

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
12:00 p.m. on Wednesday, October 16, 2019 and at 9:00 a.m. on Thursday, October 17, 2019  
hosted by University of Illinois Chicago  
Student Center East located at 750 S. Halsted Street, Chicago, Illinois 60607

**Chair Odom called the meeting to order on Wednesday, October 16, 2019, at 12:04 p.m. Roll call was taken and a quorum was present.**

**Members Present:** Chris Allen, Shauna Bishop, Bill Burnside, Michael DiIacova, Shari Garnett, Chris Hays, Andrea Hoskinson, John Hulseberg, Sheryl Jones-Harper, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley and Peter Skrypkun.

**Members Absent:** Gary Gilpin, Rick Marr, Mary Schultz and Dan Urbanski.

**Guests Present:**

*Mr. Jeff Brownfield, Executive Director - SUCSS*

*Ms. Gail Schiesser, Legal Counsel - SUCSS*

*Ms. Danielle Routh, Classification Manager – SUCSS*

**Installation of New Member and Reading of Oath and Obligation:** Mr. Clay Stalter, newly-elected representative for University of Illinois Springfield filling the seat formerly held by Mr. Jeff Young, along with present EAC members, read the oath and obligation aloud. Existing EAC members provided brief introductions to welcome Mr. Stalter.

**Public Comments:** None

**Review of Correspondence:** None

**Introduction of Guests:** Dr. Ginsburg had not yet arrived. No other guests were present.

**Review of Correspondence:**

→ Jill Odom's Report of August 29<sup>th</sup> Merit Board Meeting: There was no official report read, just general discussion of concerns witnessed by EAC members present at the Merit Board meeting, especially related to one of the four discharge cases being decided by the Board.

**Designated Employer Representative (DER) of Host Campus:** Dr. Michael Ginsburg, Associate Vice Chancellor for Human Resources. Upon Dr. Ginsburg's request, EAC members provided brief introductions since he had joined the meeting after the earlier introductions provided during the installation of the new member. Dr. Ginsburg welcomed EAC to UIC. He had the following things to say about UIC either during his open comments or through Q&A:

- Experiencing growth/change both academically and physically.
- Has tremendous current leadership. Everyone is on the same page.
- John Marshall Law School (JMLS), a private law school located in Chicago joined UIC, becoming the first public law school in Chicago. JMLS joined UIC effective 8/16/19.
- Leadership works closely with and is responsive to UIC Staff Advisory Council. Leadership attends the UIC Staff Advisory Council meetings and the recent Second Annual Staff Expo.

- They have employee recognition month coming up in November, where they have service recognition events (longevity as well as service), and awarding of the Janice Watkins Award to an outstanding civil service employee.
- UIC has 23 labor unions they work with, answer questions to, and negotiate with.
- UIC was the leader in the PAA conversion process. They have conducted a systematic review of all positions. Approximately 700 PAA positions were identified as having been incorrectly exempted and were converted to civil service. Mr. Brownfield added that tremendous efforts were made by UIC Human Resources to convert the positions. Dr. Ginsburg stated UIC now has a much better understanding of what does and does not qualify positions to be exempted.
- All JMLS positions were examined in order to properly classify them as PAA or civil service prior to joining UIC so all positions would begin in their proper classifications on 8/16/19.
- Prior to Dr. Ginsburg becoming Vice Chancellor, he worked in UIC’s student affairs division. UIC’s review of PAA positions for potential conversion started when he worked in student affairs. During the review process is when Dr. Ginsburg became Vice Chancellor of Human Resources. As a result, he has experienced/witnessed UIC’s conversion process from two perspectives. UIC spent a great deal of time helping groups (employees as well as leadership) understand scope of civil service classifications and tried to emphasize no class of employee was “less than” another. UIC helped employees see work/jobs did not change regarding quantity or quality. The only changes were related to leave time, timing of pay and union/non-union. UIC values *all* of its employees.
- Shared governance structure or access to appropriate resources did not change as a result of PAA conversion.
- Prior to conversion, no PAA were unionized so some were moved to classifications that were union-represented positions.
- Salaries were maintained and seniority was granted based on position.
- Current and past JMLS alumni will be considered UIC alum. Not certain how logistics will work. This, as well as other issues (such as enrollment systems, employment verification of absorbed JMLS employees, etc.) are still being addressed.

Use of electronic ballots at UIC was brought up toward the end of Dr. Ginsburg’s presence at the EAC meeting. See more details about this topic later in the minutes.

**Approval of minutes of the July 2019 quarterly meeting:** Due to the absence of EAC Secretary Mary Schultz, thus the lack of minutes to review, Chris Allen made a motion to move approval of the July 2019 quarterly Employee Advisory Committee meeting minutes to January 2020. Chris Hays seconded the motion. A roll call vote was taken and the motion was carried.

Chris Allen	Aye		Andrea Hoskinson	Aye		Michael Pulley	Aye	
Shauna Bishop	Aye		John Hulseberg	Aye		Mary Schultz		<i>Absent</i>
Bill Burnside		<i>Abstain</i>	Sheryl Jones-Harper	Aye		Peter Skrypkun	Aye	
Michael DiIacova	Aye		Rick Marr		<i>Absent</i>	Clay Stalter	Aye	
Shari Garnett	Aye		Mark Murphy	Aye		Dan Urbanski		<i>Absent</i>
Gary Gilpin		<i>Absent</i>	Jill Odom	Aye				
Chris Hays	Aye		Jacqueline Pointer	Aye				

## **Report of Chair:** Jill Odom

The Merit Board met on August 29<sup>th</sup>. Jill Smart was elected Chair. She will serve until the first Merit Board meeting held in 2020 when new officers will be elected.

Additional discussion ensued about the discharge cases addressed during the Merit Board meeting. Mr. Brownfield indicated the system office has concerns regarding what occurred and provided the following comments:

- The only issue the board should consider when deciding on discharge matters is whether or not the employee did what they are accused of doing. All other matters are not/should not be relevant to the Merit Board decision. This includes benefits, presence or lack of presence of the employee, etc.
- Were the employer's allegations proven to the hearing officer.
- The Merit Board can agree with the employer and/or recommendation of the hearing officer or make their own decision.
- All discussion at Merit Board meetings must stay on record.
- Hearing Officers are hired by the system office to be independent from the employee, the employer as well as the system office.
- It is the job of the Hearing Officer to find facts of the case.
- Court reporters are hired by the Universities.
- All new Merit Board members receive a packet of information that relate to important issues going on at the time, including discharge process and importance of them. Gail Schiesser and/or Jeff Brownfield meet with them in person as well.

The next Merit Board meeting is scheduled for December 5, 2019, at 1:00 p.m. at the System Office.

**AFSCME Email / Layoff/Recall Registers** – Copies of an email that had been sent by AFSCME where they are asking the recipient to contact them if the employee had requested a desk audit and had been told that they must first work the duties for six months was distributed. Mr. Brownfield indicated they do not know the intent of the email nor who all it was sent to. He did clarify that there is no existing rule that states the position must be worked for six months. This is just a “rule of thumb”. The employee must be doing the duties, however, to warrant any classification change. No specific policy exists as positions are different.

The system office was allowing leeway to campuses during “no budget” times related to reassigning of duties to existing employees. They have gone to campuses within the past year and have told them to do audits regularly as the reality is that lower budgets are the new norm for campuses. If someone who has taken on additional responsibilities has an audit conducted and it requires a change in classification, seniority will start over if it is in a new promotional line. If someone exists on the recall/re-employment register, then the reclassified employee is subject to being bumped. In this scenario, things cannot continue as they were. Employers will have two choices: (1) create a new position, taking duties away that warranted the reclassification and possibly hiring the individual on the re-employment register or (2) take duties away from the employee that triggered the classification change and give them to a manager. Reclassifying workers versus reposting positions will be a focus of upcoming campus audits. No job audits exist on the state side (CMS).

**Electronic Ballots** – Concern was expressed about the use of electronic ballots, specifically as it relates to employees who are not computer-savvy or do not have access to a computer. Campuses should allow for paper ballots if requested. It was pointed out that other employment-related matters are electronic-based now such as the annual sexual harassment, Violence Against Women and ethics trainings.

**Report of Executive Director: Jeff Brownfield**

**Grant Funded Employees** – This is on hold. AFSCME is against it so there is potential for a big battle with them on the issue. He is hoping to find a resolution or middle ground on the issue. HRDAC is generally supportive of the pilot program used at UIC being used across campuses but they acknowledge there are many issues that would need to be addressed.

Michael Pulley motioned to table grant-funded employees as an action item. John Hulseberg seconded the motion. A roll call vote was taken and the motion was carried.

Chris Allen	Aye		Andrea Hoskinson	Aye		Michael Pulley	Aye	
Shauna Bishop	Aye		John Hulseberg	Aye		Mary Schultz		<i>Absent</i>
Bill Burnside	Aye		Sheryl Jones-Harper	Aye		Peter Skrypkun	Aye	
Michael DiIacova	Aye		Rick Marr		<i>Absent</i>	Clay Stalter	Aye	
Shari Garnett	Aye		Mark Murphy	Aye		Dan Urbanski		<i>Absent</i>
Gary Gilpin		<i>Absent</i>	Jill Odom	Aye				
Chris Hays	Aye		Jacqueline Pointer	Aye				

**Discharge Process Update** – The most recent version of the discharge process was distributed. Mr. Brownfield indicated he hoped to have a vote from EAC so it could be presented at the upcoming Merit Board meeting. He reminded EAC that if/once approved by the Merit Board it would need to go to JCAR so the EAC committee would have time to participate in the process at that time.

Ms. Schiesser clarified the following legend for the changes:

- Black text = Prior existing text (no change)
- Red text = Presented in July update
- Blue = Modified since prior update presented in July
- Green = Changes made to the blue text
- Grey = No changes to text, only moved from other area

Review of the discharge document occurred with Ms. Schiesser providing clarification where she felt needed or where asked. Michael Pulley asked her if any of the edits/changes enhanced or diminished employee rights in any way. Ms. Schiesser indicated changes were intended only to make document easier to follow. No changes to rights were intended. She stated that language in section 3e regarding inability to work could be viewed as diminishment by some but she feels it spells out reality. Mr. Brownfield indicated enhancement occurs during discharge process allowing employee’s attorney clear cut timelines. Intent was to not diminish or enhance rights, only to make process easier to read/follow/use. Document will be reviewed by the Executive Committee. No vote was taken.

**Joint EAC/HRDAC Meeting in April 2020:** Since Mr. Brownfield would not be present for the second day of EAC, he was asked to provide an opinion as to whether or not there should be a joint meeting of EAC and HRDAC in April 2020 since the last joint meeting held in April of 2018 was so contentious. He recommended waiting until the January 2020 EAC meeting to make a final determination.

**Motion to Adjourn:** Michael DiIacova      **Seconded by:** Michael Pulley  
**The meeting adjourned at 4:30 p.m.**

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12:00 p.m. on Wednesday, October 16, 2019 and at 9:00 a.m. on Thursday, October 17, 2019  
hosted by University of Illinois Chicago - Student Center East  
located at 750 S. Halsted Street, Chicago, Illinois 60607

**Chair Odom called the meeting to order on Thursday, October 17, 2019, at 9:05 a.m. Roll call was taken and a quorum was present.**

**Members Present:** Chris Allen, Shauna Bishop, Bill Burnside, Michael DiIacova, Shari Garnett, Chris Hays, Andrea Hoskinson, John Hulseberg, Sheryl Jones-Harper, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Peter Skrypkun, Dan Urbanski, and Clay Stalter.

**Members Absent:** Gary Gilpin, Rick Marr and Mary Schultz.

**Guests Present:**

*Ms. Gail Schiesser, Legal Counsel - SUCSS*

*Ms. Danielle Routh, Classification Manager – SUCSS*

**2019 Council of Councils** – copies of the Council of Councils conference schedule were passed around for EAC members to review.

**Executive Committee:** The July 18, 2019, Executive Committee meeting minutes were approved by members of the Executive Committee. The committee will meet prior to the December Merit Board meeting to discuss the revisions to the discharge process. Michael Pulley asked if there were any additional issues/concerns that EAC members would like the Executive Committee to address/look into. There were none.

**Legislative Committee:** Upcoming veto sessions will be 10/28/19 thru 10/30/19 and 11/12/19 thru 11/14/19. Veto session is the final opportunity for anything to be passed that is pending before the state legislature. If it does not get passed, all pending bills have to be reintroduced in the new session (start over).

**Election Committee:**

- University of Illinois Springfield election held. Clay Stalter was elected.
- University of Illinois Champaign Urbana held their election. Jill Odom was re-elected. Andy Harpst was elected and will be seated in January 2020.
- Northern Illinois University held their election. John Hulseberg was re-elected.
- No information has been received to indicated that the University of Illinois Chicago held their election. Dan Urbanski will not be running for re-election but knows of individuals interested in running.

Each campus needing to hold an EAC election received an email by Peter Skrypkun, Chair of the Elections Committee, outlining the election process and providing sample candidate petition forms and paper ballots. The email was sent to the Human Resources Department. The email instructs H.R. to run the election and return a packet of information to EAC for documentation. This packet includes, but may not be limited to, the candidate statement of candidacy, candidate petition form (showing at least 25 signatures), and candidate certification. While the process is not new, there are many new individuals in the campus H.R. Departments so additional assistance may be needed.

**Electronic Voting Process (continued):** The recently updated Constitution and Bylaws were reviewed for clarification on paper ballots. They specifically state that paper ballots must be made available when requested by an employee. The move toward all electronic ballots may exist in the future given that other employment-related matters are electronic-based now.

It was pointed out that if a class of employees cannot vote because a voting method is not made available in a format they can utilize, the election results could be contested/protested, causing the election to be overturned. If it is, another election would need to be done costing campus H.R. Departments time and resources.

## **Report of Executive Director (continued): Gail Schiesser and Danielle Routh**

**Agency Budget Update** – The Illinois Board of Higher Education (IBHE) is currently working on a higher education plan. The IBHE is anticipating a small increase in FY2021 budgets. The increase will be a percentage of current budgets. This is unfortunate since a percentage for someone else, say U of I, is far greater than a percentage of the system office budget. The system office would prefer a flat rate increase approach as opposed to a percentage increase approach. Even with a small increase for FY2021, the system office would still be operating under a budget with similar figures as their FY2000 budget figures.

**Class Plan Update** – Many classifications are being updated to accommodate campuses in their PAA conversion process. Some of the ones they are looking at include, but are not limited to, the Athletic Manager, BAA, Business Manager, Financial Aid and Financial Analysis.

As discussed at the July EAC meeting, the electrician exam was compromised. Subject matter experts were consulted and a new exam has been prepared. It is currently in pre-testing at a University. The anticipated date for implementing this exam is 11/16/19. Once implemented, any electrician hired under conditional appointment will be required to take and pass the exam. If they are unable to pass, they will be terminated.

The Dietary and Nutrition series is being updated. The Facility Manager series was updated, increasing the minimum acceptable qualifications, and will be implemented on 11/16/19. The Project Construction series and Admissions & Records series are also being updated. The Safety Officer series was updated and was implemented on 10/1/19. It was previously a 3-level series. The new series combined levels 1 and 2 into a Specialist and the new level 3 is a custom class. The merge of the clerk series with the office series is fully implemented. The system office is receiving fewer calls indicating things have calmed down. It is the plan to begin looking at some of the older classifications to determine if they need to be eliminated or updated.

**Staffing Update** – Any non-audit duties that were previously being performed by Cindy Neitzel have been shifted to Danielle Routh. This shift is likely permanent as it makes sense for the Classification Manager to have these responsibilities. A search for a new auditor is ongoing. In addition to the vacant auditor position, there is a Human Resource Officer vacancy as well.

**Governance Risk & Compliance Update** - The system office hopes to resume audits in January 2020. Audits will focus on the PAA conversion and extra-help/temporary upgrades. NIU's audit is finalized and is available on the system office website.

**Principal Administrative Appointments Update** – They system office is relying on Universities to convert positions as they are being filled. They do not seem to be seeing much disruption on campuses. The system office will eventually need to circle back around to evaluate existing PAA positions. This will likely take a few audit cycles. The appeal process for PAA conversions is in its development stage. No appeals have been received to date.

The meeting adjourned for lunch at 11:35 a.m. and reconvened at 12:12 p.m.

**Merit Board Update** – Two Merit Board seats are unfilled: Western Illinois University and Governor’s State University. The system office has heard that WIU has named someone but has received no official notice. It is unknown when GSU will fill their seat. Eastern Illinois University, Illinois State University and Chicago State University both have seated members who are new to the Merit Board. Northern Illinois University named someone who is a returning member to the Merit Board. As a reminder, vacant positions are no longer considered when determining a quorum. A quorum is determined by “appointed” Merit Board members. Chair Odom will email a copy of the report she read to the Merit Board at their August meeting to EAC members. EAC members are encouraged to meet with Merit Board members, being mindful of the open meetings act. If you do meet with a Merit Board member, remember you are there as an EAC representative, not a representative of your University. Keep topics to general civil service issues and not to specific campus or employee issues.

### **Discussion & Approval of 2020 CSAS Calendar:**

**January 2020 Meeting:** John Hulseberg made a motion, Shauna Bishop seconded, that the January 2020 meeting be held at the system office on 1/29/2020 (Wednesday) beginning at noon and 1/30/2020 (Thursday) beginning at 9:00 a.m. and ending when the agenda is complete. Motion carried.

**April 2020 Meeting:** As a reminder, Mr. Brownfield recommended that a final decision on whether or not to hold a joint EAC/HRDAC meeting be made in January 2020. General discussion of whether or not to hold a joint meeting were discussed as well as possible changes to its format (e.g., training sessions, speakers). It is estimated that about 65-70% of HRDAC members would be open to a joint meeting whereas others are vigorously opposed to a joint meeting. Discussion also occurred as to EAC’s hopeful outcome of a joint meeting, its purpose, and acknowledgement of the April 2018 joint meeting, regrettably, did not go as planned and became contentious.

Discussion about whether EAC members preferred to meet on Wednesdays and Thursdays or Thursdays and Fridays occurred. The committee is split on its preference. A verbal vote was taken as to meeting occurring on Wednesdays and Thursday. Twelve were in favor and 3 opposed.

Michael DiIacova made a motion, seconded by Chris Hays, that the April 2020 meeting be held on 4/22/2020 (Wednesday) beginning at noon and 4/23/2020 (Thursday) beginning at 9:00 a.m. and ending when the agenda is complete. Motion carried. Location is to be determined depending on whether or not a joint meeting with HRDAC will be held. It will likely be ISU if it is a joint meeting pending Rick Marr’s (who was not present) willingness to coordinate and ability to meet equipment needs for potential teleconferencing.

**July 2020 Meeting:** Michael Pulley made a motion, seconded by Shauna Bishop, that the July 2020 meeting be held at Southern Illinois University Edwardsville on 7/16/2020 (Thursday) beginning at noon and 7/17/2020 (Friday) beginning at 9:00 a.m. and ending when the agenda is complete. Location is to be determined by the host campus.

**October 2020 Meeting:** Dan Urbanski made a motion, seconded by Clay Stalter, that the October 2020 meeting be held at Southern Illinois University School of Medicine in Springfield on 10/21/2020 (Wednesday) beginning at noon and 10/22/2020 (Thursday) beginning at 9:00 a.m. and ending when the agenda is complete. Council of Councils will be held on 10/23/2020 (Friday). SIU SOM will be celebrating its 50<sup>th</sup> anniversary. Location is the Memorial Center for Learning and Innovation located at 228 West Miller, Springfield, IL.

**Council of Councils 2021:** Chair Odom pointed out that University of Illinois Springfield had never hosted a Council of Councils and suggested to Clay Stalter that they may want to consider hosting the October 2021 Council of Councils meeting. Mr. Stalter agreed to discuss it with his campus and will report back on their willingness to host.

**Campus Updates** – EAC members provided updates concerning their individual campuses.

**Other:**

- Michael Pulley reminded EAC members that the State of Illinois minimum wage rate would be increasing to \$9.00 per hour beginning 1/1/2020, \$10.00 per hour beginning 7/1/2020 and then an addition \$1.00 per hour every July 1<sup>st</sup> until it reaches \$15.00 per hour. Mr. Pulley conjectured as to its potential impact on campuses and whether or not a shift from student employees to civil service employees might occur.
- Michael Pulley said SIUE is currently under negotiations with AFSCME on their campus and one of the negotiating points related to employee tuition waivers and time off for taking classes. SIUE does not require its employees to make up their time missed for taking classes and wondered how other campuses handled this. Discussion ensued.

**Motion to Adjourn:** Jacqueline Pointer      **Seconded by:** Mark Murphy      **The meeting adjourned at 2:19 p.m.**

**Respectfully submitted,**

*Shari Garnett*

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Shari Garnett, Acting Secretary

*Jill Odom*

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Jill Odom, Chair