

AGENDA FOR THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE MEETING

The State Universities Civil Service Employee Advisory Committee will convene its second quarterly meeting of 2026 on Tuesday, April 21st at 12:30pm and Wednesday, April 22nd at approximately 10:00am or immediately following the Legislative Committee Meeting. The meeting will be held at the State University Civil Service System Office at 1717 Philo Road, Suite 24, Urbana, Illinois 61801.

Approved meeting locations as follows:

University of Illinois Springfield
2420 Theodore Dreiser Lane, BSB 40
Springfield, IL 62703

Northern Illinois University
Division of Administration & Finance
Altgeld Hall 231, 595 College Avenue
DeKalb, IL 60115

Agenda Item Number	SUBJECT
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1. Call to Order – Chair Jill Odom, UIUC
2. Roll Call – Secretary Tenea Harris, UIUC
3. Introduction of Guests
4. Public Comments
5. Review of Correspondence
6. Approval of minutes of January 29 & 30, 2026 Quarterly Meeting (*Action Item*)
7. Approval of Constitution & Bylaws change to Article C, Section 5, 5.1 language addition.
(*Action Item*)
Proposed addition: “...and respond to Freedom of Information requests received as determined by the act.”
8. Approval of Constitution & Bylaws change to Article C, Section 6, 6.4 language addition.
(*Action Item*)
Proposed addition: “Execute duties of the Open Meetings Act Officer for the committee.”
9. Approval of Constitution & Bylaws change to Article C, Section 6, 6.5 sequence correction following addition of 6.4 language. (*Action Item*)
Proposed change: *Item 6.4 becomes 6.5*
10. Report of Chair – Jill Odom, UIUC
11. Report of Executive Committee – Jacqueline Pointer, CSU
12. Report of Legislative Committee – Shauna Bishop, SIU-SOM

13. Report of Election Committee – Jill Odom, UIUC (on behalf of Andy Harpst)

14. Report of Executive Director Gail Scheisser

15. SUCSAC Priorities

16. 2026 Quarterly Meeting Schedule

- Thursday, July 22nd & Friday, July 23rd Meeting
 - *State Universities Civil Service System Office*

- Wednesday, October 14th & Thursday, October 15th Meeting with Council of Councils on Friday, October 16th
 - *Eastern Illinois University – (Update from Brad Green)*

17. Other Items As Presented

Section 5 Powers and Duties of the Secretary

The Secretary shall:

- 5.1 Enter in the proper records all resolutions and proceedings of SUCSAC meetings **and respond to Freedom of Information requests received as determined by the act.**
- 5.2 Prepare all official correspondence, issue all notices of meetings as directed by the Chair, and perform all duties pertaining to the office of the Secretary.
- 5.3 Keep the official roll of members and the attendance record at the meetings.
- 5.4 Submit all public records of SUCSAC to the SUCSS Office to retain in accordance with its retention policy.

Section 6 Powers and Duties of the Parliamentarian

The Parliamentarian shall:

- 6.1 Ensure that meetings of the SUCSAC, the Executive Committee, and the Election Committee are conducted in accordance with parliamentary rules and procedures.
- 6.2 Ascertain that actions and determinations of these committees are in accordance with the Constitution and Bylaws.
- 6.3 Recommend amendments to the Constitution and Bylaws as necessitated by the actions and determinations of the membership and as may be required by other external governing factors.
- 6.4 **Execute duties of the Open Meetings Act Officer for the committee.**
- 6.45 Serve as Chair of the Election Committee.