

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING
 10:00 a.m. on Thursday, January 10th and 9:00 a.m. on Friday, January 11th, 2019
 hosted by the State Universities Civil Service System office
 located at 1717 Philo Rd., Suite 24 Urbana, IL 61802

Chair Odom called the meeting to order at 10:06 a.m. on Thursday, January 10th, 2019. Roll call was taken and a quorum was present.

Present: Chris Allen, Bill Burnside, Michael DiIacova, Shari Garnett, Gary Gilpin, John Hulseberg, Sheryl Jones-Harper, Rick Marr, Mark Murphy, Jill Odom, Michael Pulley, Mary Schultz, Peter Skrypkun, Dan Urbanski and Jeff Young.

Absent: Chris Hays

Installation of New Members and Reading of Oath and Obligation:

Shauna Bishop – SIU School of Medicine
Jacqueline Pointer – Chicago State University
Richard Marr – Illinois State University (continuing)
Peter Skrypkun – Western Illinois University (continuing)

Designated Employer Representative (DER) of Host Campus: None

Introduction of Guests:

Jeff Brownfield, Executive Director - SUCSS
Cindy Neitzel, Assistant Director – SUCSS
Danielle Routh, Human Resource Associate - SUCSS
Jenn Mills, Administrative Aide - SUCSS
David DeThorne, Legal Counsel – SUCSS (conference call)

Public Comments: None

Review of Correspondence:

- Jill Odom’s Report of November 29th, 2018 Merit Board Meeting
- SURS Retirement Plans

Approval of minutes of the October 2018 meeting: John Hulseberg motioned to approve the October 2018 minutes with grammar errors as corrected. Shari Garnett seconded the motion. A roll call vote was taken and the motion was carried.

Chris Allen	Aye		Mark Murphy	Aye				
Bill Burnside	Aye		Jill Odom	Aye				
Michael DiIacova	Aye		Michael Pulley	Aye				
Shari Garnett	Aye		Mary Schultz	Aye				
Gary Gilpin	Aye		Peter Skrypkun	Aye				
Chris Hays		Abstain	Dan Urbanski	Aye				
John Hulseberg	Aye		Jeff Young	Aye				
Sheryl Jones-Harper	Aye							
Rick Marr	Aye							

Report of Chair: Jill Odom (attached)

She gave an update on the Merit Board meeting held on November 29th, 2018. There were two new members appointed to the Merit Board; John Butler from Northern Illinois University and Sherry Eagle from Northeastern Illinois University. She advised the Merit Board of EAC’s involvement with the PAA exemption procedure and how we are currently discussing the Grant Funded Employees. Dr. Ginsberg from UIC also spoke on the Grant Funded Employees and spoke on their behalf and need for continuing their pilot program. The next Merit Board meeting is scheduled for Thursday, February 21st at 1:00 p.m. Jill encouraged us to get out and attend these meetings as well so we can meet our Merit Board member and get to know them and see them in action. Absence

Role of State Universities Civil Service Advisory Committee:

We are an advisory committee to the Merit Board. We as members of EAC should be reaching out to HRDAC and Merit Board members to build and foster those relationships. Looking for ideas/suggestions on how to expand and further reach out as we know some people are harder to connect with. John and Sheryl attended the Merit Board meeting in November. The next meeting is in February. Remember to approach your Merit Board member as an EAC representative.

Report of Executive Committee:

There was some discussion over some recommended changes to the SUCSAC Constitution and Bylaws 1st reading. A motion was made out of the Executive Committee’s 1st reading of the Constitution and Bylaws. The motion passed. There will be a 2nd reading in April with grammatical errors corrected.

Chris Allen	Aye		Rick Marr	Aye				
Shauna Bishop	Aye		Mark Murphy	Aye				
Bill Burnside	Aye		Jill Odom	Aye				
Michael DiIacova	Aye		Jacqueline Pointer	Aye				
Shari Garnett	Aye		Michael Pulley	Aye				
Gary Gilpin	Aye		Mary Schultz	Aye				
Chris Hays	Aye		Peter Skrypkun	Aye				
John Hulseberg		Abstain	Dan Urbanski	Aye				
Sheryl Jones-Harper	Aye		Jeff Young	Aye				

Report of Legislative Committee:

Changes were made to the Illinois Wage Payment and Collection Act. Going forward, Illinois employers must reimburse employees for “all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed for the employer.” 820 ILCS 115/9.5. “Necessary expenditures” means all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer. The reimbursement rate for mileage changed to .58 per mile. At WIU, if a fleet vehicle is available, then the reimbursement rate is .20 per mile. Illinois is currently back in session. The current tollway board has been abolished. Recreational marijuana is a hot topic and is something to keep an eye on. The opening inaugural address is coming up.

Report of Election Committee:

There was a conference call on December 12th. The committee met this morning. We still need a representative for Kim Kirchner's position. No one volunteered or showed interest the first time around. This may be due to the holiday season. Her seat will be posted again on January 11th and an election will be held at UIC-DSCC on February 21st. Kim will also talk to some of her coworkers to tell them what EAC is about.

Representatives Terms:

The terms that will be up for election this year are Dan Urbanski (UIC), Jill Odom (UIUC), Chris Allen (UIUC), and John Hulseberg (NIU).

The term at UIC-DSCC will be 1 year remaining from Kim's term + 1 full term.

The terms/elections will be on a rotation of 4-4-5-5, as in how many terms are expiring per year and how many elections will have to be held. So that way we don't have too many members terms expiring at once.

Officers and Committee Elections:

The meeting was turned over to the system office to oversee elections for officers and committees for 2019.

Chair nominations: Jill Odom, no other nominations

Vice Chair nominations: Michael Pulley, no other nominations

Secretary nominations: Mary Schultz, no other nominations

2019 Election Results

Chair – Jill Odom by acclamation

Vice Chair – Michael Pulley by acclamation

Secretary – Mary Schultz by acclamation

Executive Committee – Michael Pulley (chair per bylaws)

Chris Allen (secretary)

Bill Burnside

John Hulseberg

Sheryl Jones-Harper

Rick Marr

Peter Skrypkun

Legislative Committee – Chris Allen

Shauna Bishop

Shari Garnett

Peter Skrypkun (chair)

Dan Urbanski (secretary)

Election Committee – Jill Odom (per bylaws)

Michael Pulley (per bylaws)

Mary Schultz (per bylaws)

Peter Skrypkun (Parliamentarian and chair)

Chris Allen (secretary)

Report of SUCSS Executive Director: Jeff Brownfield

Chair Cole has left the Merit Board. He was forced to leave the board because he was apparently a state employee. According to Illinois law, you can't serve on a Board of Trustees if you work for the state. Cole worked for DCFS. An investigation was done before it was determined that he was ineligible to serve. Jill Smart who was the vice chair is now the chair. MB will most likely move their next meeting to sometime in March. At that time the following will be discussed; a pending case at UIC (U of I Rockford), a discharge case at SIUE and a pending Director's review.

WIU doesn't have a Board of Trustees meeting until March. They said that they were going to start having monthly meetings but their site says they're not meeting until March. Not sure what that is about.

An investigation is being done into board members and their terms. Some terms were not properly confirmed. Some people just continued to serve if no one else was appointed. Cole wasn't reappointed 3 years ago.

12:05 p.m. break for lunch

12:35 p.m. back from lunch

Jeff is visiting NEIU on Monday. There are some concerns regarding classifications, audits and testing. There is a visit to NIU scheduled for next Friday to meet John Butler, their new board member.

The attorney general is making WIU release minutes from closed meetings. There were audio recordings in closed meetings discussing how many people they want to lay off next time. These recordings are now public. The closed sessions were used to talk about personal issues instead of personnel issues. The Open Meetings Act was repeatedly violated.

Principal Administrative Appointments Update:

There was an incident where a "white paper" went around downgrading Civil Service employees for their lack of skills, diversity, etc. This was being used as a tool as to why PAA's should not be converted to CS.

WIU is looking at future layoffs, no matter what Pritzker says/does. WIU is not converting positions like they're supposed to. At WIU 52 people took early retirement. Of that 52, 47 were CS employees.

Cindy is putting together a report for PAA conversions from October 1st. How many positions have you hired that would've been PAA that ended up being CS?

Started to discuss appeal process with MB over PAA. What does the board want in an appeal? They have to prove it isn't CS.

Agency Budget Update:

The system office is back to not paying their bills. They are 7 months behind in rent. They receive small reimbursement checks. On a better note, they were approved for a 10% increase in their budget by the IBHE.

Staffing Update:

No more Dave. He's been acting as an interim capacity on the phone mostly. He still handles discharges. The system office is currently looking for an attorney, an HR officer and an HR assistant.

Grant Funded Employees:

Grant funded employees don't take tests. People accept the job based on the fact that you're being paid for a certain amount of time (i.e. 1 year). They're offered a position for a predetermined amount of time with no CS rights.

AFSCME wanted a different class for these employees so they can have rights within their own grant funded employee classification.

If it eliminates some extra help, then it is favorable.

At some point in time, you would become a full-time status employee. This takes the rights of the probationary period and stretches it out for a longer period of time. People participating in UIC's pilot program are not testing. With this grant funded program becoming an official thing, they will have to test for the position and deal with registers like everyone else. There would need to be a rule/statute change for this. Should we have a set of classifications for this?

2:02 p.m. Chris Hays walks in

HR claims that they don't know what type of accounts people are working out of so they don't know if someone is working for a grant or not.

When an employee is currently hired for a grant funded position, they're signing away their rights as CS employees. Do they understand that is what they're doing?

→ Do you remember your first date of hire and all of the paperwork you had to fill out and sign? That was a lot going on there. We as CS employees don't remember/understand half of what we filled out and signed on our first day.

This whole thing will diminish rights overall. There are some lessons that have been learned from the pilot program; moving forward from that, *if* we decide to move forward from that.

If we were creating a Civil Service System today, what would we say?

2:45 p.m. Dave DeThorne is on the phone

The grant funded employees are creating another exemption, based on source of funding. Try to enforce the law as it is written.

Legal Update:

Officer Hurt drew his weapon on June 16. This case has gone to appellate court now. They determined that the MB's decision was correct and the charges were upheld. It is undisputed that he did. He was discharged.

There is an outstanding last chance agreement for Caldwell due to attendance and punctuality. MB and SUCSS is not a part of it. Turned into a Director's Review as she admitted that she was indeed late after having an issue with attendance. Employee sued MB and their university. This case is currently sitting in the circuit court but with no court dates scheduled.

Completed a hearing in Rockford.

Discharge hearing at SIU on January 23rd.

There is a hearing for UIC employee Lopez. She entered into a resolution agreement and now she decided she doesn't want to sign it. We might hear about this again in the future as we don't know what will happen with this particular case and it might end up in the courts.

Class Plan Update:

Office support/secretaries/clerks are merging in February. This does not include the customer service series. There will be at least a 3 month implementation period.

New rules per HB3185: State Universities Civil Service Act

Pg. 6 70/36f. Exams – changes in 2nd and 3rd sentence

C. Police chiefs wanted a way to transfer officers in from surrounding municipalities.

Sec. 250.100 Reassignments and transfers

→ This is what we're working on to send to JCAR from the above act.

3:21 p.m. break

3:31 p.m. return from break

New rules per HB3185: State Universities Civil Service Act (continued)

You can be held in contempt if you're issued a subpoena for discharge proceedings.

There was a situation at one of our universities where someone made a Facebook threat saying *I hate my employer, where can I buy an AK-47?* It wasn't really a true threat but their co-workers saw it and it got back to the university. The university went on ahead to file a motion to discharge the employee. It turned out that this employee was actually an exemplary employee and had an excellent record at that university in terms of performance evaluations, letters of commendation, etc. So for whatever reason, this employee had a bad day and decided to say something stupid. The person was given an extended leave away from work and had to take anger management classes. In a way, they entered into a last chance agreement because of this situation.

The system office is talking about updating and making changes to 250.100 and 250.110 within the next month or so. These changes would move into the 1st notice period with JCAR. Most of EAC supports this but wants more input on it. We'd like to see the language of everything that is being changed.

A discharge should occur when an employee is unsatisfactory. Don't move for a discharge if you can't prove it. The best reason to fire someone is because they can't do their job. In most issues and situations on campuses, failures with employees falls back to poor supervising.

Motion to Adjourn: Michael DiIacova **Seconded by:** Rick Marr

The meeting adjourned at 4:18 p.m.

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING

10:00 a.m. on Thursday, January 10th and 9:00 a.m. on Friday, January 11th, 2019

hosted by the State Universities Civil Service System office

located at 1717 Philo Rd., Suite 24 Urbana, IL 61802

Chair Odom called the meeting to order at 8:57 a.m. on Friday, January 11th, 2019. Roll call was taken and a quorum was present.

Present: Chris Allen, Shauna Bishop, Bill Burnside, Michael Dilacova, Shari Garnett, Gary Gilpin, Sheryl Jones-Harper, Rick Marr, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Schultz, Peter Skrypkun, Dan Urbanski and Jeff Young.

Absent: Chris Hays and John Hulseberg

Introduction of Guests:

Jeff Brownfield, Executive Director - SUCSS

Cindy Neitzel, Assistant Director – SUCSS

Larry Curtis, Employer Services Manager - SURS

Danielle Routh, Human Resource Associate - SUCSS

Jenn Mills, Administrative Aide - SUCSS

David DeThorne, Legal Counsel – SUCSS (conference call)

SURS Update – Larry Curtis

Larry was a member of EAC for about 4-5 years.

It's been real quiet legislatively speaking. The new governor takes office on Monday.

SURS works with our HR and payroll offices at our universities.

SURS → A corporation created by the state to control pensions. The state doesn't control the pension, SURS does. The state creates statutes and SURS follows that.

SURS is made up of 130 employees.

They recently bought the building next door to them because they need the space for their employees.

→ 2/3 of that building is SURS and the other 1/3 is rented

SURS goes to the state every November/December to certify how much money they need to fund benefits. This year it was \$1.6 billion.

The SURS plan started in 1945.

SURS is a social security plan. It is not replacing a pension system.

The state has been fully funding SURS for the last 4-5 years. The state pays, but most times not until the end of the Fiscal Year. We're currently behind by about \$1 billion.

The rate of return last year was 8.3%. The rate of return this year so far is -1.3%. We're behind this year.

Benefits

Tier 1 → On July 2nd the money purchase factor changes in the Portable and Traditional plans. This is only for Tier 1 employees.

Tier 2 → Doesn't have a money purchase factor.

6.5% of the 8% goes into your retirement.

\$1.40 match for every \$1 contributed.

There's a reduction in annuity if they retire after July 2nd because of the change in the money purchase factor.

You can't make more than 80% of your highest earnings.

If you retire after July 1st, the amount goes down. But you can work 6-7 more months and you'll recover that loss and be back where you were at July 1st.

Active Tier 1 employees have an option for buyout on annuities 3% cumulatively every year. Inactive Tier 1 employees have an option for 60% of the current value of the annuity. You forgo the annuity and you're done. Start July 1, 2019 – June 30, 2021.

9:39 a.m. Dave DeThorne on the phone

Hopefully by January 1st of next year there will be an optional supplemental plan available. It would be a SURS sponsored plan; a 403-b where you put money in, not just the school. This is favorable for Tier 1 employees but Tier 2 could do it too.

There are 1.5% increases for Tier 2. Employees hired after 2011 are Tier 2.

Benefits are decreased, less and delayed.

SURS → accumulate income, not wealth

This new supplemental plan would allow for people to put in more money into their retirement on top of their 8%; like a mini side self-managed plan.

Self-managed → If you're eligible to retire and you don't and accept a lump sum versus an annuity, you are prohibited from contributing to SURS. And if you choose to go back to work, you can't contribute to SURS. Therefore, you're not allowed to have insurance. Taking the lump sum under the self-managed plan forfeits the insurance you'd have if you'd taken the annuity.

An employee must be separated from work for 60 days before they can return to work.

SURS is 90% CS and 10% A&P.

10:31 a.m. break and Larry Curtis left

10:48 a.m. back from break

Report of SUCSS Executive Director: Jeff Brownfield (*continued*)

The furlough rule is in place and has been effective since mid-December.

Pg. 2 of the letter Jeff sent to the MB → the university system is exempt from CMS.

Our SUCSS Act exempts us from CMS. If our Act goes away, we become CMS personnel.

With CMS, you can bid on jobs based on seniority. There is lots of internal bidding before jobs are being posted. There are also hardship transfers based on your CMS-100 grade.

If we want to do something with that grant funded situation and make it a rule, we'd need a sponsor or enough sponsors to support it (i.e. senators and state representatives) before it goes to a hearing. They'll have some questions about it...

→ What rights are you eliminating?

→ What rights are you mandating?

→ What are you adding?

Once it goes through the committee process, it can go for a debate on the floor. The rule has to go through the JCAR process which is made of legislatures. Gatekeepers vs political activists.

They can be influenced by a group. Does your Act allow your rule to do that?

JCAR can bar you from changing a rule if you keep coming back and they don't support it. This is in the most extreme cases though.

Governance Risk & Compliance Audit Update:

There was one final report in October.

GSU's is being finalized today. It will be on the website by next Friday.

UIC's final report is done.

All focus has been on class plan activities since the implementation of the PAA procedure on October 1st. All audits have been suspended until the Spring.

Focus will be on PAA for audits. HR documents will be red flagged.

900 hour/Extra Help Employees:

This is supposed to be temporary, emergent, short-term, casual in nature.

Universities overuse and abuse this concept of extra help. There have been about 18,000 extra help positions utilized since FY00. This is system-wide and includes all our campuses. Some campuses are bigger violators than others but no one is exempt from overusing it, except maybe SURS.

11:57 a.m. break for lunch

12:17 p.m. back from lunch

General Discussion:

There is a report out on Capitol Fax about violations of FOIA and things weren't released correctly.

The Legislative Committee met during our lunch break and elected Peter as chair and Dan as secretary. The Election Committee met during our lunch break as well. They elected Peter as Parliamentarian/chair and Chris Allen as secretary. Chris Allen was also elected secretary for Executive Committee.

Cindy will notify Jackie and Shauna about orientation and Open Meetings Act training. Anyone can attend the orientation if they would like a refresher.

FY 15 - 11,600 extra help employees during a 2 year time period for U of I

“as employees, we can add more to our student experience...”

EAC Calendar – *Meeting dates and locations for 2019*

April 17th and 18th at ISU

→ Meeting will be held at City Hall.

→ Discussed switching joint meeting with HRDAC to our July meeting.

→ Postponing joint meeting with HRDAC until next year so our HR offices can focus on PAA conversion. EAC understands that HR has their hands full with this at the moment.

→ We will have a discussion on PAA conversion update/progress. More specifically about numbers of conversions from HRDAC and MC.

→ 2nd reading of our constitution and by-laws.

→ Welcome new member from UIC-DSCC.

→ If anyone has any other topics/agenda items, please let us know.

July 18th and 19th at NIU → *This date has changed from the previous 11/12!*
Stay at the Holmes Student Center
18th → top floor sky room
19th → HIC room?

October 16th and 17th at UIC
→ Council of Councils October 18th

Motion to Adjourn: Rick Marr **Seconded by:** Dan Urbanski

The meeting adjourned at 1:45 p.m.

Respectfully submitted,

Mary Schultz
Mary Schultz, Secretary

Jill Odom
Jill Odom, Chair