

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

8:30 a.m. on Wednesday, April 17<sup>th</sup> and 8:30 a.m. on Thursday, April 18<sup>th</sup>, 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 8:41 a.m. on Wednesday, April 17<sup>th</sup>, 2019. Roll call was taken and a quorum was present.**

**Present:** Chris Allen, Shauna Bishop, Bill Burnside, Michael DiIacova, Shari Garnett, Gary Gilpin, John Hulseberg, 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

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

*Andrea Hoskinson - University of Illinois (Division of Specialized Care for Children)*

**Designated Employer Representative (DER) of Host Campus:** None for today. We will have one present at our meeting tomorrow at 10:30 a.m.

**Introduction of Guests:**

*Jeff Brownfield, Executive Director - SUCSS*

*Cindy Neitzel, Assistant Director – SUCSS*

*Gail Schiesser, Legal Counsel – SUCSS*

*Carney Barr – Merit Board member for GSU (after Merit Board meeting)*

*Naomi Jakobsson – Merit Board member for UIUC (after Merit Board meeting)*

**Public Comments:** None

**Review of Correspondence:** None

**Approval of minutes of the January 2019 meeting:** Shauna Bishop motioned to approve the January 2019 minutes as amended. Michael DiIacova seconded the motion. A roll call vote was taken and the motion was carried.

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

**Report of Chair: Jill Odom (no formal report)**

Chair Odom had everyone introduce themselves for our new member Andrea and our new legal counsel Gail. Gail also introduced herself as our new Dave. Dave is still on hand long distance to help transition Gail.

Chair Odom is looking forward to a great afternoon and meeting today with the Merit Board. This will be a unique experience to have all of EAC present at a Merit Board meeting.

There are currently 4 universities that do not have a Merit Board member.

ISU has 3 or 4 vacancies on their Board of Trustees.

John Simmons is the new Merit Board member for SIU. He has served in the past and is familiar with the System Office.

Jakobsson, King and Barr will be present here in Urbana for the meeting today. Eagle will be present in Chicago. Dave will be driving to Chicago and will be present there as well.

**Report of Executive Committee:**

We have to have provisions for all types of voting. We need to talk to Jeff and Bob about the meeting minutes being posted and what is required. Should they have signatures on them or not because some do and some don't.

There was a 2<sup>nd</sup> reading of recommended changes to the Constitution and Bylaws. There were no concerns with the actual content.

A motion was made by Shari Garnett to accept the motion out of the Executive Committee to accept the recommended changes from the 1<sup>st</sup> and 2<sup>nd</sup> reading with the ability to change minor formatting without requiring an additional vote. Dan Urbanski seconded the motion. A roll call vote was taken and the motion was carried.

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

Approval of minutes from 12/3/18 and 1/10/19. Only the Executive Committee needs to vote on these. On 1/10/19 was the election of officers for this subcommittee.

**Report of Legislative Committee:**

Governor Pritzker signed the Collective Bargaining Freedom Act the other day.

SB1952 → save the profession repeal - 3% teacher's salary increase

SB1930 → GYO and STEM

SB1309 → uniform admissions process

HB2691 → to keep students within the state of Illinois

SB2091 → early childhood workforce free grants – in 3<sup>rd</sup> reading – deadline May 2<sup>nd</sup>

May 2<sup>nd</sup> → recreational marijuana bill is due

The College of Agricultural Sciences at SIUC has a degree for farming marijuana.

**Report of Election Committee:**

There were no minutes taken during the 11/26/18 Election Committee meeting because a quorum was not present.

Approval of minutes for 12/3/18 and 1/10/19 are tabled until July.

Mark says his term should end in 2021, not in 2020. It's different on the directory compared to the master election schedule we have. We need to make sure everything is updated and current.

The results for Andrea's election were 56-49.

*9:58 a.m. break*

*10:19 a.m. return from break*

Jeff Brownfield announced that Tanya Flynn is retiring from the System office after 30 years and thanked her for her service.

Jeff Young questioned the 'bring your own device' policy.

Peter brought up the fact that WIU has state fleet vehicles. The mileage reimbursement rate drops from .58 to .20 per mile because employees should be taking fleet vehicles versus personal vehicles.

820 ILCS 115 is the Illinois Wage Payment and Collection Act.

The difference between your phone, work phone, what you own, how it's used, etc...

The moment you use university resources, it becomes FOIA-able.

**WIU Update:**

There were 132 layoffs at WIU. 12 of those layoffs impacted the Quad Cities campus.

89 → Civil Service

29 → Faculty

12 → Academic Support Personnel

2 → Administrative and Professional

In addition to all of these layoffs, there were also 9 contract term lengths reduced like in the case of Peter's position. A document was signed saying these people would go into an 11 month position. After 2 weeks, this was rescinded. No one really knows how this will impact insurance/benefits.

WIU has a new Board of Trustees. The entire Board has been totally been reappointed. We'll see what happens and what direction they take the university with everything that has been going on with layoffs, controversy and whatnot. The new chair of their BOT ran for Congress back in 2014.

WIU did the conversion of A&P to Civil Service really fast. The changeover and process occurred in about a month. They converted 170 positions to CS. 97 remained A&P. Some people hated the conversion of A&P to CS because they considered it a demotion. Right after the conversions were finished, they started laying people off. \$5 million was cut across the board from each of the 4 major areas for a total of \$20 million. The CS layoffs were supposed to happen in March but it was delayed until April. The bumping process was extremely chaotic. People are talking about retiring. This would bring some of the other people back since they're on the reemployment register.

State reps were upset about the A&P to CS conversion because it caused them to get "shorthand severance" from 90 to 30 days. Campuses have to give at least 30 days but it can be longer.

Universities have a habit of presenting it as a promotion when a person goes from CS to A&P. They're not educating the employees on their loss of rights and seniority as a CS employee.

Why is Civil Service considered less than professional? This is offensive to us as CS employees.

Every campus is not uniform in terms of the PAA procedures.

UIUC merged their job boards so it's one single job board and Civil Service is not segregated from A&P. All of their jobs are now listed in one place. They are receiving more applications and performing more testing because of this. It doesn't signify whether the job posting is CS or A&P until you read the bottom of that particular job posting.

The salary scale is being blamed on the CS salary scales on SUCSS. The universities set their own salary ranges and they maintain their own maximums. UIUC has issues retaining and recruiting employees because of this. Salary scales are not restricted to the system. Danielle approves the ranges at the System Office when she receives requests to update them.

**Motion to adjourn for lunch and reset the room for the Merit Board meeting:** Michael Pulley  
**Seconded by:** Dan Urbanski

***Our meeting adjourned at 11:24 a.m.***

*The Merit Board meeting was called to order at 1:11 p.m.*

*The Merit Board meeting adjourned at 2:50 p.m.*

***Our meeting reconvened at 3:09 p.m.***

Merit Board members Barr and Jakobsson joined our meeting after their MB meeting. The members of EAC introduced themselves to and welcomed our Merit Board members to our meeting.

Chair Barr commented on how the members of the Merit Board are becoming more interactive with each other over time. Chair Barr was also interested in what members of EAC thought of the Merit Board meeting.

There are about 6,000 extra help and 20,000 student employees throughout our System.

Where is the balance? Chair Odom stressed to Barr and Jakobsson that we as EAC are the subject matter experts and not to discount our views. HRDAC are experts in their respective fields.

Grant funded employees → if they're getting paid grant dollars versus state dollars, why not classify them as Civil Service?

The policies and procedures have always been in place. They've just been refined and should've been followed all along. Each campus interprets them differently though.

Civil Service → Employee Protection Act (stability and longevity from protections from CS)

The perception that Civil Service is "less than" and put down from A&P's. We're fighting to elevate CS employees. The culture needs to be changed among HR with CS and A&P. They are not helping with this negative stigma against CS employees. Civil Service employees are professionals too. We are not "less than" anyone else and therefore should not be treated and viewed as such. Outsiders don't know the difference between CS and A&P. "I shouldn't be something else to advance in my career." A credentials assessment mimics the A&P hiring process.

Chair Barr is interested in a lot of the topics we discussed. He invited us to send a list of discussion points for him to discuss with the Merit Board.

Chair Odom reminded everyone to do their OMA training.

**Motion to Adjourn:** Peter Skrypkun      **Seconded by:** Rick Marr

***The meeting adjourned at 4:12 p.m.***

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
8:30 a.m. on Wednesday, April 17<sup>th</sup> and 8:30 a.m. on Thursday, April 18<sup>th</sup>, 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 9:00 a.m. on Thursday, April 18<sup>th</sup>, 2019. Roll call was taken and a quorum was present.**

**Present:** Chris Allen, Shauna Bishop, Bill Burnside, Michael Dilacova, Shari Garnett, Gary Gilpin, Andrea Hoskinson, John Hulseberg, Rick Marr, Mark Murphy, Jill Odom, Jacqueline Pointer, Michael Pulley, Mary Schultz, Peter Skrypkun, Dan Urbanski and Jeff Young.

**Absent:** Chris Hays & Sheryl Jones-Harper

**Introduction of Guests:**

*Jeff Brownfield, Executive Director - SUCSS*

*Cindy Neitzel, Assistant Director – SUCSS*

*Gail Schiesser, Legal Counsel – SUCSS*

**Registers:**

Even though there are different types of registers, there is only one actual register that they are all on. Registers are maintained by classification. They're in order by type of register combined with the highest score and/or service time. The make up or status of the register can change all the time. The scores are ranked, not the person. (Specialty factors for classes need to be approved by SUCSS!)

Type of registers

RE → Reemployment/Layoff

PR → Promotional

OE → Original Entry/Initial

***Sample Register for Office Support Associate:***

1. RE – Joe Smith – 10 years and 4 months
2. RE – Jill – 8 years
3. PR – Danielle – 92
4. PR – Jenn – 90
5. OE – Mike – 100
6. OE – Rick – 98
7. OE – Peter – 98
8. OE – Cindy – 90

Restorals up to 12 months → you can be restored to the register for a promotional line  
If you leave the university and you leave in good standing but you'd like to be restored on the promotional register, the university has the capability to put you back on it. But it is totally up to the campus and whether or not they want to do it!

Veteran's points aren't added to promotional scores because they were already added to your Original Entry score.

*9:26 a.m. Sheryl Jones-Harper walks in*

Applicants can be on an unlimited number of registers. The test is the same for PR and OE within the same classification. You can be removed from the registers after 4 referrals or after 2 years. Resigning from a position removes your name from all of the registers.

A temporary upgrade has nothing to do with registers. You only have to meet the Minimum Acceptable Qualifications (MAQ's) and test. No seniority is accrued at the higher title because it is a temporary situation. It is not considered a promotional register. The list for temporary upgrades is different and has no bearing/impact on score for the promotional register. Per the rule, an employee can only be in a temporary upgrade status for a maximum for 30 days. CSU has a habit of doing "overrides".

UIC is absorbing the whole entity of John Marshall Law School. This will create Chicago's only public law school.

Peter used to work as a Food Service Worker years ago. Back in '95, WIU brought in Marriott which eventually merged with Sodexo. If WIU were to ever decide to go back to operating their own food services again, Peter would still be on the Reemployment (RE) Register for FSW.

#### **Council or Senate Structure & Function:**

Dan was curious about the structure and function of the Civil Service Councils on other campuses. UIC wants to combine their Academic and Professional Council with the Civil Service Council.

SIUE → Staff Senate made up of 20 senators – shared governance approach

ISU → Academic Senate is made up of 50 voting members (1 is CS) – Civil Service Council, A&P Council and SGA

WIU → Council of Administrative Professionals (COAP) – members now coming to Civil Service Council due to PAA conversion

SIUSOM → Civil Service Council and A&P Council

NIU → has a university council that meets with their president

CSU → Civil Service Council

UIUC → EAC reps are liaisons to their Civil Service Council and therefore carry no vote

NEIU → Civil Service Council, A&P Council, Faculty Senate and a shared governance group known as the University Advisory Council (UAC) meets with the president

*10:42 a.m. break*

*10:57 a.m. return from break*

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

*Elyne Cole, Senior Associate Chancellor for Human Resources – UIUC*

*Deb Stone, Executive Director for HR Policy & Administration - UIUC*

Elyne Cole has been with UIUC for 46 years. She started off as a Civil Service employee herself. She fell into a job and grew up in the System.

Robert Jones is their chancellor and he's still fairly new but has experience working in the employment field. He is responsive to changes occurring on campus and makes a difference to their HR department.

UIUC has a true dichotomy of workers on their campus.

Some professionals would argue that office personnel are professionals as well. Employees have the freedom to ask questions. There is a lot of talking and communicating with their employees. Everyone is a professional in their respective areas/fields.

A&P at UIUC felt that they were being diminished as professionals. They believed that they were losing status. They equalized the benefit packages between A&P and CS.

There is an image problem and morale problem on campus. They are trying to change the perspective of their workforce/employees. They are also trying to change the culture and get the focus away from the negative stigma of Civil Service positions.

UIUC launched their Illinois Professional campaign. It debuted at the expo this last October.

The concept of "I too am an Illinois Professional" in order to showcase and cite employees as IL professionals regardless of them being CS or A&P. They will introduce a new employee every month. It is a very well-received campaign by the employees. A monthly email is sent out announcing it. Jill is the Illinois Professional for the month of April.

Elyne is the type of person who wants to be a part of tackling the problem. Great ideas are always welcome. She encouraged and praised EAC for the work they do.

Jill commented on how Elyne treats everyone equally and how she is a huge proponent of employees. It's refreshing to have those types of values within the HR area.

*11:57 a.m. DERs leave*

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

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

The only seniority received is in the current position held.

When you convert, you do have a job description. Some A&P's only have what's called a "functioning statement".

### **Class Plan Update:**

There are currently 17 custom classes. A degree requirement is not something to use for custom classes/specialty factors.

Jeff rewrote areas of Coordinators, Specialists, Directors, etc.

If there is a need for a degree in the specifications, they'll allow it but only if it is actually needed. Not just to have a degree 'just because...'

### **Agency Budget Update:**

SUCSS testified before the House and Senate back in March.

They are still \$80-90,000 behind what they were budgeted back in 1999. But this is if they get what they get in appropriations this year.

Employees here at SUCSS should be making 10-15% more.

Asking for \$1.14 million, which is a \$30,000 increase.

They're hoping to hire one more staff person. They'd also like to get a student back. They used to have a Master's/PhD student working there in the past.

They still have difficulty getting reimbursed.

The System Office's rent is paid up until October/November. They're still behind in rent.

Prompt payment interest → \$16,000 over the last few years because bills weren't paid

*12:19 p.m. break for lunch*

*12:49 p.m. back from lunch*

→ List for Chair Barr – items we would like the Merit Board to be aware of.

Currently working on 3 UIC cases and 1 UIUC case among 7 discharges.

Offer some suggestions → a starting place.

**Governance Risk & Compliance Audit Update:**

The current audit schedule has been posted on the website.

You can email Cindy with individual concerns that she should look into when she's on your campus.

April → NIU

May → CSU

June → EIU

July → Wrapping up the 1<sup>st</sup> 3 audits for this cycle and making sure campuses are following implementation of PAA Procedure Manual

**Legal Update:**

There is a lot of work that goes into a Director's Review and it is taken very seriously.

There are currently 7 discharges on file. There may be 8 or 9 by now due to the fact that there might be 1 or 2 more being filed as of today.

The Merit Board has jurisdiction in discharge cases. But in the case where a Last Chance Agreement has been signed, this is forfeited. There are no hearings when you enter into a Last Chance Agreement. You can have a Director's Review, but this can't be heard by the Merit Board.

**CIT – Change in Title Procedure:**

This is in reference to the combining of classifications.

The reemployment register has nothing to do with this. There is no testing involved.

These positions are now considered the same per SUCSS.

An Administrative Clerk on the reemployment register would move to the Office Administrator reemployment register.

Seniority would be as if they were all the same.

**Grant/Soft Funded Employees:**

Non-state appropriated funds

24 month probation → zero rights during this period

↓

no bumping, seniority or discharge rights

We as EAC need to figure out where we stand on this topic.

*Shari leaves at 1:49 p.m.*

There is an ease of appropriating and reallocating money by supervisors/financial managers on campus. It's a literal shell game of moving money, which is also a concern. They would still get benefits and pay into SURS.

There are about 400 employees at UIUC right now that would fall into this category.

We need to have an action item for a position statement on our agenda for July's meeting.

Is there a reason to support this? What are better ways for the System Office to track the abuse of extra help and student workers?

This proposal would diminish the employee's rights that they currently have.



Does it make more sense to pick out maybe 20 classes for this rule?

- The Executive Committee and Election Committee will meet before our meeting in July.
- Register by September 20<sup>th</sup> for Council of Councils at UIC.
- There is a possible seniority issue with Mark at UIC.
- Mark's son had his 1<sup>st</sup> grandchild.
- Rick's daughter is graduating with her Associate.

**Motion to Adjourn:** Michael DiIacova      **Seconded by:** Dan Urbanski

*The meeting adjourned at 2:29 p.m.*

**Respectfully submitted,**

*Mary Schultz*  
Mary Schultz, Secretary

*Jill Odom*  
Jill Odom, Chair