

STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING

*9:00 a.m. on Thursday, July 12, 2018 and at 9:00 a.m. on Friday, July 13, 2018 hosted by
University of Illinois at Chicago - Student Center East in The Cardinal Room (on the third floor)
located at 750 S. Halsted Street, Chicago, Illinois 60607*

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

Present: Chris Allen, Bill Burnside, Michael Dilacova, Shari Garnett, Gary Gilpin, Chris Hays, John Hulseberg, Sheryl Jones-Harper, Rick Marr, LaTania Milner-Lusk, Mark Murphy, Jill Odom, Michael Pulley, Mary Schultz, Vivian Williams and Jeff Young.

Absent: Kim Kirchner, Peter Skrypkun and Dan Urbanski.

Designated Employer Representative (DER) of Host Campus: None

Introduction of Guests:

Cindy Neitzel, Assistant Director - SUCSS

David DeThorne, Legal Counsel - SUCSS

Kevin Booker, Chief of Police – UIC University Police

Booker has been the Chief of Police for 3 ½ years. UIC is in the top 100 safest campuses and is considered #1 in Illinois. In 1992, they were established as a fully certified police department. In 1946, it was more of a security service. 98% of the department is Civil Service. There are 83 sworn officers.

People need to be educated on what they really do since there is a common misconception between society's perception and the reality of police/public safety.

Their telecommunications room has been totally revamped and there are over 1,000 cameras on campus. The department offers in-care video cameras: forward, back, left and right side, and the backseat. Officers wear body cameras, which has helped save some employees in certain situations.

UIC's hospital has one of the biggest psych wards in the state, so a lot of officers get hurt working there. UIC's police department has one of the highest female classes of officers in the state. They are CIT (Crisis Intervention Training) certified. They also have a robbery task force which consists of 1 UIC officer and 1 Chicago Police Department officer that work together and collaborate on local robberies.

There are 16 TC's (dispatchers) that are SEIU. They just recently promoted 2 TC's to dispatch supervisors. There are 50-60 security guards, security guard supervisors, security guard officers and security guard sergeants. There are also a number of clerical staff and student patrol. They keep losing a lot of tier 2 employees.

UIC has a contract with the show Chicago PD to film there 8-10 times a year. There's a cell in the basement where Al Capone was held. Blues Brothers filmed some scenes there.

Clare K. Delaney, Director of Student Services – UIC Office of Academic Programs, College of Nursing

UIC was the 1st college institution to offer BSN program. There are 320 students in the undergrad program and 1200 graduates across all campuses and degrees. The nursing program is favored because of it has a flexible schedule/program. All programs require clinicals which is anywhere from 200-1000 hours. Their program has a high retention rate.

Public Comments: None

Review of Correspondence:

- Jill Odom’s Report of June 27th Merit Board Meeting
- Jill Odom’s Chair Report on Quarterly EAC Meeting April 18th and 19th to the Merit Board
- Peter Skrypkun’s WIU Campus Update July 2018

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

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

Report of Chair: Jill Odom

The Merit Board met on June 27th. Jill Smart was voted the new vice chair. Montgomery was elected to fill Smart’s seat on the Executive Committee.

The Merit Board had approved a 1 year extension of the UIC Demonstration Project. There are about 100 employees campus-wide involved in this pilot program. They can’t employ anyone new in the pilot program after June 30, 2019. Full-time status civil service employees being paid by grant, endowment, alumni funds or any other unstable funds not considered general revenue. The pilot program was put in place in 2014 and was used as a means of hiring outside the regular testing process. The program is being extended 1 more year so it can be phased out. Dr. Ginsberg spoke during the public comment about the phasing out and expiration of the program.

We need more interaction with the Merit Board and our own Merit Board members. We are the advisory group to them.

August 23rd is the next Merit Board meeting at the System Office.

Report of Executive Director: Cindy Neitzel

Principal Administrative Appointments Update – System Office is busy revising classifications. HR does not need to wait on the System Office to start converting positions. They should be proactive and preparing for this. NIU is proactive in the PAA conversion process. Section 3.1 is the accountability section of the PAA manual. Each employer should be designing their own exemption process before implementing this. A job analysis needs to be done in order to exempt them. Through the PAA conversion process, employees will take seniority with them. HRDAC's focus on the PAA update is on training. SUCSS has suspended audit process so it gives campuses the opportunity to work on converting positions.

Agency Budget Update - \$1.223 million appropriation request. \$1.082 million approved.
HB 109 signed.

Grant Funded Employees - The classifications that were used for the pilot program were based on a credential assessment instead of an actual test. Only professional and managerial classifications would be allowed for those types of soft-funded positions. These classifications are the ones that are primarily credential assessment based.

In the future, do we want to create a classification only for soft/grant funded positions?

- That way they're siloed in and only have the ability to bump each other as civil service employees and don't affect everyone else.
- Seniority stays within these positions.
- Creating a silo program separates civil service employees from those that were already hired.
- Would require a statutory change.
- Lots of hustle & bustle among the group about this topic.

Class Plan Update – There are a number of classifications being reviewed for revision/deletion due to the PAA procedure. Some of those classifications include the Architect Series, Assistant Legal Counsel, Chief Engineer and the Comptroller Series.

Business/Administrative Associate, Business Manager and Business Analyst might get collapsed into one.

Clerk and Office Support Series merger

- Don't have a timeline on this right now because of the whole PAA issue and the implementation of that.
- The 1st few tests are written for the 1st few levels within this series.
- It'll take about 6 months max to complete the merger.

Study Abroad Series is a fairly new series.

Governance Risk & Compliance Audit Update – There were 9 audits conducted last year. 3 are in progress: UIC, ISU and GSU. 4 were issued before the last meeting. No findings except the PAE issue: SURS, ISAC, SOM and COM. Audit process is suspended until January 2019. NIU is up 1st with the new procedures in place.

Staffing Update – Dave has dropped down to part-time since his wife got a new job in Michigan. He will continue coming to our meetings since he is still part-time.

Legal Update – NIU attempted to discharge someone over gambling. This went to the Merit Board and the employee was not discharged. Statistically speaking, the Merit Board discharges more often than not.

HB 3185 → Waiting for governor to sign.

→ If he doesn't sign it, it becomes law on January 1st.

Nothing has changed with the furlough rule. Legal proceedings take time.

Last Chance Agreement → The Merit Board determines if there is just cause for discharge.

→ If a last chance agreement goes to the Merit Board, how would it pay legal/binding precedent to the university with the process that is currently in place?

→ An employee is suing the Merit Board and Jeff. Now it's also involving the university because they get sued in the process as well.

→ It wasn't a material breach. Yes she was late, but it didn't violate the last chance agreement.

→ She agreed to be on time and now she's not. She said it wasn't that simple. She was late because she had to go back to pick up her meds.

→ Jeff said they lack jurisdiction because she waived her right to a hearing by entering into the agreement.

FY18

→ 56 charges served

→ 18 hearings

→ 4 withdrew

→ 3 employer withdrew

→ 2 resigned

→ 1 settlement before hearing

→ 1 settlement after hearing

→ 2 reinstated

→ 1 after 120 day suspension (MB)

→ 1 after 60 day suspension (NIU gambling/sports betting)

→ 1 discharge

→ 4 pending

Executive Committee Report: By August, we should start having an idea of what we want to update in the constitution and the bylaws. In the past, the Executive Committee granted the Election Committee the power/option to adjust the length of terms as needed. This was a pilot program. Another pilot program that was granted was the use of electronic voting by the campuses. With electronic voting, you can't vote more than once. This needs to be updated and/or voted on for constitution and bylaws. If there's something we want to see changed in the constitution/bylaws, let Mike Pulley know what it is and what our take is on it.

Legislative Committee Report: None – Did not meet.

Election Committee Report: The election history needs to be verified and updated. Mark needs to check with Jamie to see what information he has on election history. The terms we have on file are off and we need to update this information so we can get back on track. We also need to make sure that we update UIUC's terms so they have staggering years since they have multiple reps. As of right now, our

constitution allows for paper ballots. We need to decide if we want to make electronic voting a permanent option.

When asked, these were the term expirations that people recalled...

Chris Allen – Dec. 2019
Shari Garnett – Dec. 2021
Gary Gilpin – Dec. 2021
Chris Hays – Dec. 2020
John Hulseberg – Dec. 2019
Sheryl Jones-Harper – Dec. 2021
LaTania Milner-Lusk – Dec. 2018
Rick Marr – Dec. 2018
Mary Schultz – Dec. 2021
Vivian Williams – Dec. 2018
Jeff Young – Dec. 2021

Other Items as Presented:

Bill Burnside presented a question from an employee from EIU.

- In terms of non-negotiated pay grades...is this something that can be adjusted/increased?

- This is something that should be done on a rotational basis so that employees are getting paid comparable to what market demands are.

October's meeting will be at UIUC on Oct. 3rd, 4th, and 5th

Wed. → 12:00 – 4:30

Thurs. → 9:00 – 4:30

Thurs. Evening → Reception

Fri. → Council of Councils → 8:00 – 4:00 (Registration from 8:00 – 8:30)

Main speaker will be a coach talking about teamwork.

Preregistration is July 30th for the presidents of our Councils/Senates.

Upcoming Meeting Locations for 2019

January's meeting will be at the System Office in Urbana

April's meeting will be at the City Hall and Alumni Center at ISU.

July's meeting will be at NIU.

October's meeting will be at UIC. They are also hosting the Council of Councils.

There was some discussion about our last meeting with HRDAC. It sounds like a lot of members of the HRDAC were unhappy with the last meeting. They felt it was unproductive, not worthwhile or a waste of time. Some members of the EAC felt that HR was offended about members of EAC speaking. HR gives the impression that they are experts in their fields and they can't be told anything otherwise. HR probably feels that EAC and the System office are attacking them or against them when that is not the case. One common misunderstanding between the two groups is that job descriptions and job specifications are two different things. We need to work on the collaboration between EAC and HRDAC. Council of Councils, our joint meeting with the HRDAC and Merit Board meetings are important to us as members of EAC.

Chris Allen would like to revisit the discussion about 900 hours again in the future. Agenda item for October?

Motion to Adjourn: Michael DiIacova **Seconded by:** Bill Burnside **The meeting adjourned.**

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Absent: Kim Kirchner, LaTania Milner-Lusk, Peter Skrypkun and Dan Urbanski.

Introduction of Guests: *Cindy Neitzel, Assistant Director - SUCSS*

Other Items as Presented:

Upcoming Meetings for 2019

January 10th and 11th → System Office

April 11th and 12th → ISU

July 11th and 12th → NIU

October 16th – 18th → UIC (Council of Councils)

The Merit Board is supposed to function in Parliamentary order. EAC as a governing body should have more access to the trustees and the Merit Board. The relationship between EAC and the Merit Board is an important one. The fact of the matter is that the HRDAC has a better relationship with and more access to the trustees and the Merit Board. We should have a better advantage at this since we are on the front lines and we see firsthand and experience the impact of everything. As civil service employees, most of us deal with students, supplies, etc.

not serving students → losing students → loss of tuition dollars

There was some confusion about the desk audit process at SIUE. It was thought that back pay went back to when you began performing those extra duties and not from the date on the application. There is at least one university that is dysfunctional when it comes to the desk audit process.

UIUC has a performance partnership program which is part of their disciplinary process.

Campus Updates:

UIC – 187 retirees (128 civil service, 34 faculty and 25 A&P)

2 major league baseball players drafted in the 2nd round

Private company is working on a new dorm (550 beds) with new shops & restaurants.

EIU – Non-negotiated employees received a 1% increase after a few years.

Grad students up (7,200 last year/6,400 → not including outgoing senior class)

New employees reminded to take sexual harassment training.

GSU – In process of searching for executive V.P. of HR
Number of international students dropped.
Employees received a .7% increase.
Lots of retirees / Maintaining
Considering Greek Life on campus.
1st graduating class for freshmen (began in 2014)

SIUC – Graduating at a higher rate.
Incoming class will be less than 1,000.
Layoff of civil service high rise workers (dorms), dining services, BSW's & facilities.
Currently dealing with the bumping process.
Chancellor is fighting cancer.
It's been 6 years since non-negotiated has had any raises.

UIUC – Finalized AFSCME contract.
Borrowed money for the basketball training court facility.
Talks of possible ice hockey rink downtown too.
No eliminations/layoffs.
The lab for the IL State Water Survey has been moved to Wisconsin.

NEIU – Teamsters and AFSCME are currently in negotiations for a new contract.
Non-negotiated received a 2% increase.
Gloria Gibson began her term as president on June 1st.
V.P. of Finance and Admin retired → lots of changes here
Search for Executive Director of HR. (new position)

SIUE – Spring had the 2nd largest enrollment ever for freshmen.
Doing well in terms of enrollment.
2nd least expensive tuition in the state. (GSU is #1)
1 fee program now → no more breakdown of fees
HR director retired
Founder's Hall is under construction/renovation
24th largest land mass for a university (2,660 acres)

ISU – No record enrollment this year.
Trying to maintain somewhere around 20,000 students.
Having some housing issues → tore some down/thinking of building more
Working on a facelift → trying to update outer buildings for curb appeal
Rauner was recently on campus.
No layoffs.

NIU – Home Student Center is a \$20 million renovation
Bookstore has been outsourced → lost employees from this
Stephens Building renovation is back on track after 5 years
Andy Small is back as extra help in the lab.

SIUSOM – HR director vacant as of June 1st → 2 people are co-directing right now
of employees → 398 faculty, 241 A&P and 1,087 civil service
As of July 10th, no union contract in place.

Civil Service employees usually don't get the opportunity to sit on search committees for positions like directors. Working to have CS representation if they do a search for HR director.

UIS – Met with his DER for the first time after our last meeting. DER seems very transparent and Jeff found the meeting to be a very positive experience.
Girls softball almost won division 2 championship.
Had a baseball player signed onto a major league.

Motion to Adjourn: Shari Garnett **Seconded by:** Michael DiIacova **The meeting adjourned.**

Respectfully submitted,

Mary Schultz, Secretary

Jill Odom, Chair