

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

January 19, 2017, 10:00 a.m. and January 20, 2017, 9:00 a.m. at the State Universities Civil Service System office, 1717 Philo Rd., Urbana, IL 61802

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

Present: Mindy Conlee-Stevens, Michael Diacova, Ann Jaso, Kim Kirchner, Rick Marr, LaTania Milner, Mark Murphy, Jill Odom, Michael Pulley, William Ramm, Mary Schultz, Peter Skrypkun, Andy Small, Anthony Travelstead, Dan Urbanski, and Jamie Voyles **SUCSS:** Omeka Brown, Jeff Brownfield, Bob Curry, David DeThorne, Tanya Flynn, Jenn Miles, Cindy Neitzel, and Danielle Routh

Members introduced themselves to the incoming new members: Mr. Chris Allen, UIUC; Mr. Chris Hays, UIUC; and Mr. William Burnside, EIU.

The Oath and Obligation was read aloud by the full committee. New members were seated.

Minutes: Jill Odom motioned and Jamie Voyles seconded to approve the minutes of the October, 2016 quarterly meeting. A roll call vote was taken. Motion Carried.

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

A motion was made by Rick Marr and seconded by Michael Pulley to amend the agenda for the election of officers and committees. Motion carried.

Election of Officers – uncontested results:

Chair – Andy Small, NIU, Motioned by Michael Pulley and Seconded by Jamie Voyles
Vice-chair – Michael Pulley, SIUE, Motioned by Rick Marr and Seconded by Dan Urbanski
Secretary – Kim Kirchner, UIC DSCC, Motioned by Michael Pulley and Seconded by Jill Odom
Parliamentarian – Jamie Voyles, UIS, Motioned by Rick Marr and Seconded by Mindy Conlee-Stevens.

Election of Committees – secret ballots tabulated by representatives from the system office

Executive Committee – Michael Pulley (Chair), Mindy Conlee-Stevens, Rick Marr, Mark Murphy, Peter Skrypkun, Andy Small(Ex-officio), Anthony Travelstead, and Jamie Voyles (Parliamentarian)

Legislative Committee – Jill Odom (Chair), Ann Jaso (Secretary), Peter Skrypkun, Anthony Travelstead, and Andy Small, (Ex-officio)

Election Committee – Jamie Voyles (Chair) Mindy Conlee-Stevens, Kim Kirchner (Secretary), Michael Pulley, and Andy Small

Campus Updates:

NIU – Four Board of Trustee members are stepping down. Governor Rauner is to appoint replacements. Program Prioritization is ongoing. Two vice presidents are retiring in addition to the attorney. The Director of Admissions resigned.

SIUE – The stop gap budget has permitted infrastructure updates to resume. Academic Professional searches are ongoing. There was a slight decrease in enrollment.

WIU – A search is underway for the Vice President of Student Services. The university East Village is to be razed. Eighteen story Higgins hall is to be imploded this summer. Enrollment is steady. International student enrollment is up.

ISU – Some spending restrictions have been lifted. Employees received modest raises. ISU is first in the Missouri conference.

UIS – Student Union construction is being funded by private donations. Enrollment is up. International enrollment is down. Melissa Mlynski is the new HR Director. Two Dean searches are underway.

SIU SOM – The school of medicine is undergoing rebranding. The logo will be a purple triangle with the new name, SIU Medicine. Taryn Lay is the new director of the Medical Library. There have been no layoffs.

UIUC – A proposal was introduced by President Killeen to the board of trustees. The annual appropriation of University of Illinois funding would be in response to performance. The proposal received unanimous support from the BOT. Pres. Killeen is working with legislators to draft House Bill 6623. The granting of extra gift days over the holidays was a morale booster. Hopes are for this to be made a standard practice. Merit based increases of 2% were approved for employees. Union employees won't be affected as much. UIUC will host the Council of Councils in 2018. The \$138 million dollar renovation of Memorial Stadium will be privately funded.

SIUC - A search for chancellor is underway hoping to have one by spring. Construction projects include renovating the lake facilities. For a better recreation area, the lake will be drained and dredged, a new boat house will be built, and the beach will be reopened. The BOT is to vote on housing redevelopment. Plans include tearing down the towers and building all new housing. April 1, 2017 has been declared a day of service. The community is preparing for the, August 21, 2017, lunar eclipse. 50,000-150,000 people are expected to attend. SIUC received the prestigious award of Tree Campus USA. For every one tree down taken down, two are planted. The IBHE has approved a Fermentation Specialist degree to be offered by the university.

NEIU – The civil service council is to meet with the interim president to build a relationship. NEIU is preparing for the 2019 budget. Promotion of shared governance is big on campus.

GSU –“Governors State University is entering into its 2nd year of a newly formed collaborative enterprise model. Upcoming meetings regarding GSU's collaborative enterprise model, which considers, mergers and synergies between departments will be scheduled, and everyone is invited to attend. No lay-offs are anticipated at this time.”

UIC – Morale is up Gift days had a positive effect. Mark Donovan is retiring. There is record enrollment. There is a new Foreign Exchange department. This should help diversify campus. The possibility of privatization on campus is of concern to employees. A pro to hiring contracted employees is no civil service rules to abide by. A con is contracted employees don't pay into SURS. Twenty five civil service and four professors have retired in the last three months. Open range employees are to see a 2% merit based raise. Union employees are hoping for raises. Approval was received by the power plant for \$750,000.00 in appropriations. Ground breaking on the new research building at Roosevelt and Halsted would be welcomed news.

CSU – Morale is low. Three hundred employees have been laid off. Employees who are still working are just glad to have jobs and are willing to do whatever it takes to keep them. LaTania's department is down from three employees to one. It is difficult to keep good customer service up for students.

EIU – Vitalization program has been fast tracked. Eight or 9 groups met to come up with ideas to better the university. There are rumors of outsourcing food services. Laid off employees need to be hired back to maintain facilities. Money that has been put into reserve is taking care of students. A search for provost is underway.

DSCC – Gift days were a definite morale booster. Care Coordinators are still being hired. Molly Hofmann has been hired as Associate Director of Care Coordination.

Report of Chair: Andy Small

Andy asked members for agenda suggestions for the joint meeting with the HR Directors. The joint meeting is to be held at ISU April 28. The Council of Councils has been confirmed to be held at NIU October 20, 2017.

Andy asked Jill Odom to provide an update on ongoing negotiations to determine insurance benefits provided by CMS. Jill stated UIUC HR is relied upon for information. A task force is reviewing the situation. There is a 36 page report. An impasse has been declared. AFSCME is to take a call to strike vote 1/30/17. Employee concerns are premium costs rising, having to retroactively pay for them, and benefit options during May enrollment. There is talk of premiums doubling in July. There may be four tiers of benefits to choose from. A second enrollment period in October is a possibility.

Andy thanked the Election Committee for handling the recent election protest by a UIC candidate. Andy stressed that committee members running for election should conduct themselves in a professional manner and follow all campaign rules and protocol.

The February meeting of the Merit Board has been canceled with a rescheduled date to be determined.

Review and suggested input on Merit Board Benefit Policies- System Office:

Recent FLSA proposed changes to overtime exemptions and an injunction prompted review of SUCSS benefits policies. Campus vacation accrual policies need to be consistent with no

diminishment of current benefits. The benefits policy was distributed to committee members and proposed changes reviewed.

Michael Pulley motioned and Anthony Travelstead seconded to:

Support the system office to move forward on modifying the policy relating to employee benefits as long as the following occurs:

- 1. No diminishment of current benefits.*
- 2. Set a minimum baseline but no maximum*
- 3. As much authority as needed to enforce the policy*

After much discussion Michael Pulley rescinded the motion.

After further discussion Michael Pulley motioned and Rick Marr seconded the following:

EAC requires system the office staff to prepare a benefits policy proposal that does not diminish current civil service benefits for consideration at the next EAC meeting.

A roll count vote was taken. Motion passed.

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

The system office asked for suggestions to provide a blanket policy that is binding and enforceable. Forming a work group was suggested by Cindy Neitzel. It was asked that members send suggestions to Cindy Neitzel by mid-February preferably before January 24.

Review and suggested input on proposed statutory changes, legislative initiatives specific language and bill draft- System Office:

Changes have not been made to the statute since 1952. Legal counsel, David DeThorne met with Senator Bennett and Representative Ammons. Legislation is in the hands of sponsors. The permanent furlough language rule expires in September. Copies of the statute were distributed to committee members. The proposed amendments were reviewed.

Michael Diiacova motioned and Jill Odom seconded the following:

To support proposed statutory changes, legislative initiatives specific language, and bill draft.

A roll call vote was taken. Motion carried.

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

Report of Director: Jeff Brownfield

Class Update -Bob Curry informed the committee that requests for specialty factors are now online. The class specification project database is comprised of the 50 largest classes.

Cindy Neitzel stated last year 30 class revisions were done. In progress is the merger of the clerical and office support classes. Drafts of the BSW exam revision were completed. Custom classes are to expand to admissions, and financial aid. Definitions are being written for the Occupational Area project.

Audit Update- The new Audit Charter was proposed and approved by the merit board. With no budget, no onsite audits were done. From FY15 UIC final is pending. For FY16 the final for SIUC is to be completed 1/23/17. UIS and NEIU will bridge the gap between old and new. The review period has been extended. A return in February is to be made to catch up. Andy asked if there is a revised schedule. Cindy replied that a new budget will result in new adjustments. There will be a case by case basis with the new program for the length between audits. Andy congratulated the staff on the new audit process.

Budget Update- The proposed budget was presented to Senator and Bennett and Representative Ammons. There are currently 9 full time employees and 3 part-time. A search for two positions was suspended last fall. The payment of rent is seven months behind. Travel expenses will not be paid if payment on the WEX card remains behind. Outreach will be made to political staff with many trips to Springfield. The system represents 63,000 employees.

Latania Milner motioned to adjourn. Michael Diiacova seconded. Meeting adjourned.

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

Present: Chris Allen, Bill Burnside, Mindy Conlee-Stevens, Michael Diiacova, Chris Hays, Kim Kirchner, Rick Marr, LaTania Milner, Mark Murphy, Jill Odom, Michael Pulley, William Ramm, Mary Schultz, Peter Skrypkun, Andy Small, Anthony Travelstead, Dan Urbanski, and Jamie Voyles **SUCSS:** Jeff Brownfield, David DeThorne, and Cindy Neitzel

Absent: Ann Jaso

Andy received notification from the HRDAC that April 28 will not work for them as the joint meeting date. The joint meeting has been rescheduled for Thursday, May 4, 2017. The April EAC meeting is rescheduled for May 3 & 4, 2017. The meeting location will remain Bloomington-Normal.

Report of the Director Cont'd-

Legal Update- David DeThorne reported one hearing has been held since our last meeting and one is pending. It is difficult to schedule a hearing in 45 days. If the merit board disagrees with the hearing decision, it goes to the Attorney General. A letter was received from an AFSCME representative that AFSCME dislikes the definition of lay off.

Other topics mentioned to consider: if the union disagrees with civil service, whose opinion supersedes? Should job abandonment be defined as absent five days instead of three? Director Brownfield wants to communicate more with unions possibly meeting 3-4 times per year. What are the benefits of progressive discipline vs. termination? Why put someone back on payroll to fire them?

Committee members were reminded we must complete Open Meetings Act training on the Attorney General website. Please send certificates of completion to David DeThorne at the system office.

Director Brownfield asked committee members to notify the system office with employee concerns.

Report of Executive Committee: Michael Pulley

Rick Marr motioned. Tony Travelstead seconded to approve minutes of the 11/16/16 executive committee meeting. A roll call vote was taken. Motion carried.

Mindy Conlee-Stevens	Aye
Rick Marr	Aye
Michael Pulley	Aye
Peter Skrypkun	Aye
Anthony Travelstead	Aye
Jamie Voyles	Aye

Topics discussed at the 11/16/16 meeting were: to extend the by-laws regarding electronic voting, polling place rules, and attending meetings in person vs. other means.

Andy is to compose a letter to university DERs to remind them attendance at EAC meetings are addressed in the statute. On the flip side, if members are not attending by choice, DERs should be notified.

Report of Legislative Committee: Peter Skrypkun

The legislative committee met 1/19/17 and elected the following officers:

Chair- Jill Odom
Secretary – Ann Jaso

Report of Election Committee: Jamie Voyles

Mindy Conlee-Stevens motioned and Jamie seconded to approve as amended the minutes of the election committee meeting 11/16/16.

Does a special election need to be held for Mike Aper’s replacement? Cost is a concern. Electronic voting would cut cost.

Jamie Voyles plans to retire spring of 2018. There will need to be six elections in 2017.

Meeting dates for 2017:

Jamie Voyles motioned and Rick Marr seconded to approve the following meeting dates and locations for 2017:

May 3 & 4, 2017 at ISU
July 13 & 14, 2017 at SIUC
October 18 & 19, 2017 at NIU to coincide with Council of Councils October 20, 2017

A roll call vote was taken and motion passed.

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

Other Items as Presented:

The University of Illinois EAC is to meet at the home of President Timothy Killeen 2/2/17.

Andy Small suggested new members of the committee should complete training at the system office. Cindy Neitzel will contact new members to schedule orientation. Other members are welcomed to attend as well.

Rick Marr asked committee members how they learned of the committee. We may want to reach out for recruitment of future candidates.

Jenn Miles received a call from UIUC that some former EAC records had been found on campus.

Peter Skrypkun encouraged new members to reach out to their respective university merit board members.

UIUC will host the 2018 Council of Councils.

Mark Murphy motioned to adjourn. Jamie Voyles seconded. Meeting adjourned.

Respectfully submitted,

Kim Kirchner, Secretary

Andy Small, Chair