

## **Report on EAC meeting held on 10/16/2019 and 10/17/2019 held at University of Illinois Chicago**

The July 2019 meeting of the State Universities Civil Service System Employee Advisory Committee was held in the Student Center East on the University of Illinois Chicago campus.

The meeting was called to order by Committee Chair, Jill Odom, and roll call was taken by Acting Committee Secretary, Shari Garnett.

Mr. Clay Stalter, newly-elected representative for University of Illinois Springfield filling the seat formerly held by Mr. Jeff Young, along with present EAC members, read the oath and obligation aloud.

**Public Comments:** None

**Review of Correspondence:** None

**Designated Employer Representative (DER) of Host Campus:** Dr. Michael Ginsburg, Associate Vice Chancellor for Human Resources

UIC was at the forefront of the PAA conversion process. Approximately 700 positions were identified as having been misclassified as PAA and were converted to Civil Service. UIC spent a great deal of time communicating with employees and campus leadership to help them understand the scope of the changes and to emphasize no class of employees was "less than" another.

**Minutes from Prior EAC Meeting:** The minutes of the July 2019 quarterly meeting of the EAC were not available due to the absence of EAC Committee Secretary, Mary Serio. A motion was made and carried to move approval of these minutes to the January 2020 meeting.

**Report of the EAC Chair:** A Merit Board meeting was held on 8/29/19 where four discharge cases were heard and determined. All four cases resulted in discharge of the employees.

**AFSCME Email and Layoff/Recall Registers:** AFSCME sent an email to an unknown number of its members related to desk audits and how long someone must work additional duties to be eligible for an upgrade. Executive Director Brownfield indicated there is no set time limit as each job is different. Six months is a general "rule of thumb" but can vary depending on the position. Executive Director Brownfield also indicated if an employee has a desk audit done and is upgraded to a position where someone is on the re-employment register, the newly-upgraded employee is subject to being bumped by the individual on the re-employment register.

**Report of the SUCSS Executive Director** – Since Mr. Brownfield was not able to be present for the meeting on Thursday (10/17), some of the topics within the agenda item were discussed early. See additional topics later in this report.

*Grant Funded Employees* – AFSCME is vigorously opposed to this issue so it is being tabled indefinitely.

*Update to Discharge Process* – A version of the reformatted discharge process was presented and reviewed. The intent of the changes is to make the document easier to read/follow/use. No intent for diminishment of employee rights is intended. The EAC Executive Committee will review it closer prior to the next Merit Board meeting.

**Executive Committee:** The July 18, 2019, Executive Committee meeting minutes were approved by members of the Executive Committee.

**Legislative Committee:** Upcoming veto sessions will be 10/28/19 thru 10/30/19 and 11/12/19 thru 11/14/19. Veto session is the final opportunity for anything to be passed that is pending before the state legislature. If it does not get passed, all pending bills have to be reintroduced in the new session (start over).

**Election Committee:**

- University of Illinois Springfield election held. Clay Stalter was elected.
- University of Illinois Champaign Urbana held their election. Jill Odom was re-elected. Andy Harfst was elected and will be seated in January 2020.
- Northern Illinois University held their election. John Hulseberg was re-elected.
- No information has been received to indicated that the University of Illinois Chicago held their election. Dan Urbanski will not be running for re-election but knows of individuals interested in running.

**Electronic Voting Process:** The recently updated EAC Constitution and Bylaws were reviewed for clarification on paper ballots. They specifically state that paper ballots must be made available when requested by an employee. The move toward all electronic ballots may exist in the future given that other employment-related matters are electronic-based now. It was pointed out that if a class of employees cannot vote because a voting method is not made available in a format they can utilize, the election results could be contested/protested, causing the election to be overturned. If it is, another election would need to be done costing campus H.R. Departments time and resources.

**Report of Executive Director (continued): Gail Schiesser and Danielle Routh**

*Agency Budget Update* – The Illinois Board of Higher Education (IBHE) is currently working on a higher education plan. The IBHE is anticipating a small increase in FY2021 budgets. The increase will be a percentage of current budgets. This is unfortunate since a percentage for someone else, say U of I, is far greater than a percentage of the system office budget. The system office would prefer a flat rate increase approach as opposed to a percentage increase approach. Even with a small increase for FY2021, the system office will still be operating budget figures similar to their FY2000 budget.

*Class Plan Update* – As discussed at the July EAC meeting, the electrician exam was compromised. Subject matter experts were consulted and a new exam has been prepared. It is currently in pre-testing at a University. The anticipated date for implementing this exam is 11/16/19. Once implemented, any electrician hired under conditional appointment will be required to take and pass the exam. If they are unable to pass, they will be terminated.

Many classifications are being updated to accommodate campuses in their PAA conversion process. Some of the ones they are looking at include, but are not limited to, the Athletic Manager, Business Manager, Financial Aid and Financial Analysis.

The Dietary and Nutrition series is being updated. The Facility Manager series was updated, increasing the minimum acceptable qualifications, and will be implemented on 11/16/19. The Project Construction series and Admissions & Records series are also being updated. The Safety Officer series was updated and was implemented on 10/1/19. It was previously a 3-level series. The new series combined levels 1 and 2 into a Specialist and the new level 3 is a custom class. The merge of the clerk series with the office series is fully implemented. The system office is receiving fewer calls indicating things have calmed down. It is the plan to begin looking at some of the older classifications to determine if they need to be eliminated or updated.

*Staffing Update* – Any non-audit duties that were previously being performed by Cindy Neitzel have been shifted to Danielle Routh. This shift is likely permanent as it makes sense for the Classification Manager to have these responsibilities. A search for a new auditor is ongoing. In addition to the vacant auditor position, there is a Human Resource Officer vacancy as well.

*Governance Risk & Compliance Update* - The system office hopes to resume audits in January 2020. Audits will focus on the PAA conversion and extra-help/temporary upgrades. NIU's audit is finalized and is available on the system office website.

*Principal Administrative Appointments Update* – The system office is relying on Universities to convert positions as they are being filled. They do not seem to be seeing much disruption on campuses. The system office will eventually need to circle back around to evaluate existing PAA positions. This will likely take a few audit cycles. The appeal process for PAA conversions is in its development stage. No appeals have been received to date.

*Merit Board Update* – Two Merit Board seats are unfilled: Western Illinois University and Governor's State University. The system office has heard that WIU has named someone but has received no official notice. It is unknown when GSU will fill their seat. Eastern Illinois University, Illinois State University and Chicago State University both have seated members who are new to the Merit Board. Northern Illinois University named someone who is a returning member to the Merit Board. As a reminder, vacant positions are no longer considered when determining a quorum. A quorum is determined by "appointed" Merit Board members. EAC members are encouraged to meet with Merit Board members, being mindful of the open meetings act. If you do meet with a Merit Board member, remember you are there as an EAC representative, not a representative of your University. Keep topics to general civil service issues and not to specific campus or employee issues. The next Merit Board meeting is scheduled for December 5, 2019, at 1:00 p.m. at the system office.

## **Discussion & Approval of 2020 CSAS Calendar:**

*January 2020 Meeting:* To be held at the system office on 1/29/2020 (Wednesday) beginning at noon and 1/30/2020 (Thursday) beginning at 9:00 a.m. and ending when the agenda is complete. Motion carried.

*April 2020 Meeting:* General discussion of whether or not to hold a joint EAC/HRDAC meeting was discussed as well as possible changes to its format (e.g., training sessions, speakers). It is estimated that about 65-70% of HRDAC members would be open to a joint meeting whereas others are vigorously opposed to a joint meeting. Discussion also occurred as to EAC's hopeful outcome of a joint meeting, its purpose, and acknowledgement of the April 2018 joint meeting, regrettably, not going as planned and becoming contentious.

To be held on 4/22/2020 (Wednesday) beginning at noon and 4/23/2020 (Thursday) beginning at 9:00 a.m. and ending when the agenda is complete. Location is to be determined depending on whether or not a joint meeting with HRDAC will be held. It will likely be ISU if it is a joint meeting pending Rick Marr's (who was not present) willingness to coordinate and ability to meet equipment needs for potential teleconferencing.

*July 2020 Meeting:* To be held at Southern Illinois University Edwardsville on 7/16/2020 (Thursday) beginning at noon and 7/17/2020 (Friday) beginning at 9:00 a.m. and ending when the agenda is complete.

*October 2020 Meeting:* To be held at Southern Illinois University School of Medicine in Springfield on 10/21/2020 (Wednesday) beginning at noon and 10/22/2020 (Thursday) beginning at 9:00 a.m. and ending when the agenda is complete. Council of Councils will be held on 10/23/2020 (Friday). SIU SOM will be celebrating its 50<sup>th</sup> anniversary. Location is the Memorial Center for Learning and Innovation located at 228 West Miller, Springfield, IL.

*Council of Councils 2021:* Chair Odom pointed out that University of Illinois Springfield had never hosted a Council of Councils and suggested to Clay Stalter that they may want to consider hosting the October 2021 Council of Councils meeting. Mr. Stalter agreed to discuss it with his campus and will report back on their willingness to host.

**Campus Updates** – EAC members provided updates concerning their individual campuses.

Respectfully submitted,

*Shari Garnett*