. More interactive and easier to understand.

Cindy is still acting as DER for CSU. Modifying training modules for both employers and employees.

Larry Curtis has retired from SURS.

*Jackie returns at 2:20 p.m.*

**Legal Update – Gail**

The administrative review out of Champaign County has been dismissed after 2 years.

Nov 8<sup>th</sup> – Hopefully they’ll get a trial date for SIUE Electrician test situation

In Circuit Court:

- Bradford – UIC  
Acted outside bounds on record.
- Seymour – NEIU  
University filed for discharge, but MB returned him to work with a 120 suspension.  
University has filed charges.

**Discussion & Approval of 2022 Quarterly Meeting Schedule**

January meeting hosted by System Office – Jan 27 & 28

- In person – System Office, SIUE, and UIC?
- Will be virtual if we need to.
- 1 location, 3 locations, virtual (in this order)

April Meeting – Apr 7 & 8

- ISU, southern TBD, and northern TBD

July Meeting – Jul 21 & 22

- System Office, southern TBD, northern TBD

October Meeting – Oct 12-14

- NEIU primary due to hosting of Council of Councils
- NEIU, System Office, and southern TBD

This is Mark’s last meeting.

Having 3 locations adds a level of complexity due to the fact that you have to make sure you have the location in place/reserved. The technology has to be good and connected between all 3 locations. You have to help plan for lunch, etc.

Clay’s not seeking reelection.

NEIU to host CoC – Hector Uriostegui spoke with Gail and Jill. Tentative date is October 14<sup>th</sup>. CoC will be held in person.

Legislative and Executive Committees should schedule their meetings out for the year like the quarterly meetings are scheduled. Standing committees should post in accordance with the bylaws and OMA. 48 hrs posted and 20 days in advance for the agenda to be sent out. Section 5 of our bylaws are the same as OMA.

Nov 18<sup>th</sup> from 1-2

- Special meeting to approve all minutes from April, July, and October meetings.

**Approve the 2022 Quarterly Meeting Calendar for SUCSAC:** A motion was made by Mark Murphy to approve the 2022 Quarterly Meeting Calendar for SUCSAC. Andy Harpst seconded. A roll call vote was taken, and the motion passed.

Shauna Bishop	Aye		Rick Marr	Aye				
Tony Craven	Aye		Mark Murphy	Aye				
Shari Garnett		Abstain	Jill Odom	Aye				
Gary Gilpin	Aye		Jacqueline Pointer	Aye				
Andy Harpst	Aye		Michael Pulley	Aye				
Tenea Harris	Aye		Mary Serio	Aye				
Andrea Hoskinson		Abstain	Peter Skrypkun	Aye				
John Hulseberg	Aye		Clay Stalter	Aye				
Sheryl Jones-Harper	Aye		LaVitta Steward	Aye				

**Other Items as Presented:**

Vee – There is a huge lack of staffing at UIC, especially when it comes to BSWs. It’s a slow hiring process and HR is saying there is a lack of interest. There’s lots of people on the register. All they have to do is interview them.

Pay rates are controlled by the campus. SUCSS does not have any control over the pay or the pay ranges on your campuses.

Employers can remove an employee from a register after 2 years or 4 referrals.

SUCSS procedure allows an 80% spread between the minimum and maximum within the range. Based on the position/classification. Campus sets it all, period!  
SUCSS is the enforcement piece during the audit.

**Motion to Adjourn:** Rick Marr      **Seconded by:** Mark Murphy

*The meeting was adjourned at 3:47 p.m. by Jill Odom.*

Respectfully submitted,

Mary Serio  
Mary Serio, Secretary

Jill C. Odom  
Jill Odom, Chair