

*STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING*

January 25, 2018, 10:00 a.m. and January 26, 2018, 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: Chris Allen, Bill Burnside, Michael DiIacova, Chris Hays, Kim Kirchner, Mark Murphy, Jill Odom, Mary Schultz, Peter Skrypkun, Andy Small, Anthony Travelstead, and Dan Urbanski,

Absent: LaTania Milner, Rick Marr, and Michael Pulley

A motion was made and carried to amend the agenda to move elections to Friday.

Installation of new members: EAC members read the oath in unison. Current and new members introduced themselves. New members and universities represented are:

- *Ms. Shari Garnett* *Southern Illinois University Carbondale (to be installed in April)*
- *Mr. Gary Gilpin* *University of Illinois Urbana Champaign (to be installed in April)*
- *Ms. Sheryl Jones-Harper* *Governor's State University*
- *Ms. Vivian Williams* *Southern Illinois University School of Medicine*
- *Mr. Jeffery Young* *University of Illinois Springfield*

Designated Employer Representative of Host Campus: none - Everyone was encouraged to become familiar with the DER on their campus.

Introduction of Guests: none

Public Comments: none

Review of Correspondence: thank you acknowledgements were received and read by Jill Odom for the donations made to the University of Illinois Foundation and the UIUC Emergency Fund in former EAC member William Ramm's memory (see *attachments Ramm U of I Foundation and Ramm UIUC Emergency Fund*)

Approval of minutes of the October 2017 Quarterly Meeting: Motion was made and carried to approve the minutes from the October meeting.

Campus Updates:

- **NIU:** Current enrollment is 17,500. Searches are to begin in the spring for high level positions. The campus is excited about new leadership
- **UIC DSCC:** DSCC is celebrating its 80th year in existence.

- **WIU:** The university lost 110 civil service positions. The faculty is in negotiations. The new DER is Cindy Lotz. The Facilities Manager is Ken Griffin.
- **UIS:** The new student union is open. The international student base has declined. Online courses are picking up some of the slack.
- **UIUC:** The extremely cold weather wreaked havoc on the campus. Lots of overtime was worked to get things up and running. The Board of Trustees met last week with Dr. Timothy Koritz being elected chair. The search is ongoing for CFO. Tuition has been frozen. There have been no furloughs or layoffs. Hiring is picking up. Gary Gilpin has been elected to EAC.
- **UIC:** A new dorm is being planned with 554 rooms, classrooms, stores, and a restaurant. 24 employees retired with 19 retiring on the same day. Four AP employees retired. 250,000 alumni raised \$68 million last year. The UIC law school is combining with the John Marshall school of law. Praises were expressed for President Killeen and Chancellor Amiridis and the great job they are doing. The UIUC EAC committee will meet in April possibly at the home of the president or chancellor.
- **NEIU:** There is a search for President. 18 rehires were called back after 180 were laid off. Departments are combining anticipating no new budget.
- **SIUSOM:** There have been no furloughs or layoffs. Employees facing possible layoffs were reassigned. The Alliance for Women in Medicine and Science has been established. The AWIMS hopes to champion professional development and promotion of women in medicine and science. The health center has received national recognition as a Federally Qualified Health Center and Patient Centered Medical Home.
- **SIUC:** Carlos Montemagno is the new chancellor and has hit the ground running desiring to do a complete academic restructure. The BOT approved tuition for in-state students to be the same as out of state students. The robotics team won a national competition. The aviation program won national recognition. The SIU system hopes to form a SIU committee like UIEAC.
- **EIU:** EIU has had the best numbers in years. A bachelor's degree in Neuroscience will be offered in the fall of 2018. AFSCME has settled a contract. Several extra help employees are nearing the end of their 900 hour appointments.
- **GSU:** Twenty three programs have been eliminated. Morale is down. For example, four positions in the comptroller's office are now down to one. It is difficult to advance in civil service. There have been layoffs but no furloughs. There is an ongoing search for a new provost.

Report of Chair: Chair Small asked Director Brownfield to explain the civil service system. State Rep. Ammons had asked what is the civil service relation to the universities. Jeff's explanation is summarized below.

1. Act - a state statute governing state of Illinois higher education entities.
2. Administrative Rules – Rules of state agencies
3. Procedures – How to follow Act and Rules

The system invokes all three. The system is governed by the Merit Board. The Merit Board is made up of Board of Trustee members from each university. The system consists of different departments with the executive director, nine full time staff and three part time staff.

EAC statutorily advises Merit Board.

Andy gave a brief history of system directors. Jeff Brownfield is in his third year as director. Prior to Jeff Tom Morelock was the director for ten years. Walter Gurski served for thirty years prior to Tom Morelock. Mr. Gurski had also spent thirty years in federal government.

HRDAC is the Human Resources Directors Advisory Committee that also advises the system office. The HRDAC and EAC have worked together on the Principle Administrative Employees issue. Chair Cole of the merit board met with both groups. For new members the PAE issue is dealing with classifying employees as civil service or exempting them as a "PAE". It has been an ongoing topic for years.

Discussion ensued about the residency rule. Out of state applicants must reside in IL within six months of employment. There is concern the rule conflicts with the statute.

Chair Small thanked committee members who contributed to the fruition of electronic voting for elections.

The next merit board meeting is 02/01/2018. The main function is review of discharge and demotion.

Open Meetings Act training will need to be taken by the new members. Cindy Neitzel will send information as well as information for orientation training.

The next EAC meeting in April will be with the HRDAC group. Chair Small encouraged whoever is elected chair to follow up with planning.

Report of Executive Committee: none

Report of Legislative Committee: New laws in effect 1/1/2018 that may affect campuses –

HB2369 – Public schools will be required to provide breastfeeding accommodations.

HB2371 – State employees will be required to take annual cyber security training.

HB3255 – The IL Board of Higher Education Act will rescind antiquated provisions.

HB3658 - The state property control act sets the amount of nominal value at \$5,000 or less.

HB3701 – Academic credit is to be given for military service.

Report of Election Committee: WIU may contact EAC re: electronic voting. UIUC had three candidates vying for the spot on EAC vacated by the death of William Ramm. Gary Gilpin is the new committee member and will be seated at the April meeting.

Report of Executive Director: Andy asked to read a letter dated 11/19/2007. The letter stated the same frustrations with PAA situation as now over ten years later. Director Brownfield and David Dethorne went over the most recent changes to the draft dated 02/01/2018. Mark Murphy motioned to present the draft dated 2/1/2018 to the merit board. Jill Odom seconded the motion. A roll call vote was taken. Motion carried. *(see attached draft)*

Chris Allen	Aye		LaTania Milner	absent	Vivian Williams	Aye
Bill Burnside		Nay	Mark Murphy	Aye	Jeff Young	Aye
Michael Diiacova		Nay	Jill Odom	Aye		
Shari Garnett	absent		Michael Pulley	absent		
Gary Gilpin	absent		Mary Schultz	Aye		
Chris Hays	Aye		Peter Skrypkun	Aye		
Sheryl Jones Harper	Aye		Andy Small	Aye		
Kim Kirchner	Aye		Anthony Travelstead	Aye		
Rick Marr	absent		Dan Urbanski	Aye		

Discussion ensued regarding vacation accrual and notices of non-reappointment as employee rights when a position is converted.

UIUC is offering employees facing discharge a Last Chance Agreement.

Dan Urbanski motioned to adjourn for the day. Michael Diiacova seconded the motion.

Meeting adjourned.

*STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE
QUARTERLY MEETING*

January 25, 2018, 10:00 a.m. and January 26, 2018, 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: Chris Allen, Bill Burnside, Michael Diiacova, Chris Hays, Sheryl Jones Harper, Kim Kirchner, Mark Murphy, Jill Odom, Michael Pulley, Mary Schultz, Peter Skrypkun, Andy Small, Anthony Travelstead, Dan Urbanski, Vivian Williams, and Jeffery Young

Absent: LaTania Milner and Rick Marr

Report of the Director Continued:

Classification plan and class consolidation update: The merger of the clerical and office specialist series combines two classes with five levels into one class. Custom classes in the future will build their own structure. Job descriptions are to be more detailed than class specs. Class specs. Are broad and provide structure. Specialty factors need to be determined ahead of job descriptions. Campuses determine salary range numbers. The system office approves the range percentage from minimum to maximum not the numbers. The range difference should be 80% from minimum to maximum.

Governance, Risk, and Compliance Audit Update: Since 7/1/17 audits finalized were UIS and NEIU. UIC audit is ongoing. Future audits are SURS, ISAC, ISU, and GSU.

Legal Update: There were eleven discharges filed. Eight were resolved. Two employees requested hearings. Two employees withdrew and employers withdrew three. Dave is to send link for Open Meetings Act training. The biggest risk is meeting without notice. Smaller committees also need to comply.

The furlough rule is in the JCAR first notice period.

The meeting was then turned over to the system office to oversee elections for officers and committees for 2018.

Chair nominations: Jill Odom, Peter Skrypkun (declined), Mark Murphy (declined), and Michael Pulley (declined)

Vice Chair nominations: Michael Pulley, no other nominations.

Secretary nominations: Kim Kirchner (declined), Vivian Williams (declined), Mary Schultz

2018 Election results:

Chair – Jill Odom

Vice Chair – Michael Pulley by acclimation

Secretary – Mary Schultz by acclimation

Executive Committee: Chair – Michael Pulley per by-laws; Jill Odom Ex-Officio per bylaws; Chris Allen, Bill Burnside, Mark Murphy, Rick Marr, Peter Skrypkun, and Vivian Williams – secretary

Legislative Committee: Chris Hays, Sheryl Jones-Harper, Peter Skrypkun, and Dan Urbanski

Election Committee: Chair -Mark Murphy per bylaws, Jill Odom - per bylaws, Mary Schultz – per bylaws, Michael Pulley per bylaws, and Vivian Williams – per bylaws

The next meeting will be in April hosted by ISU with exact dates to be determined. The second day will be the joint meeting with HRDAC.

Respectfully submitted,

Kim Kirchner, Secretary

Andy Small, Chair