

**STATE UNIVERSITIES CIVIL SERVICE  
ADVISORY COMMITTEE**

**TO THE  
MERIT BOARD**

***MEMBER INFORMATION MANUAL***

October 2007 v1  
<http://www.sucss.illinois.gov/eac>  
Last update January 2018

## **Welcome To The State Universities Civil Service Advisory Committee**

As Chair, I welcome you to the State Universities Civil Service Advisory Committee. Congratulations on your election by your by your peers to represent them and your University. I know you will bring your experiences and knowledge to further the committee both proactively and positively.

This manual was created to assist you with the terms and procedures to help you become familiar with our operations. I encourage you to review this manual. You will find the members of this committee willing to cultivate the warmest friendships and help you in any way you need.

You, as well as the other members of this committee, have chosen to go above and beyond civil service employment by making the commitment to serve the State of Illinois and your fellow civil service employees by representing them on this advisory committee.

I'm sure you will find the discussions on civil service policy and procedures to be enlightening, the relationships you develop to be rewarding, and the overall involvement on this committee to be an educational and enriching experience.

On behalf of the State Universities Civil Service Advisory Committee, I welcome you to the committee and hope you enjoy the opportunity to serve.

New members are invited to spend a day by appointment in the State Universities Civil Service System Office to receive a full tour and to familiarize themselves with the staff and operations.

*Jill Odom*  
Chair, EAC

**Please call the System Office to schedule an orientation and be sure to visit the  
State Universities Civil Service System website at: [www.sucss.illinois.gov](http://www.sucss.illinois.gov).**

If you have questions regarding the manual, please contact the Chair or Secretary listed on the EAC website: [www.sucss.illinois.gov/eac](http://www.sucss.illinois.gov/eac).

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**Charge and Obligation**  
***Oath Taken by State Universities Civil Service  
Advisory Committee Member at Each January Meeting***

I shall represent all members of the civil service staff of the System and pledge that my deliberations, decisions, and recommendations shall be on behalf of this total staff, and that I will not be influenced by any action not in the best interest of those I represent.

I recognize my obligation to support excellence in higher education in the State of Illinois, and I pledge my efforts toward that goal.

As an employee of the State of Illinois, I pledge my efforts to improve our State service to the end that public employment may be deemed worthy in the minds of our citizens.

In full realization that we do not always think alike, and that there is a place for honest difference of opinion, I pledge to respect the opinions of others and to do all within my power to promote the spirit of harmony and fellowship among those I represent, and between them and those charged with administrative responsibility in their respective employing institutions.

# **The State Universities Civil Service Advisory Committee**

**EAC Member Directory (Appendix A)** - <http://www.sucss.illinois.gov/Boards/eac.aspx?osm=c15>

**Constitution and By-laws** - <http://www.sucss.illinois.gov/documents/Boards/EAC/bylaws.pdf>

**Meeting Dates (Appendix B)** - <http://www.sucss.illinois.gov/Boards/eac.aspx?osm=c15>

## **History**

The State Universities Civil Service Advisory Committee (SUCSAC), or known by many as the Employee's Advisory Committee (EAC), was established by the State Universities Civil Service Act in 1952 and is currently promulgated in section 36c of the Act (110 ILCS 70/36c). SUCSAC was created to advise the State Universities Civil Service System Office (System Office) and the Merit Board when forming University System rules, policies and procedures and in other matters relating to civil service employment. SUCSAC is an elected body, and has the responsibility of recommending actions on all matters under the authority of the Merit Board. This advisory body is one of the unique features of the State Universities Civil Service System and Merit Board with its identity and function defined in the law. Consequently, SUCSAC's advisory capacity to the Merit Board cannot be diminished or abolished without a legislative change.

Historically, SUCSAC has been charged with the responsibility of providing a forum for communicating ideas and information between civil service employees, the University System employers, the System Office and the Merit Board. In addition, SUCSAC has been responsible for conducting research studies in order to better advise the Merit Board on civil service issues and reporting these activities to the Merit Board at each Merit Board meeting. SUCSAC is also responsible for monitoring legislative activity that impacts civil service employees and taking an active role in advising the System Office and the Merit Board on legislative matters so that legislative policy decisions can be based upon all available information and are representative of the needs of civil service employees.

## **Duties and Responsibilities**

The Committee meets at least quarterly by statutory directive, and members of the Committee are to be reimbursed by their respective employers according to travel regulations of their respective governing boards. (See Travel Regulations)

The Committee has recommending power only and does not function as a grievance committee. The Committee also cannot be a resource for solving personal problems of Committee members, friends or co-workers.

### **A Committee Member is expected to:**

- attend all meetings of the full Committee or its subcommittees (proxies are not recognized).
- be present at times set for the opening of meetings and stay until all business has been transacted;

- notify the EAC Chair or Secretary of an impending absence as soon as possible before the quarterly meeting begins. Per the by-laws, Article I, Section II, 3 (f), a member may be expelled from the committee for lack of attendance at the quarterly meetings. Lack of attendance will be addressed as outlined in the following situations:
  - Failure to notify the chair or secretary when absent from a meeting, resulting in an “unexcused absence”. (no call/no show).
    - The EAC Chair will send a letter of notification to the DER of the respective University.
    - The Executive Committee will review the circumstance and decide on a course of action regarding the EAC member.
  - Two (2) absences in any twelve (12) month period.
    - A letter of notification from the EAC Chair will be sent to the DER of the respective University.
  - Three (3) absences in any twelve (12) month period regardless of reason.
    - The Executive Committee will review the circumstance and decide on a course of action regarding the EAC member.
  
- become thoroughly familiar with the Statute and Rules of the System as well as the Constitution and Bylaws of this Committee;
  
- be well-informed regarding operations of the System Office and its policies and procedures, bearing in mind that as a member of the Employee Advisory Committee, each of us represents ALL employees at our place of employment as designated by the Constitution and Bylaws;
  
- participate in discussions coming before the Committee;
  
- work with the Designated Employer Representative (DER) and local employees council by keeping them informed regarding civil service matters referred to the Committee;
  
- attend Merit Board meetings when possible. Although not mandatory, your presence at the Merit Board meetings is encouraged. Attending the meetings will help you to understand the Merit Board’s process of decision-making and become better acquainted with the Merit Board members.

A Committee Member helps constituents by:

- answering questions concerning the Civil Service System, its rules and procedures;
  
- assisting with employee problems specifically governed by Civil Service Rules and/or procedures, and assisting in its solution;

- accepting employee-suggested topics for discussion and presenting them to the Advisory Committee;
- soliciting opinions of employees regarding any item which the Committee has under consideration.

### **General Guidelines for Consulting with an Employee**

A committee member may want to first encourage employees to meet with their supervisor for work related problems regarding reclassification of position, questions relating to pay, fringe benefit issues and work-related problems. If this channel of communication does not satisfy the employee, the next step is to contact the Human Resources Office on the appropriate campus. Human Resources personnel can answer questions regarding employment that cannot be solved by the immediate supervisor regarding examination questions, job opportunities, seniority, questions regarding pay, disciplinary actions and interpretations of the Civil Service Statute and Rules.

If there are still questions with the interpretation of the Civil Service Statute and Rules, the System Office can be contacted. Appeals can be made to the Executive Director regarding the interpretation or appropriateness of any action, or omission, of the Designated Employer Representative (DER). If filed in accordance with defined protocols, an employee can also file a written request to the Merit Board to review the decision of the Director of the System Office in these matters.

### **Officers and Standing Committees**

All officers and committees are elected for a one-year appointment at the regular January meeting. Members may serve more than one year in a position, but must be elected each year.

#### **The Chair to the EAC Committee:**

- Elected at the January meeting and then presides over the remainder of that meeting
- Presides over each quarterly meeting and others as necessary to ensure compliance with the Constitution and Bylaws
- Appoints Ad-hoc or Work-Study committees as necessary \*\*
- Serve as ex-officio member of all special and standing committees
- Presents a EAC report at each Merit Board Meeting

*\*\* Ad-Hoc, study groups, special or sub-committee meetings may be scheduled to meet Wednesday evenings and Thursday evenings before the quarterly meeting*

#### **The Vice Chair of the EAC Committee:**

- Serves as chair of the Executive Committee
- Assists the Chair and will act as Chair with all powers when the Chair is absent

#### **The Secretary of the EAC Committee:**

- Conducts roll call, Records proceedings and resolutions of the EAC meeting, and submits all public records to SUCSS for retention

- Prepares all official correspondence and notices of meetings
- Update and Maintain EAC Manual

**The Parliamentarian:**

- Serves as Chair of the Election Committee
- Ensure that meetings of EAC, the Executive Committee, and the Election Committee are conducted in accordance with parliamentary rules and procedures
- Recommend amendments to the Constitution and Bylaws as necessary

**Both the Executive and Legislative Committees** meet **immediately** following the January EAC meeting to elect officers.

**The Executive Committee:**

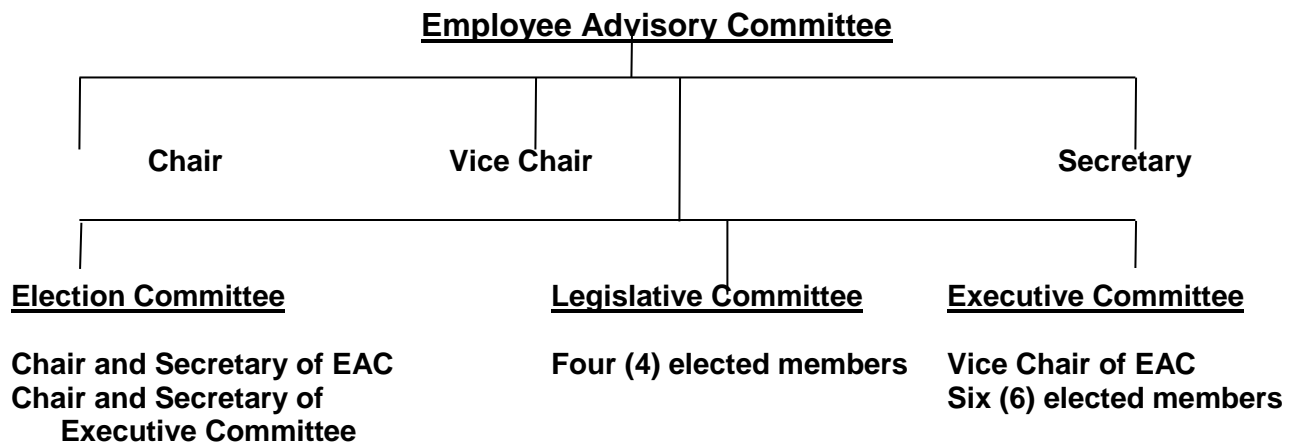
- Vice Chair of EAC will be the Chair of the Executive Committee
- The six remaining Executive Committee positions are filled in accordance with the Bylaws, Article II, Section 3
- Elects a secretary and a parliamentarian
- Shall consider and report on matters referred to it by EAC and make recommendations for action by EAC

**The Legislative Committee:**

- Consist of 4 members – one each from the University of Illinois and Southern Illinois University. The remaining positions from the other universities
- Election of members is held directly after the Executive Committee election process
- Elects a chair and a secretary
- Attends approved legislative sessions and/or legislative committee hearings

**The Election Committee:**

- Consists of the current chair and secretary of EAC, the current chair and secretary of the Executive Committee and the current Parliamentarian
- Establishes election schedules, ascertains that election rules are followed, and rules on election protests





## Travel and Reimbursement

### Travel Regulations

Section 36c of the Act (110 ILCS 70/36c) provides that members of the State Universities Civil Service Advisory Committee "**shall be reimbursed by their respective employers for expenses incurred in attending meetings of the Committee.**"

The Travel regulations are cited as Part 3000 of the Illinois Administrative Code (80 Ill. Adm. Code Part 3000)

State of Illinois Travel Regulations for Higher Education Travel Control Board and Reimbursement Rates website: <http://www.stateuniv.state.il.us/travel>

Contact your respective University Human Resources Department for specific detail on the conditions of travel for your university such as mode of travel, reimbursement rates, etc.

### State Of Illinois Civil Service System Merit Board

Website - [www.sucss.illinois.gov/mb](http://www.sucss.illinois.gov/mb)

**Merit Board Members** - <http://www.sucss.illinois.gov/Boards/mb.aspx?osm=c9>

**Bylaws** <http://www.sucss.illinois.gov/documents/Boards/MB/Bylaws.pdf>

**Meeting Dates** - <http://www.sucss.illinois.gov/Boards/mb.aspx?osm=c9>

The governing body of the University System is the University Civil Service Merit Board. The Merit Board is composed of eleven (11) members representing the public universities of the State of Illinois. The Merit Board members are as follows:

- three from the Board of Trustees of the University of Illinois
- one from the Board of Trustees of Southern Illinois University
- one from the Board of Trustees of Chicago State University
- one from the Board of Trustees of Eastern Illinois University
- one from the Board of Trustees of Governors State University
- one from the Board of Trustees of Illinois State University
- one from the Board of Trustees of Northeastern Illinois University
- one from the Board of Trustees of Northern Illinois University
- one from the Board of Trustees of Western Illinois University

The members of the Merit Board are elected by their respective Boards and serve at the pleasure of the electing Boards. The Merit Board meets on a regular basis to conduct activities necessary to direct, manage, and maintain business operations of the agency. The Merit Board meetings are open to the public and conducted in accordance with the

Open Meetings Act. Their meetings are usually held at the System Office in Urbana, with a secondary video conference site in the Chicago area.

The powers and duties of the Merit Board are set forth in section 36d of the State Universities Civil Service Act (Act) (110 ILCS 70/36d) as follows:

- *To approve a classification plan and delegate to its Executive Director the duty of assigning positions to appropriate classes.*
- *To prescribe the duties of each class of positions.*
- *To prescribe the range of compensation for each class or to fix a single rate of compensation for employees in a particular class.*
- *To approve ranges and rates for the payment of wages paid generally in the community for work of a similar character.*
- *To recommend standards of hours of work, holidays, sick leave, overtime compensation and vacation.*
- *To prescribe standards of examinations for each class, the examinations to be related to the duties of such class.*
- *To authorize the continuous recruitment and to delegate to the Executive Director and staff the power and duty to conduct open and continuous competitive examinations for all classifications.*
- *To cause to be established from the results of examinations registers for each class of positions.*
- *To provide by its rules for promotions in the classified service.*
- *To provide by its rules for employment of physically handicapped persons.*
- *To make and publish rules, to carry out the purpose of the University System, and for examination, appointment, transfer and removals to include layoffs.*
- *To appoint an Executive Director and such assistants and other clerical and technical help as may be necessary to efficiently administer the Act.*
- *To submit to the Governor on or before November 1 of each year prior to the regular session of the General Assembly a report of the University System's business and an estimate of the amount of appropriation from state funds required for the purpose of administering the University System.*
- *To review transcripts of hearings and findings of fact as made by hearing boards and enter decisions and orders in discharge and demotion proceedings.*

### **Advisory Boards**

Three committees serve the Merit Board in an advisory capacity. They are described and membership defined below.

#### **State Universities Civil Service Advisory Committee (SUCSAC)**

Also referred to as **Employee Advisory Committee (EAC)**, this committee is mandated by Section 36c of the Act (110 ILCS 70/36c). EAC functions in an advisory capacity on matters pertaining to the System. The members are elected by civil service employees at the universities and agencies served.

For more information and meeting schedules, please visit [www.sucss.illinois.gov/eac](http://www.sucss.illinois.gov/eac)

#### **Administrative Advisory Committee (AAC)**

Created by the Merit Board and chaired by the Chair of the Merit Board, the AAC meets on call of its Vice Chair, the Executive Director, or any member of the committee. The committee is composed of top administrative personnel representing each of the governing boards served by the Merit Board, the Merit

Board Legal Counsel, and the administrative staff of the University System and considers matters of major policy.

For more information and meeting schedules, please visit  
[www.sucss.illinois.gov/aac](http://www.sucss.illinois.gov/aac)

**Human Resource Directors Advisory Committee (HRDAC)**

Created and chaired by the Executive Director, the HRDAC meets on call of the Executive Director, or any member of the committee. The committee is composed of top human resource administrative personnel from each university and agency employment location served by the Merit Board, the Merit Board Legal Counsel, and the administrative staff of the University System and considers matters of major policy.

For more information and meeting schedules, please visit  
[www.sucss.illinois.gov/hrdac](http://www.sucss.illinois.gov/hrdac)

## State Universities Civil Service System Office



The System Office is located at the following address:

1717 Philo Road, Suite 24  
Urbana, IL 61802-6099  
ph: 217.278.3150

The State Universities Civil Service System (University System) is authorized through Statute and empowered through the University Civil Service Merit Board to develop, maintain, and administer a comprehensive and efficient program of human resource administration for the higher education community, specifically related to the employment and employment relationship with their auxiliary and support staff positions. In accomplishing this task, the University System has developed a comprehensive set of Administrative Rules and procedures which effectively facilitate the administration of many aspects of the employment relationship.

The University System was created as a separate entity of the State of Illinois by the 67th General Assembly and became operative on January 1, 1952. The State Universities Civil Service Act (Act) is presently codified in the Illinois Compiled Statutes at 110 ILCS 70/36b *et seq.* and the University System Administrative Rules (Administrative Rules) are presently codified in the Illinois Administrative Code (Administrative Code) at 80 Ill. Adm. Code 250. The University System serves the following public universities and agencies with respect to the employment relationship with their professional (non-academic), technical, and support staff:

\*\*The number of EAC representatives is noted by the University/Agency.

### **University of Illinois at Chicago (3)**

*Morton Arboretum  
Drug and Horticultural Experiment Station  
College of Medicine at Rockford  
College of Medicine at Peoria  
Hospital and Clinics  
Division of Specialized Care for Children (Springfield)  
Division of Specialized Care for Children (Chicago) (1)*

### **University of Illinois at Springfield (1)**

### **University of Illinois at Urbana-Champaign (4)**

*Robert Allerton House  
Robert Allerton Park  
Bondville Road Station—Monticello Road Station  
County Agriculture and/or Home Economics Extension Office  
Department of Agronomy, College of Agriculture  
Dixon Springs Agricultural Center*

*Vermilion River Observatory  
Northeastern Agronomy Research Center  
Prairie Observatory—Oakland  
Department of Horticulture, River Valley Sand Field Plot, Mason County  
Department of Horticulture's St. Charles Horticulture Research Center*

**Southern Illinois University Carbondale (1)**

**Southern Illinois University School of Medicine Springfield (1)**

**Southern Illinois University Edwardsville (1)**

*Alton  
Madison County  
East St. Louis*

**Chicago State University (1)**

**Eastern Illinois University (1)**

**Governors State University (1)**

**Illinois State University (1)**

**Northeastern Illinois University (1)**

**Northern Illinois University (1)**  
*Lorado Taft Field Campus  
College of Continuing Education, Glenn Ellyn  
College of Continuing Education, Cook County  
Rockford Project, CHANCE Program  
St. Clair County  
Kankakee County  
Woodstock Conference Center  
Hoffman Estates  
Naperville Center*

**Western Illinois University (1)**  
*Quad-Cities Center for Continuing Education*

**Illinois Board of Higher Education**

**Illinois Community College Board**

**Illinois Student Assistance Commission**

**State Universities Retirement System (1)**

**State Universities Civil Service System**

Section 36e of the Act (110 ILCS 70/36e) provides that all employees of the constituent institutions and agencies shall be covered except the following persons:

- 1) the members and officers of the Merit Board and the boards of trustees, and the commissioners of the institutions and agencies covered;*
- 2) the presidents and vice-presidents of each educational institution;*
- 3) other principal administrative employees of each institution and agency who*

*meet specific Merit Board criteria;*

- 4) the teaching, research and extension faculties of each institution and agency; and*
- 5) students employed under rules prescribed by the Merit Board without examination or certification.*

Direct oversight authority spans across approximately 26,000 civil service employees, which include approximately 20,400 status employees, 5,500 non-status employees throughout the state. To a lesser degree, the University system monitors and authorizes over 18,000 student employees and over 12,000 exempt administrative and faculty appointments. The University System administers a classification/examination program consisting of 1,194 classes and corresponding examinations resulting in the testing of approximately 25,000 applicants or promotional candidates each year. The University System also has oversight authority over the thousands of other basic employment transactions performed through the many human resource offices throughout the system, including transfers, promotions, layoffs, and separations.

### **Mission**

The State Universities Civil Service System strives to champion excellence in education and auxiliary programs by providing a comprehensive foundation of human resource practices and standards that facilitate the recruitment, retention, and development of a quality staff, in support of the teaching and research mission of each university and affiliated agency. We are committed to providing an environment of equal opportunity and access to all services and thereby establishing a foundation for each university/agency to fulfill its mission and each individual to reach his/her potential. We endeavor to build a quality of life that sets the standard for the nation.

### **Purpose**

To carry out its statutory obligation to establish a sound program of personnel administration at state supported institutions of higher education and at certain allied agencies, the State Universities Civil Service System, hereinafter referred to as the University System, provides the essential function of administering, developing, and maintaining the basic rules and procedures related to the employment of professional (non-academic), technical, and support staff at each major Illinois public higher education university and affiliated agency. Among its many responsibilities, the University System provides direct guidance and support services to universities/agencies in such areas as employment, examinations, classification plan management, salary administration, compliance audit reviews, disciplinary procedures, and other business operations related to the management of support staff personnel.

## **Divisions**

### **The University System Office has Five Major Divisions:**

- **The Classification, Examination, and Compensation Division** performs the many complex classification plan management functions, including the maintenance of class specifications and corresponding examinations, the authorization of pay ranges, and the collection of important employment information.
- **The Audit and Advisory Services Division** conducts biennial human resource compliance audits at each employment location to insure statutory compliance and maintenance of accountability standards.
- **The Legal Services Division** monitors all legal matters, including the discharge process, Merit Board meetings, legislative matters, and all rule/procedural questions. They are the primary contact point for any interpretive questions or complaints.
- **The Administration Division** is the administrative and personnel unit for the System Office, performing various payroll, accounting, and standard human resource operations.
- **The Information Technology Division** manages the many complex technical programs and initiatives, including new testing protocols and website interfaces.

New members are invited to spend a day in the System Office to receive a full tour and to familiarize themselves with the staff and operations. Contact the Systems Office at 217-278-3150 to schedule a date to visit.

**Be sure to visit the State Universities Civil Service System's website at <http://www.sucss.illinois.gov/>**

The website holds a vast amount of information including:

- Upcoming events
- Latest news on Classification and Testing
- Employment Testing Tips
- Employment posting
- University/Agency news
- Frequently Asked Questions
- Presentation materials
- Email a question
- Contact information for all areas and much more.....

## EAC Officers 2018

*Please note this will change in January of each year.*

**Jill Odom, Chair.....University of Illinois, Urbana-Champaign**  
**Michael Pulley, Vice Chair.....Southern Illinois University, Edwardsville**  
**Mary Schultz, Secretary.....Northeastern Illinois University**

### Executive Committee

**Michael Pulley, Chair.....Southern Illinois University, Edwardsville**  
**Mark Murphy, Parliamentarian...University of Illinois, Chicago**  
**Vivian Williams, Secretary...Southern Illinois University, School of Medicine**  
**Chris Allen..... University of Illinois, Urbana-Champaign**  
**Bill Burnside ..... Eastern Illinois University**  
**Rick Marr..... Illinois State University**  
**Peter Skrypkun .....Western Illinois University**

**Jill Odom, Ex-officio.....University of Illinois, Urbana-Champaign**

### Legislative Committee

**Peter Skrypkun, Chair.....Western Illinois University**  
**Chris Hays.....University of Illinois, Urbana-Champaign**  
**Sheryl Jones-Harper.....Governors State University**  
**Dan Urbanski..... University of Illinois, Chicago**  
**Jill Odom, Ex-officio.....University of Illinois, Urbana-Champaign**

### Election Committee

**Mark Murphy, Chair.....University of Illinois, Chicago**  
**Jill Odom .....University of Illinois, Urbana-Champaign**  
**Michael Pulley.....Southern Illinois University, Edwardsville**  
**Mary Schultz.....Northeastern Illinois University**  
**Vivian Williams.....Southern Illinois University, School of Medicine**



## Website References

### **State Universities Civil Service System Procedures Manual**

Section 1 - Classifications

Section 2 - Employment

Section 3 - Examination

Section 4 - Compensation

Section 5 - Principal Administrative Appointments.

<http://www.sucss.illinois.gov/ProcMan/manuals.aspx?osm=c40>

### **Examining Instruments by Class and Class Specification Manual**

<http://www.sucss.illinois.gov/specs/Default.aspx?osm=c19>

### **State Universities Civil Service System Statute and Rules**

<http://www.sucss.illinois.gov/sar.aspx?osm=c43>

### **Illinois Department of Labor**

<http://www.state.il.us/AGENCY/IDOL/>

### **Illinois Educational Labor Relations Board (Act) (IELRB)**

<http://www.illinois.gov/elrb/>

### **Fair Labor Standards Act**

[http://www.dol.gov/esa/whd/flsa/.](http://www.dol.gov/esa/whd/flsa/))

### **Illinois Workers Compensation Act**

<http://www.state.il.us/Agency/IIC/workers.htm>

## Glossary of Terms

For detailed information regarding the following or to search for additional terms, please visit the system's office website at <http://www.sucss.illinois.gov/>

**Audit Schedule** - Periodically the Field Service Division of the System Office audits Human Resources Offices within the system. Audits are conducted to confirm compliance with the State Statute and Rules and the System's Procedures Manual.

**Certify** - The referral of a qualified candidate from an employment register to be considered for employment.

**Hearing Board or Hearing Officer** – The presiding officer over a discharge hearing.

*Note : Merit Board hearings are conducted in accordance with the guidelines set forth in sections 250.110(3) of the Illinois Administrative Code (80 Ill. Admin. 250.110(e)). For detailed information on the conduct of a Merit Board hearing, refer to the State Universities Civil Service System website at <http://www.sucss.illinois.gov/>.*

**Non-Status Appointment** – Short-term appointments, such as Temporary, Provisional, Apprentice, Trainee, Learner, Student, Extra Help, in which an employee does not accumulate seniority benefits.

**Pilot Program** - A Merit Board approved special Program designed to improve the flexibility in employment protocols and enhance the employment opportunities for civil service professional employees.

**Status Appointment** - Appointment of a certified candidate to a classified position.

**Status Employee** - An employee who has successfully completed a probationary period in a class.

## Common Acronyms

For detailed information regarding the following or to search for additional acronyms, please visit the system's office website at: <http://www.sucss.illinois.gov/>

**AAC** - Administrative Advisory Committee

**CIT** - Change in Title - Procedure whereby an incumbent of an existing position is appointed to a new or revised position in a class without examination or certification from a register, usually utilized when the classification plan is modified.

**C-JASI** – Computerized Job Analysis Survey Instrument. This is an electronic survey sent to incumbents and used to collect information about specific duties and responsibilities from employees in a specified classification.

**CPM** - Classification Plan Memorandum - A Classification Plan Memorandum (CPM) is a proposal or directive to revise, to modify the classification plan and/or corresponding examination instruments within the State Universities Civil Service System.

**DER** - Designated Employer Representative - In most instances, the DER is the primary campus/agency Human Resource Administrator.

**EAC** - Employee Advisory Committee - Alternate name for State Universities Civil Service Advisory Committee (SUCSAC)

**JCAR** - Joint Committee on Administrative Rules - A bipartisan legislative oversight committee to ensure that the Legislature is adequately informed of how laws are implemented through agency rulemaking and to facilitate public understanding of rules and regulations. <http://www.ilga.gov/commission/jcar/default.htm>

**PAA** - Principal Administrative Appointment - Administrative positions excluded from coverage by the State Universities Civil Service Statute. See Section 36e(3).

**SUCSAC** - State Universities Civil Service Advisory Committee (also EAC)

**SUCSS** – State Universities Civil Service System. Sometimes referred to as Systems.

## Frequently Asked Questions

**Q: Whom do I contact if I am interested in an EAC position?**

**A:** Contact the Human Resources office on your campus.

**Q: How are EAC meetings conducted?**

**A:** Meetings are arranged by the host campus and conducted by the chair of the State Universities Civil Service Employees Advisory Council. Moreover, they are systematically ran according to the Roberts Rules of Order and entail a rigorous and robust agenda comprised of issues solely for information sharing pertaining to the activities of the State Universities Civil Service System Office, standing and newly adopted committees.

**Q: What can I expect at a Merit Board meeting?**

**A:** Merit Board meeting are conducted by the Chair of the Merit Board. The Merit Board hears and acts upon issues that are under their jurisdiction, i.e. employment issues, system rule changes, and administrative matters pertaining to the State Universities Civil Service System.

**Q: Sometimes we receive questions that are not associated with our position as an EAC rep. How do we handle those?**

**A:** As in the case in most university or government positions, we periodically are called upon for information not related to our essential responsibilities. However, we are used as a resource for employees, civil service, and others in our work community. Feel free to refer these questions to an appropriate department or if you desire, retrieve the answer yourself and get back to the person who requested the information.

**Q: How am I reimbursed for travel with my EAC duties?**

**A:** Section 36c of the State Universities Civil Service Act (110 ILCS 70/36c) provides that members of the State Universities Civil Service Advisory Committee "**shall be reimbursed by their respective employers for expenses incurred in attending meetings of the Committee.**"

Each University is different as to what account is responsible. Please contact your respective University Human Resources Department for specific detail on the conditions of travel for your university such as mode of travel, reimbursement rates, etc.

**Q: Do EAC Meetings and Merit Board Meetings fall under the Open Meetings Act?**

**A:** Yes. All EAC and Merit Board Meetings fall under the Open Meetings Act. The meetings are open to the general public and must be posted according to the Act. Anyone wishing to present an appropriate issue, which falls under the jurisdiction of either EAC or the Merit board, must contact the appropriate chair or secretary in writing for permission to be placed on the agenda and appear.

**OMA Training** - As per the Open Meetings Act you are required to complete a computer based training within the first 90 days of seating - [https://foia.ilattorneygeneral.net/pdf/Open\\_Meetings\\_Act\\_Elected\\_Appointed\\_Members.pdf](https://foia.ilattorneygeneral.net/pdf/Open_Meetings_Act_Elected_Appointed_Members.pdf). Please send a copy of your certificate to Legal Counsel in the System Office.

**Q: What if my supervisor denies my request to attend a quarterly meeting?**

**A:** All meeting fall under the statutory rule Section 36c which mandates that EAC members meet quarterly. Thereby, under the statutory rules, your attendance is required. Please speak with your Human Resources for further guidance.

**Q: What if I cannot make it to one of the quarterly meetings?**

**A:** Contact the EAC Secretary either by phone or in writing so that he/she may inform the Chair of your absence. (Refer to the State Universities Employees Advisory Council By-Laws for more details)

## 2020 Master - UPDATED 02/04/20

Institution	Representative	Email	Office Phone/ FAX	Term Expires
<b>CHICAGO STATE UNIVERSITY</b>				
	<b>Ms. Jacqueline Pointer</b> Accountant Associate unit Chicago State University 9501 S. King Drive Chicago, IL 60628-1598	<a href="mailto:jpointer@csu.edu">jpointer@csu.edu</a>	773-995-2036 773-821-2510	12/22
<b>EASTERN ILLINOIS UNIVERSITY</b>				
	<b>Mr. Bill Burnside</b> Pipefitter Facilities Planning & Mngmnt Eastern Illinois University 400 W. Hayes Charleston, IL 61920	<a href="mailto:wbburnside@eiu.edu">wbburnside@eiu.edu</a>	217-581-6406 217-581-5716	12/20
<b>GOVERNORS STATE UNIVERSITY</b>				
	<b>Ms. Sheryl Jones-Harper</b> Account Technical II Governors State University 1 University Parkway University Park, IL 60466	<a href="mailto:sharper@govst.edu">sharper@govst.edu</a>	708-234-7416 708-705-3340	12/21
<b>ILLINOIS STATE UNIVERSITY</b>				
	<b>Mr. Richard Marr</b> Pipefitter/Welder Campus Box 9150 Illinois State University Normal, IL 61761	<a href="mailto:rsmarr@ilstu.edu">rsmarr@ilstu.edu</a>	309-438-5417	12/22
<b>NORTHEASTERN ILLINOIS UNIVERSITY</b>				
	<b>Ms. Mary A. Schultz</b> Mail Messenger Mail Services Northeastern Illinois University	<a href="mailto:m-schultz1@neiu.edu">m-schultz1@neiu.edu</a>	773-442-5292	12/21

5500 N. St. Louis Ave.  
Chicago, IL 60625-4699

## **NORTHERN ILLINOIS UNIVERSITY**

<b>Mr. John Hulseberg</b> <b>Painter / OSPA</b> NIU Physical Plant DeKalb, IL 60115	<a href="mailto:jhulseberg@niu.edu">jhulseberg@niu.edu</a>	815-753-6263 fax	12/19
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## **STATE UNIVERSITIES RETIREMENT SYSTEM**

<b>Vacant</b> <b>Department</b> State Universities Retirement System 1901 Fox Drive Champaign, IL 61820	<a href="#">email</a>	Office phone	
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## **WESTERN ILLINOIS UNIVERSITY**

<b>Mr. Peter Skrypkun</b> <b>University Union Night Supervisor</b> University Union Building Western Illinois University 1 University Circle Macomb, IL 61455	<a href="mailto:PM-Skrypkun@wiu.edu">PM-Skrypkun@wiu.edu</a>	309-298-2047 309-298-1986	12/22
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## **SOUTHERN ILLINOIS UNIVERSITY**

### **CARBONDALE CAMPUS**

<b>Ms. Shari Garnett</b> <b>Accounting Associate</b> Student Center Southern Illinois University M/C 4407 1225 Lincoln Drive Carbondale, IL 62901	<a href="mailto:sgarnett@siu.edu">sgarnett@siu.edu</a>	618-453-3498 618-453-1005	12/21
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### **EDWARDSVILLE CAMPUS**

<b>Mr. Michael Pulley</b> <b>IT Associate Director</b>	<a href="mailto:mpulley@siue.edu">mpulley@siue.edu</a>	618-650-5008 618-650-3055	12/20
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Lovejoy Library Suite 005L  
Campus Box 1068  
Edwardsville, IL 62026-1068

## SCHOOL OF MEDICINE SPRINGFIELD

<b>Ms. Shauna Bishop</b> <b>Account Technician</b> Office of the Comptroller SIU School of Medicine 327 W. Calhoun Springfield, IL 62794-9606	<a href="mailto:sbishop@siumed.edu">sbishop@siumed.edu</a>	217-545-8429	12/22  1/19 to 12/22
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## UNIVERSITY OF ILLINOIS

### CHICAGO CAMPUS

<b>Mr. Michael DiIacova</b> <b>Project-Weekend Coordinator &amp; Roofing Tech</b> University of Illinois-Chicago 1140 S. Morgan St. Rm B30D Chicago, IL 60607-7133	<a href="mailto:diiacova@uic.edu">diiacova@uic.edu</a>	312-355-0166 312-413-1248	12/20
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<b>Ms. Lori Christopher</b> <b>Staff Nurse</b> University of Illinois - Chicago Campus address Chicago, IL 60607-7133	<a href="mailto:clori@uic.edu">clori@uic.edu</a>	312-413-4115 312-413-7704	12/23
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<b>Mr. Mark Murphy</b> <b>Plant Operating Engineer</b> University of Illinois - Chicago 820 S. Wood Chicago, IL 60612	<a href="mailto:murphy5@uic.edu">murphy5@uic.edu</a>	312-925-7579	12/21
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## DIVISION OF SPECIALIZED CARE FOR CHILDREN

<b>Ms. Andrea Hoskinson</b> <b>Accountant II</b> UIC/DSCC Business Office 3135 Old Jacksonville Road MC-618 Springfield, IL 62704-6488	<a href="mailto:ahosk2@uic.edu">ahosk2@uic.edu</a>	217-558-2350 217-558-0773	12/23
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## SPRINGFIELD CAMPUS

<b>Mr. Clay Stalter</b> <b>Senior Photographer</b> University of Illinois - Springfield One University Plaza, MS PAC 563 Springfield, IL 62703-5407	<a href="mailto:cstal3@uis.edu">cstal3@uis.edu</a>	217-725-6493 217-206-6511	12/21
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## URBANA CHAMPAIGN CAMPUS

<b>Mr. Larry "Chris" Hays</b> <b>Electrician</b> Facilities & Services University of Illinois - Urbana Champaign Champaign, IL 61820	<a href="mailto:lhays@illinois.edu">lhays@illinois.edu</a>	217-649-2018	12/20
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<b>Mr. Andrew Harpst</b> <b>Tool Room Supervisor</b> University of Illinois - Urbana Champaign 1501 S Oak St, MC-808 Champaign, IL 61820	<a href="mailto:aharpst@illinois.edu">aharpst@illinois.edu</a>	217-333-2119	12/23
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<b>Mr. Gary Gilpin</b> <b>Ironworker</b> Facilities & Services University of Illinois - Urbana Champaign Champaign, IL 61820	<a href="mailto:ggilpin@illinois.edu">ggilpin@illinois.edu</a>	ofc phone	12/22 1/18 to 12/22
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<b>Jill Odom</b> <b>Administrative Assistant</b> Ofc of VP/CFO & Comptroller University of Illinois - Urbana Champaign 506 S. Wright St., 349 Henry Admin Bldg Urbana, IL 61801  Urbana, IL 61801	<a href="mailto:jillodom@uillinois.edu">jillodom@uillinois.edu</a>	217-333-8065 217-244-8108	12/24
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