

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
*April 18th, 2018, 9:00 a.m. at the Eastland Suites Conference Center in Conference Room #3 located at 1801 Eastland Drive, Bloomington, IL 61704 and a joint meeting with the Human Resource Directors Advisory Committee on Thursday, April 19th, 2018, at 8:30 a.m. at Illinois State University's Bone Student Center in the CIRCUS Room located at 100 N University St, Normal, IL 61761.*

**Chair Odom called the meeting to order. Roll call was taken and a quorum was present.**

**Present:** Chris Allen, Bill Burnside, Michael DiIacova, Chris Hays, LaTania Milner-Lusk, Rick Marr, Mark Murphy, Jill Odom, Mary Schultz, Peter Skrypkun, Dan Urbanski, Vivian Williams and Jeff Young.

**Absent:** Sheryl Jones-Harper, Kim Kirchner and Michael Pulley.

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

- Shari Garnett – Southern Illinois University Carbondale
- Gary Gilpin – University of Illinois Urbana Champaign
- John Hulseberg – Northern Illinois University

**Designated Employer Representative (DER) 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:** None

**Approval of minutes of the January 2018 meeting:** Chris Allen motioned to approve the January 2018 minutes. Vivian Williams seconded the motion. A roll call vote was taken and the motion was carried.

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

**Report of Chair Jill Odom:** Members of EAC were reminded to advocate for the System and not the person. We are advocates and enforcers for the process, the fairness and the rules. We are not legal representatives.

Chair Cole was reelected as Chair of the Merit Board at the last MB meeting. May 2<sup>nd</sup> at 1:00 p.m. is the next MB meeting. Jill encourages everyone to rebuild relationship with their MB member. The System advocacy relationship is between the EAC member and the MB member. EAC members were also reminded that our attendance at EAC and MB meetings should be approved. If we run into any problem with this, we are to contact Jeff.

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

**Executive Committee Report:** Vivian was elected Secretary

**Legislative Committee Report:** Peter was elected Chair and Dan was elected Secretary. Check out IL.gov to look up legislation.

**Election Committee Report:** Mark needs to talk to Jamie to get up to date on election items, terms, etc. We need to make sure that terms are not overlapping. At UIUC, there are 3 terms that expire during the same year. We need to try to rectify this.

### **Other Items as Presented:**

#### *UIC Test Program for AP Positions – Dan Urbanski*

UIC had found themselves in a bad spot with the audits after they had 2 audits that were horrible. They came up with a test program for soft and grant funded money. The job analysis process was used to reexamine each position that was exempt to see if it met within a Civil Service classification. There was some fear over losing that exemption process. Susan has stated that, moving forward, UIC is trying to be more diligent and more involved with the System office and use the exemption process to make sure they don't end up in the same situation they were in before. So far, they've converted over 800 positions and counting. At one point UIC had almost an equal amount of Civil Service and A&P. They spent a lot of money hiring contractors, having software developed and having HR involved in this process.

A random person that is job-hunting doesn't necessarily know the difference and doesn't care if a position is Civil Service or Administrative & Professional. They're just going to apply to apply.

There's not a set formula for converting AP to CS The process is more tedious. They're allowed seniority if you can reasonably determine the job description meshing because of the years of service.

UIC is the only one sending monthly reports on the exemption process to the System office. 2008/2009 – terrible auditing during these years led to this and MB mandated them to do this.

Business Administrative Associate and vanity titles are being used for job classifications that don't necessarily exist. SIUSOM uses this title but slashes it as Business Admin/Assoc. They could be considered as a business associate if there are fiscal aspects in the job or an administrative associate if there are more administrative duties involved.

#### *Requesting Desk Audits: Job Audit Process*

Let's say you're an Accountant I and supposed to be an Accountant II. The 1<sup>st</sup> thing that happens is the reemployment registry is checked for an Accountant II. They have seniority in that title and are entitled to that position first. Moving outside your promotional line can be a tough chance to take. Campuses can't

refuse to do desk audits. If they don't have the money to pay you for the extra duties, then they have to remove those duties since they can't afford to reclassify you.

Ideally someone should only be requesting a desk audit if they've been performing within their position reasonably for 6 months to a year. It takes about 6 months to a year before you can reasonably say that you "own that job". There needs to be a change in job functions/duties. Employees can request a desk audit. So can HR, a supervisor or a manager. The union can call and suggest it but will be told to tell the employee that they need to call and request it. Another thing people need to consider is the way we do our work can bring about job changes as well over time. Some jobs are evolving over time. An example of this would be doing something online instead of doing something on paper.

WIU is asking for a 2% pay reduction. The university is negotiating this right now because the statute states that as long as it was part of the entire class, it's ok to change the pay scale. Employees at WIU are considering this a demotion but this can only be perceived as a demotion under certain circumstances. BSW's are the ones being targeted right now because their contracts have been up for a while. As of today, they do not have the ability to ask for a demotion hearing.

#### Exemption Procedures Manual

Page 3-b. – This is what HR should be using. Just because a position looks like it should be exempted, it doesn't mean it actually is. Sometimes a classification can be created. If a campus doesn't have a particular classification they could say they want to use XYZ class and here's the pay range for it. The campuses set their own pay ranges for the classifications.

Page 4-3 – This is where the exemptions are located. A majority of the ones that have to be looked at for possible reclassification are the specialists, coordinators and the assistants to XYZ. 64% of the Urbana campus's exemptions are comprised of these titles.

Positions should be checked first to see if it's Civil Service before deciding that it should be exempt. Positions start off as CS unless proven otherwise that they should be exempt.

Page 5-iii – Faculty type people (like E4's)

Page 6-3.1 – This is where the teeth/enforcement is located with general reporting to the Executive Director.

Page 2-1.2 – HR thinks they have the right to exempt. The Merit Board is permitting and allowing HR to do this, which also means they have the power to take it away.

Merit Board questioned why quarterly reports were being sent to the System office. This was changed to periodic, twice a year, and will be done in June and December. The System office tracks trends this way by compiling the data they receive and interpreting it.

Page 7-3.3 – Audits every 2 years is the outcome. The university has to file a formal appeal to the Merit Board if they don't agree with the audit findings.

Bottom of Page 3-2 – Job descriptions and class specifications need to be submitted to prove this by the employer. HR needs to declare why this person is senior enough to be exempted from Civil Service. There are about 6,000 AP throughout the System and roughly 3,000 of them are coordinators, specialists and assistants to XYZ. There is a general ebb and flow in positions occurring. There shouldn't be any cost to the campuses when it comes to switching from AP to CS. There should be no reduction in pay on the employee. This whole process goes into effect October 1<sup>st</sup>.

Page 10-5.2 – These are the steps that need to be followed for someone switching to CS from AP.

Page 11-b.4 – Granted seniority in current job criteria only.

OEIG and System office are considering the PAA issue closed since there is an Exemption Procedures Manual. Some of the universities probably won't take this seriously until it's time for them to be audited. Pilot program at UIC where they are using contract appointments to hire grant/soft funded positions. They're renaming/referring to them as Project Term appointments.

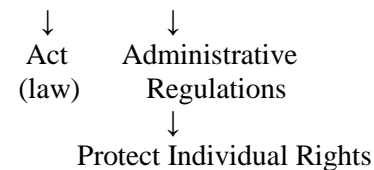
What a qualifying funding source means for these positions?

Do we count student fees as soft money?

Set up a time frame.

An employee at EIU has worked there on and off for 12 years as an extra help carpenter. Worked 89% of the year and laid off 11% of the year. Bill read his letter/statement about this to the committee. This has been occurring a lot with the crafts/trades at EIU. UIS also talked about similar situations of the excessive use of the 900 hours tradesmen being hired over and over. EIU has a history of hiring extra help and laying them off for 30 days. The same people are always brought back and they're abusing the extra help rule. If you're constantly hiring someone in a particular position for extra help over and over, then there is need for a permanent person. There are a lot of these situations where there should technically be a full-time status employee in these positions. There have been constant extra help findings at all of the universities. This may become the next "PAA issue" to be discussed. Sometimes there are requests for extra help extensions. These go to Cindy. If it's a secretarial type of position, it will be declined. If it deals with issues of health and/or public safety, then it will be considered. The rule states that you cannot exceed 900 hours.

Statute → Rules → Procedure



Rule → JCAR Process

JCAR is a committee of legislatures that only deal with rules

Procedure allows for an extension to go beyond 900 hours.  
There's supposed to a 6 month break in service between the 900 hours.  
Temporary appointment is a 3 month appointment.  
Extra help is 900 hours.

There will be consolidations, revisions, additions and deletions within the class plan because of the Exemption Procedures Manual.

Clerk/Office Support merger is ongoing → implementation could take 3-6 months

Custom classes are flexible → can put in vanity titles

### Furlough Rule

In 2<sup>nd</sup> notice period right now.

Section e. of proposed amendment → reworded student worker part

Unions are not in favor of this becoming a permanent rule.

### Legal Update

There are 2 outstanding discharge cases pending: 1 at UIC and 1 at NIU.

At UIUC, there is an employee that has entered into a last chance agreement. They entered into the agreement which waived their right to a hearing. Now she thinks she is entitled to a hearing. Now the whole last chance agreement is being watched because of this situation.

→ System vs. employee in this case

HB3185 is in the 3<sup>rd</sup> reading before the Senate and should have no problem being passed.

**Motion to Adjourn and Reconvene Tomorrow:** Dan                      **Seconded by:** Rick  
**The meeting adjourned.**

**Respectfully submitted,**

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**Mary Schultz, Secretary**

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**Jill Odom, Chair**

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Council of Councils

October '19 → UIC

October '20 → SIUSOM

EAC meeting dates

January '19 → System Office

April '19 → SIUSOM ?

July '19 → NIU ?

October '19 → UIC

April meetings with HRDAC → estimate about 50 people if you're considering hosting

October 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> → EAC meeting and Council of Councils (System Office/UIUC)

\$168 cost to rent this room (CIRCUS room)

Discussion about the lack of budget for EAC and planning for meetings in reference to paying for rooms, space, lunch, coffee, snacks, etc.

We cannot have a physical quorum if we're videoconferencing. This is per our bylaws.

Rick → City Hall can accommodate 45 people but without table. If we take away a few people, they can add a table or two.

John can get us fee meeting space at NIU. Even space big enough for our joint meetings.

**Motion to Adjourn and Recess for 15 Minutes:** Rick

**Seconded by:** Dan

**The meeting adjourned.**

Desk Audits

UIUC → Employees submit their desk audit requests through a system called Higher Touch. They require an authenticated job description. A desk audit takes approximately 30 minutes. There are about 60 people trained on the various departmental classification programs.

ISU → A summary of updated changes in duties and responsibilities and an org chart are required for a desk audit. They use a spreadsheet to check class specifications and decide if an employee will be reclassified, reallocated or retained. A desk audit takes approximately 1 hour.

The System office has not had a lot of requests for audit appeals.

UIS tries not to use working titles as it can cause issues among workers. They try to stick strictly to the Civil Service titles. UIS is also small enough where they don't need working titles.

ISU has embraced working titles for both Civil Service and AP. UIUC embraces them too.

Within the trades/crafts, job descriptions are usually updated over time by the supervisors. There really isn't a need for a desk audit for these job classifications. If someone is a painter, there shouldn't be a desk audit for a painter foreman. There needs to be a job opening for the foreman position and now they're in line for a promotion if they apply.

There could be a temporary upgrade if a project is being done and a trades/crafts person might need to be designated as a foreman for a short period or taking on duties outside their normal classification.

Exemption Procedures Manual – AP issue

The starting point should always be whether or not a position can be considered Civil Service.

Page 5 – iii → Academic Advising

Telling students they need to take a humanities course or a math course doesn't constitute Academic Advising.

Page 7 – 3.3 - 3<sup>rd</sup> paragraph → The main focus for the current audit will be the previous audit.

Bottom of page 7 and top of 8 – Since AP are contracted and to avoid any issues with them being reclassified as Civil Service, there's a part that says if they were improperly exempted, they will be converted to CS. The language is here since it isn't necessarily in their contracts. 3.3 a and b cover all of this.

Grant/Soft Money Positions

NIU is shutting down their Student Union for about 18 months. They will be losing those student fees during that time. Do we want to consider student fees as a qualified funding source? Look at NIU's situation.

If 51% of a position is paid by a grant, does it qualify as one of these types of positions?

What % would it have to be?

We're going to need some administrative rules with this.

Class Plan Update

Manager of Labor Relations → needs to be deleted (labor relation series)

Office Series will have new testing → In the past, there was a high failure rate for the Office Manager title.

Extra Help

900 hours with 30 days off (temporary/emergent nature of work)

That position shouldn't be open again for extra help for 6 months. One of the campuses has a repeating extra help position that's been used for the last 6-7 years. System office is going to have to go to the administration about it since HR doesn't care and refuses to do anything about it. Same person in same positions.

Legal

HB3185 – Nothing new – 106 to nothing → passed the House

July '17 – resumed regular audit activities & we're back to a normal audit schedule

Furlough Rule

Still in 1<sup>st</sup> notice period → needs to move to 2<sup>nd</sup> notice period

There is union pushback on this.

Add something in the beginning about in the event of no budget or budget cuts and the impact of the union contract.

Furlough rule passed by 1 vote last time. We'll see what happens this time...

Reconvene EAC 2:15

Vivian felt that HRDAC didn't interact much and weren't well-prepared for this meeting.

Idea presented to have a PowerPoint presentation or workshop setup for next HRDAC meeting. Maybe we'll even have team building exercises too. We can't continue to be adversarial. A possible workshop item for next year's meeting could be last chance agreements. When would it go into effect? After warnings? After suspension?

There is currently a court case regarding this so it is a public document with the Merit Board. Do employees realize what it means to waive their rights?

We will continue to discuss Extra Help in July. Discharge process should be discussed in the future as well as the last chance agreements. Possibly in July?

Prevailing wage in the statute. (Trades/crafts in multi-area agreement)

Jeff (UIS) wants to know why /what's the history behind why the trades (even though they're Civil Service) don't get paid holidays like everyone else. Chris Hays says if the University is closed, he doesn't get paid. They have to use vacation.

## **Campus Updates**

WIU → UPI voted to authorize strike. They voted yesterday. They only have to give a 1 day notice. There are 4 weeks of school left. Vote of no confidence for President Thomas. President is vacating. EEO officer is retiring. Possibility of layoffs. V.P that's only been there for 6 months is leaving. Administration wants 2% back from the salaries in negotiations.

EIU → Newly formed College of Health and Human Services. Hosting Special Olympics on April 27<sup>th</sup>. Will have special Summer hours. Colleges are being added and organized.

UIUC → Lunch with the President. Talked about appropriation hearings in Springfield being positive. The search for the Vice President C.F.O. is closed. Programs being offered for employee development. Training starts next week for trainings in Civil Service developments.

ISU → Ranked at No. 83 according to U.S. News & World Report's 2018 rankings of America's best public national universities based on academic quality & excellence. More than 20,000 students currently enrolled. \$21 million in annual private fundraising. Red Bird Rising Campaign just started and they're already over ¾ the way to the goal. Chronicle of Higher Ed ranked ISU as a great college to work for.

SIUC → Shutting 3 high-rise towers of student housing, each consisting of 17 floors. Decline in enrollment. 70 layoffs to be done in dining, BSW, trades, etc., even though President claimed there would be no layoffs.

April 12<sup>th</sup> BOT meeting

HB 5860 → BOT → 3 SIUE alum

3 SIUE alum

1 non-affiliated

HB 5861 → Abolish SIU BOT so that each campus will have their own BOT.



Proposed reorganization to take 7 colleges down to 5. Departments would be referred to as schools. 67% are in favor of this reorganization. 53 faculty earned promotion or tenure.

SIUSOM → Practice plan changed its branding/signage. Their audit is coming up. Represented in the Winter Olympics. Aflac's healthcare now being offered to Civil Service employees, even though HR didn't want this. Civil Service Council fought for this. In March, non-represented employees received a 2% increase. There is a stalemate with unions that are not under contract right now. Started offering classes on wine and chocolates and also to promote healthy eating.

CSU → President search is down to 3 candidates. Their current President is not a candidate. There was a vote for a 1.5% raise in their contract. Won't receive until next year. Commencement is May 10<sup>th</sup>. Focusing big on recruitment right now. Reaccredited in College of Business and College of Pharmacy. Minor construction on campus includes booths and some minor paving. Morale is up at CSU and everyone is looking forward to a new President.

ISU → AFSCME and the university have reached a tentative agreement for 2 years.

NEIU → Dr. Gloria Gibson was named NEIU's 7<sup>th</sup> President. She will officially begin her term June 1<sup>st</sup>. Staff and faculty are looking forward to new leadership. Congressman and alumnus Luis Gutierrez will be giving the commencement address in May.

**Motion to Adjourn:** Peter  
**The meeting adjourned.**

**Seconded by:** Bill

**Respectfully submitted,**

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**Mary Schultz, Secretary**

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**Jill Odom, Chair**