

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

July 14, 2016, 10:00 a.m. at 1717 Philo Rd., Urbana, IL 61802

Chair Andy Small called the meeting to order. Roll call was taken, and a quorum was present.

Present: Bill Buesing, Mindy Conlee-Stevens, Michael Diiacova, Ann Jaso, Kim Kirchner, Rick Marr, Mark Murphy, Jill Odom, Michael Pulley, Mary Schultz, Peter Skrypkun, Andy Small, Anthony Travelstead, and Dan Urbanski

Absent: LaTania Milner, William Ramm, and Jamie Voyles

Attending from the SUCSS office were: Omeka Brown, Jeff Brownfield, David DeThorne (new Legal Counsel), Tanya Flynn, Jenn Miles (new Administrative Aide), Cindy Neitzel, Danielle Routh, and Tonya Weber

Guest Larry Curtis from the State Universities Retirement System gave a report on current SURS activities. Andy Small thanked him for attending and presented Mr. Curtis with a plaque in appreciation and gratitude for his time and commitment while serving on the EAC committee.

Minutes: Bill Buesing motioned and Rick Marr seconded to approve the minutes of the April 2016 quarterly meeting as amended. A roll call vote was taken. Motion Carried.

Bill Buesing	Aye	Mark Murphy	Aye	Anthony Travelstead	Abstain
Mindy Conlee-Stevens	Aye	Jill Odom	Aye	Dan Urbanski	Aye
Michael Diiacova	Aye	Michael Pulley	Aye	Jamie Voyles	Absent
Ann Jaso	Abstain	William Ramm	Absent		
Kim Kirchner	Aye	Mary Schultz	Aye		
Rick Marr	Aye	Peter Skrypkun	Aye		
LaTania Milner	Absent	Andy Small	Aye		

Healthcare Benefits Information – Jill Odom

An Employee Group Benefits task force has been formed at the request of President Killeen. Co-Chairs are Robert Barish, Vice Chancellor for Health Affairs and Walter Knorr, Vice President/CFO Comptroller. Informational meetings have been held at UIC and UIUC. The UIS meeting which Jill will attend is to be held this afternoon. The meetings are to inform employees of possible significant changes to health benefits coverage and costs. Negotiations have been held to no avail between the state and the AFSCME union. The state wants the Illinois Labor Board to declare an impasse. A decision on the request is not expected until November. Major concerns are doubling or tripling of premiums and premium payments being retroactive back to 7/1/16 with the possibility of a lump sum payment requirement. Central Management Services is implementing a new benefits system from a third party vendor. Jill encouraged members to keep updated on information emailed to employees.

Campus Updates: Brief updates were given by members.

SIUE – Funding has been restored for construction of a new science building. Enrollment is up. There is a possibility of combing services with SIUE. Morale is up.

WIU – 60% of FY16 budget has been received. New furloughs of Administrative Professional positions are expected to save 20 million dollars over two years. Some programs have been eliminated.

SIUSOM – Enrollment is the same. There have been no layoffs. Clinic revenue is a plus.

SIUC - 82% of FY16 budget has been received. There have been cuts of at least 10% in every dept. There have been few civil service employee layoffs. Five non-tenured faculty members' contracts were not renewed. Twelve contracts were lowered. 155 positions are not going to be filled. The grant funded early childhood program sent layoff notices to several employees.

UIUC- 82% of FY16 budget has been received. There is a record enrollment prompting a housing shortage. University Administration is under a hiring freeze.

UIC- Tuition has been frozen in an effort to retain students. Employees are in turmoil over the insurance coverage uncertainty. The majority of openings are AP positions. 135 civil service employees retired.

NEIU- Some employees will experience furloughs. The university president is retiring. A national search has been postponed for a year. The provost is to serve as the interim president. Projected enrollment is up. The first residence hall is up and running.

ISU- The graduate rate is up. There are 100 vacant administrative positions. Faculty and staff will not receive merit increases. Many positions are not being filled. No furloughs or layoffs are projected.

GSU- The campus is doing as well as can be expected. There is to be a second round of layoffs in October. No furloughs are projected.

NIU- Program prioritization is taking place. Some programs are being restructured while some are being eliminated. There have been no layoffs or furloughs.

Report of Chair: Andy Small

A letter was sent to the systems office landlord thanking him for the thoughtful consideration extended to the systems office due to budget constraints.

Adherence to the Open Meetings Act by the Human Resources Directors Advisory Committee was discussed. A letter is to be sent to Attorney General, Lisa Madigan, requesting her opinion. David DeThorne will attend each HRDAC meeting. We will await a response from the Attorney General. Andy will keep us informed on developments concerning the furlough rule.

Mark Murphy was asked to expound on the University of Illinois EAC activities. This group is made up of EAC members and Staff Advisory Council members from UIC, UIUC, and UIS. The Associate Vice President of Human Resources consults with Mark on the agenda and attends meetings. This now is Jamie Painter after the departure of Maureen Parks. The committee meets quarterly. President Killeen meets with the committee annually. The committee is proactive in providing information to university employees and promoting the university

Andy discussed member absence from meetings due to budget constraints. The suspension of the bylaw regarding discipline for absences is to be addressed. It is not the intention of the group to punish anyone who is unable to attend due to the economic condition. Andy suggested the executive committee meet regarding the issue.

Member attendance at Merit Board Meetings had been difficult in the past but has since improved. Robert Marshall, NIU, was reelected.

FLSA – Dept. of Labor Bulletin (see attachment A)

Overtime rule change to take effect 12/01/2016. Employees making less than \$47,476.00 annually, \$913.00 weekly will be eligible for overtime. Some issues needing to be addressed regarding this change are policies on benefits, vacations, and timekeeping. The Merit board is to address the topic.

Report of Executive Committee – no report

Report of Legislative Committee- Peter Skrypkun

Peter recommended reading P.A. 099-0524 SB 2047.

Report of Election Committee- no report

Report of Director: Jeff Brownfield

Class Plan Update: There are 1046 classes in the system. 28 of these could be banded. Classes being analyzed are “retail” clerk and cashier. It takes four months to revise specifications and the examination for each class. It would be hugely beneficial to have higher quality examinations. Upgrading minimum acceptable qualifications would be advantageous. There are few incumbents in the grants and contracts series. A meeting is to be held on the possibility of creating a custom class.

The proposed rulemaking of 250.30 (classifications) and 250.30 (examinations) is moving forward. The occupational area needs to be added to the rule. 250.110 section 5 letter d. (separations and demotions) an employee who has failed to show up for work for three days will be placed in a no call no show status and may be terminated at any point following the third day. 250.110 section 12 (failure to appear) Failure of a party to appear on the date set for hearing may result in findings of fact unfavorable to that party and may result in a loss of rights by default. The Merit Board can give a suspension of 60 days up to 120 days.

Merit Board Policy Relating to Employee Benefits and FLSA Overtime Change:

Questions have been brought up regarding the loss of vacation time for employees going from exempt to non-exempt. This new rule would reduce accrual time from 56 days to 50 days. The HRDAC group suggested grandfathering in current employees so accrual would not change. The Merit Board does not want to grandfather in employees.

Legislation: There is no current legislative agenda. Topics under consideration are:

- a. Allowing municipal police to transfer to universities- Universities are training police officers only for them to be enticed to serve in the private sector.
- b. Changing the out of state examination sections to conform to our rules.

- c. Veterans' preference points being awarded to faculty and principle administrative appointments.
- d. Additional authority to institute layoff, furlough, etc. the furlough rule passing will allow people to keep their jobs.
- e. Update to furlough language. It looks like there will not be another emergency rule.

Proposed Procedure Manual Changes: Salary procedure is new to the manual. The rule of three procedures and the out of state procedures are to be updated.

Agency Budget/Staff Update: Legislation needs to be sponsored to request more money for the operational needs of the systems office.

Legal Update: During FY16 there were 53 written discharges. Ten employees requested hearings. There were three withdrawals, two suspensions, two discharges, two reinstatements, and one resignation. So far for FY17 there has been one requested hearing.

Audit Program Update: Audits will be restarting in September at SIUC and WIU in November. David DeThorne will head the audit program.

Projects and Accomplishments:

- a. **Specialty Factors** – Specialty factor requests will be built into the e-test system.
- b. **Exam Validation** – Students formerly validated exams. If the same questions result in many incorrect answers, the test will be reexamined.
- c. **Revising Occupational Codes with Federal Guidelines-** System occupational codes will be compared to federal codes.
- d. **Supported Employees-**
- e. **Demonstration Projects – Soft Money-**
- f. **Out of State Recruitment-** rule change
- g. **DER Update-** University of Illinois has a new DER, Jamie Painter.

Civil Service Orientation Training: Training will be presented Friday following the EAC meeting for those interested in attending.

Michael Pulley motioned to adjourn. Michael Diiacova seconded the motion. Motion carried.

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QUARTERLY MEETING
July 15, 2016, 10:00 a.m. at 1717 Philo Rd., Urbana, IL 61802*

Chair Andy Small called the meeting to order. Roll call was taken, and a quorum was present.

Present: Bill Buesing, Mindy Conlee-Stevens, Michael Diiacova, Kim Kirchner, Rick Marr, Mark Murphy, Jill Odom, Michael Pulley, Mary Schultz, Peter Skrypkun, Andy Small, Anthony Travelstead, Dan Urbanski, and Jamie Voyles.

Absent: Ann Jaso, LaTania Milner, and William Ramm

Attending from the systems office were: Omeka Brown, Jeff Brownfield, Tanya Flynn, Paula Mitchell, and Danielle Routh.

Other Items as Presented:

UIS Town Hall Meeting- Jill Odom and Jamie Voyles reported on the town hall meeting held yesterday at UIS. Insurance premiums rising and retroactive payment are major concerns. Cashing in sick time was brought up. CMS and AFSCME are the only negotiators. Katie Ross, university legal liaison, receives calls daily. CMS is more open with communication. AFSCME is more restricted. AFSCME says no to an impasse. CMS says yes. Arbitration is a possibility. An Administrative Law judge is to review documentation and make a recommendation to both parties. There is talk of policy levels; gold, silver, and bronze. Adding lower costing plans was mentioned.

What can universities do to offset premium increases? It is difficult to retain employees. Suggestions were; not to be apologetic, lower wages with higher benefits, and the capability to retire early.

Members were encouraged to check with campus HR directors, contact providers, CMS, and legislators. Do so on private time and personal equipment.

Election Schedule- Jamie Voyles is to contact campus DERs regarding upcoming elections at EIU, SIUE, UIC, and UIUC.

Introduction- Jeff Brownfield introduced Fred Green who maintains the systems office property. Andy Small thanked Fred on behalf of the universities.

Teleconference Issues- Ann Jaso had technical difficulties attending via teleconference. Members agreed meeting in person is the most beneficial. Jamie Voyles suggested reaching out to DER and remind them attendance at meetings is mandatory according to state statute. Are there any legal repercussions? Is a change in bylaw necessary? Not taking this action IS taking action. Members should be diligent about not abusing the privilege. Continuing to meet in the center of the state is helpful.

January Joint Meeting with HRDAC- Jill Odom suggested, due to the possibility of traveling in inclement weather, to move the joint meeting to April. Andy Small is to contact HRDAC regarding the possibility.

Bill Buesing, Mindy Conlee-Stevens, Kim Kirchner, Mark Murphy, Jill Odom, Michael Pulley, Mary Schultz, Andy Small, Dan Urbanski, and Jamie Voyles will remain after the meeting to attend the systems office orientation training.

Bill Buesing made the motion to adjourn. Jamie Voyles seconded. Motion Carried.

Respectfully submitted,

Kim Kirchner, Secretary

Andy Small, Chair