

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
 11:00 a.m. on Thursday, April 20<sup>th</sup>, 2023.

**Chair Odom called the meeting to order at 11:03 a.m. on April 20<sup>th</sup>. Roll call was taken, and a quorum was present.**

**Present:** Andrea Hoskinson, Thomas Oliver Rosner, Caryn Riley, Elizabeth Cheek, Gary Gilpin, Jacqueline Pointer, Jill Odom, John Hulseberg, LaVitta Steward, Michael Pulley, Andrew Harpst, Angelina Ross, Christa Lawhun, Shauna Bishop, Sheryl Jones-Harper, Tenea Harris

**Absent:** Tony Craven,

**Guest:** Mary Serio (Virtual), *Gail Schiesser, Executive Director, and Legal Counsel – SUCSS*

**Introduction of Guests:**

*Gail Schiesser, Executive Director, and Legal Counsel – SUCSS*

**Installation of New Members and Reading of Oath:**

Patricia (Patty Meyer) – University of Illinois Springfield  
 3<sup>rd</sup> Year as Director of Facilities Operations

Introductions all around. Installation of new member. Reading of oath and obligation.

**Update on Orientation- Gail**

If anyone wants or needs orientation, email Gail and she will pass the information to Cindy.

**Public Comments:** None

**Review of Correspondence:** None

**Action Item**

Approval of minutes of January 20 & 21, 2023 Quarterly Meeting, edits needed.

**Motion:** Table consideration of January minutes until tomorrow,

**Made by:** Micheal Pulley, **Seconded by:** Shauna Bishop

**Roll Call Vote**

Name	Aye	Nay	Name	Aye	Nay
Andrea Hoskinson	X		Micheal Pulley	X	
Thomas Rosner	X		Andrew (Andy) Harpst	X	
Caryn Riley	X		Angelina Ross	X	
Elizabeth Cheek	X		Christa Lawhun	X	
Gary Gilpin	X		Patty Meyer	X	
Jacqueline Pointer	X		Shauna Bishop	X	
Jill Odom	X		Sheryl Jones-Harp	X	
John Hulseberg	X		Tenea Harris	X	

LaVitta (Vee) Steward	X				
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## Motions Caries

### Report of Chair – Jill Odom

HRDAC group, our Executive Committee, and Executive Director Schiesser convened here at ISU in the Nelson Smith Building on campus. There were close to twenty individuals present and it was a productive meeting. We did not get through all of the agenda items but were able to address a couple of those of most concern. Michael will report more about the meeting and proposals during his report of the Executive Committee, but I wanted to take the opportunity to relay the positive tone and collaborative nature of the meeting. In order to address the other items on the agenda and any other possible items that may come up, the whole group has agreed to meet again in August with the Executive Committee and then again in October with the full Executive Committee and then again in October with the full EAC. Our last joint meeting was at ISU in 2018 and for a variety of reasons, we have not been able to get back to a meeting with the two groups. As unproductive and confrontational as that last meeting was, yesterday's meeting was the complete opposite and opened the door for annual, biannual, or even quarterly meetings.

I would like to thank each of the Executive Committee members for their valuable input and you should all be proud that they represented the State Universities Civil Service Advisory Committee beyond well-professional, informative, and collaborate. And thank all of you for your work as well. Your comments and concerns gave the group the questions and information needed to prepare for the meeting and come out with successes.

Next meeting of Merit Board cancelled and will meet again in October during our October Meeting.

### Report of Executive Committee – Michael Pulley

Working on the annual review of Constitution and Bylaws to clean things up, recommendations are welcome. Update to the member manual, also needs clean up. The primary goal of the Executive Committee has been to develop questions and prepare for the joint meeting with HRDAC.

#### HRDAC Top Concerns:

- 1) Residency Requirement
- 2) Grant Funded Positions
- 3) Priorities coming for University of Illinois
- 4) Improving the communications of EAC and HRDAC

#### Executive Committee Primary Goals:

- 1) Confusion on Terminology amongst the different campuses
- 2) Understanding that the System is holds the convening authority on discharge
- 3) Extra Help positions
- 4) Employees being backed into promotions

We have found a significant amount of confusion over language and definitions between the various campuses and the System Office. Is there a path that we might work with out campuses and our DERs to align campus language regarding civil service employees with the State Universities Civil Service Act and Administrative Rules? An example of this is in discharge. A reconciliation meeting must happen before filing for written charges for discharge occur, but many of the campuses call this a disciplinary

hearing or a pre-disciplinary hearing. Those terms have a significantly different meaning for a civil service employee. That is just one example of how language and definitions that vary from the ACT and the Administrative Rules can cause confusion for both employees, HR, supervisors, and administrators.

Another example in the same vein is our understanding that The State Universities Civil Service System is the convening authority on matters of discharge. Once a university files the written charges for discharge, the employees who face discharge are presented with statements that they have or are being discharged from the university, not that the university is filing for written charges for discharge. This too causes confusion in a typically stressful time for the employee. Again, is there a path to consistently use the language in the Act and Administrative rules, and is it common place for HR to explain the employees' rights under the Act and Administrative Rules when filing for written charges for discharge?

Extra Help: With regards to extra help on our various campuses, we have a significant concern with overuse, and what appears to be willful disregard to the Act and Administrative Rules.

- a. NOT A QUESTION, BUT SOMETHING TO CONSIDER IN THE CONVERSATION:  
Seems to be a fear of using non-FTE employees instead of Extra Help.

Many employees appear to be being backed into promotions and not promoted by the rules. Desk/job audits appear to be a common occurrence where the employee is being reclassified or reallocated instead of competing for promotion. The desk/job audit is a but there may be an issue of too many positions being promoted though the disk/job audit instead of through competition. This removes opportunity and access to promotion and leaves it to intentional or unintentional bias. This severely limits the pool of those that may be promoted based on fitness and merit. As our DERs and HR professionals, what have you observed on the topic, and could this data be made available for our two groups to work on together?

Since most civil service positions are now credential assessments test, can this group discuss the plans to publishable schedules or plans for open and continuous testing?

- a. POSSIBLE THOUGHTS: We have been receiving questions from some of our constituents regarding testing so they can be placed on registers, regardless of if a position is open or not. These schedules or plans for open and continuous testing, besides assisting the universities with compliance with the Act and Administrative Rules, also help with recruitment and promotion.

Every classification has a grading rubric. Interrater reliability has come up as a concern and some of our constituents have been given unconfirmed examples. This has always been a concern with credential assessment test, but with the expansion of the type of testing has broadened the concern. Can you help us address some of these concerns by explaining how the various HR groups attempt to consistently and reliably rank credential assessment test?

How can we help our institutions overcome the culture that exists in varying levels on each of our campuses that staff Civil Service employees are less than employees compared to staff PAA employees?

**Break @ 12:09pm, Reconvened @ 12:23pm**

Michael Pulley shared discussion on Residence Requirement

## **Pending Legislation**

House Bill 1767- By Senator Hammond for police classifications not subject to Residence Requirement for take a test.

The House Higher Ed Committee bill passed 108-0 with language to take the Residence Requirement out of the Act on the notion that Senator Harris would modify the language that only police classifications exempt from Residence Requirement. The bill is on hold at Second Reading until Senator Harris changes language.

Jointly (HRDAC & Executive Committee) we started working on a document to advocate our points to give to legislators.

**Break @ 12:27, Reconvene @ 1:28pm**

## **Report of SUCSS Executive Director – Gail Schiesser**

### Merit Board

Tentative meeting August 3<sup>rd</sup>, 2023 & November 9<sup>th</sup> 2023

Still short several Merit Board members, expected to have new appointments soon

### Class Plan

Working on modifying the accounting series, three level series

Currently modifying Dental Assistance series

IT classification is now effective

Working on the nursing classifications, expected to take more time than anticipated

Closed Caption captures

Drivers and Route Drivers

Promotional lines are controlled by the System Office

### Open Meeting Act Training

Up to date on everyone

### Governance Risk & Compliance Audit

Draft audit report out to UIC

Working on draft audit for Northern Illinois

Draft final Audit for Southern School of Medicine

Follow up for Chicago State University coming up

Determining findings for Illinois State University and Governors State University

UIUC audit in progress

### Legal Update

Three matters in courts around the States, no new updates

No new discharge hearings brought to the System Office in an alarming long time

## **Report of Election Committee – John Hulseberg**

Caryn, Andrea, and John up for elections

Someone from SURS will be joining our SUCSS Committee

### **Report of Legislative Committee – Shauna Bishop**

- Covid-19 Public Health Emergency Declaration ends 5/11/23 per U.S. President
- PA102-1143 - Illinois Secure Choice Savings Program Act - Paid leave for any purpose. Entitled to earn/use min of 40 hours of paid leave during 12-month period as of 1/1/24 - other than those under collective bargaining agreements with waivers - signed 3/13/23
- HB0995 – Educational Credit for Election Judges Act – Passed House, Senate Executive 4/12/23
  - o Amendment 1 - Each inst. of higher ed adopt policy regarding awarding acad. credit or non-credit alt to be submitted to IBHE or ICCB before 6/30/24
- HB1097 – Higher Ed Grant for dependents of exonerated persons (3 amendments) - Rules Committee 3/27/23
- HB1408 - Open Meetings Act - Amendment to conditions for audio/video conference w/o physical quorum - Rules Committee 3/10/23
- HB1767 - Remove IL residency requirement – Passed House and is in Senate Higher Education 4/12/23 (Gail S. has more info)
- HB2049 - School Harassment - If know that higher ed rep harasses, but no disciplinary action taken by institution (that is aware), then is a civil rights violation. Establish, Implement, Maintain continuing race-related discrimination and harassment program by 8/1/24 - Rules Committee 3/10/23
- HB2589 - Tier III Pension Reform - Rules Committee 2/15/23
- HB3034/SB2300 - First Monday of November in even years shall be Election Day – House Rules Committee 3/10/23 Senate Assignments 3/31/23
- SB1516 - IL Pension Code amendment - SERS has to prepare/implement a defined contribution plan by 7/1/25 that combines State and employee contributions in individual participant accounts that are used for payouts after retirement - Assignments 2/8/23
- SB1243 - Line of Duty Disability for Police Officers - Assignments 2/2/23
- SB1115 – Passed Senate, House Rules Committee 4/11/23
- HB3349 - Financial Literacy Training Program Grants - Amend IBHE act to require award of grant to develop/deliver in-person financial literacy training prog for public employees – Passed House, Senate Assignments 3/23/23
- HB3519(3520) - Tier II Pension Benefits amendments able to retire after 20 years when age 60 (55), 67 w/10 years (highest of 5/10years) - Rules Committee 3/10/23
- SB2024 - Tier II Benefits - retire at 60 w/35 years or 62 w/10 years, eliminates reduction in benefits if retire between 62 and 67 (highest of 6/10 years, instead of 8/10) – Assignments 2/9/23

### **Bills similar to previous HB1172(?):**

- HB0020/SB0296 - Rules Committee 1/12/23/Assignments 2/2/23
- HB0307/SB0337 – Rules Committee 3/27/23/Assignments 2/2/23
- new HB1172 - Rules Committee 1/31/23
- HB1619/SB0482 - Rules Committee 2/1/23/Assignments 3/31/23
- HB1620/SB1265 - Rules Committee 2/1/23/Assignments 2/3/23
- HB1766/SB1381 – Rules Committee 3/27/23/Assignments 2/6/23

**Motion:** To recess and resume tomorrow on Friday morning

**Made by:** Andrew (Andy) Harpst, **Seconded by:** LaVitta (Vee) Steward

**Roll Call Vote**

<b>Name</b>	<b>Aye</b>	<b>Nay</b>	<b>Name</b>	<b>Aye</b>	<b>Nay</b>
Andrea Hoskinson	X		Micheal Pulley	X	
Thomas Rosner	X		Andrew (Andy) Harpst	X	
Caryn Riley	X		Angelina Ross	X	
Elizabeth Cheek	X		Christa Lawhun	X	
Gary Gilpin	X		Patty Meyer	X	
Jacqueline Pointer	X		Shauna Bishop	X	
Jill Odom	X		Sheryl Jones-Harp	X	
John Hulseberg	X		Tenea Harris	X	
LaVitta (Vee) Steward	X				

**Recess @ 2:43pm until Friday Morning**

**STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE QUARTERLY MEETING**  
 10:30 a.m. on Friday, April 21<sup>st</sup>, 2023

**Chair Odom called the meeting to order at 10:39 a.m. on April 21<sup>st</sup>. Roll call was taken, and a quorum was present.**

**Present:** Andrea Hoskinson, Thomas Oliver Rosner, Caryn Riley, Elizabeth Cheek, Gary Gilpin, Jacqueline Pointer, Jill Odom, LaVitta Steward, Michael Pulley, Andrew Harpst, Angelina Ross, Christa Lawhun, Shauna Bishop, Tenea Harris

**Absent:** Tony Craven, John Hulseberg

**Guest:** Patricia Meyers, Mary Serio (Virtual), *Gail Schiesser, Executive Director and Legal Counsel – SUCSS*

*Sheryl Jones-Harper joined @ 10:43am*

**Action Item**

**Motion:** Approve January 2023 meeting minutes as amended with confirmation from Chair of Election committee nominations

**Made by:** Micheal Pulley, **Seconded by:** Angelina Ross

**Roll Call Vote**

Name	Aye	Nay	Name	Aye	Nay
Andrea Hoskinson	X		Micheal Pulley	X	
Thomas Rosner	X		Andrew (Andy) Harpst	X	
Caryn Riley	X		Angelina Ross	X	
Elizabeth Cheek	X		Christa Lawhun	X	
Gary Gilpin	X		Tenea Harris	X	
Jacqueline Pointer	X		Shauna Bishop	X	
Jill Odom	X		Sheryl Jones-Harp	X	
LaVitta (Vee) Steward	X				

**Motion carries**

**Discussion items from Executive Committee- Micheal Pulley**

Update of joint HRDAC/EAC joint meeting on Residence Requirement

Executive will decide on a number is any to change the Rule of Three. HR needs to provide data on how many applicants they would have gotten if it was a Rule of 4, 5, or 6  
 System Office wants to request data on Rule of Three change to approve a Pilot Program Testing. Confirmed that Rule of Three is in the Act section 1. 36H

Testing/Assessment Credential

HR wants a less gradual Rubric for testing, (is grading rubric not being used as intended?)

Extra Help

HR asked for 12-month Extra Help hours instead of the 900 hrs

Grant Funded Positions

Discussion tabled until next meeting

Suggestions for other topics can be forwarded to Micheal for Executive Committee

**Update to 2023 Quarterly Meeting Schedule:**

- Thursday, July 13th & Friday, July 14th Meeting  
Governors State University – University Park, Illinois
- Wednesday, October 18th & Thursday, October 19th Meeting  
Northern Illinois University – DeKalb, Illinois
- Friday, October 20th Council of Councils  
Northern Illinois University – DeKalb, Illinois

**Other Items as Presented:**

Flinn Report provided to full committee, weekly updates on what's happening at JCAR

**Motion to Adjourn:** Shauna Bishop      **Seconded by:** Tenea Harris

*A roll call vote was taken, and all were in favor.  
The meeting was adjourned at 12:07 p.m. by Jill Odom.*

Respectfully submitted,

  
Jacqueline Pointer, Secretary

  
Jill Odom, Chair