

**Civil Service Council (CSC) Meeting
February 4, 2003**

Present: Terry Brown, Vicki Bryan, Martha Burk, Julie Caplinger, Barb Dallinger, Lin Hinds, John Moss, Theresa Sanchez, Pat Schnitker, Elaine Thoennes, Ron Thompson, Jack Wylie, Tammy Carlson, Marcia Strum, Dave Turner,
Absent: Paul Collins, Christa Lawhun, Andy Monninger, Pam Burress
Guests: Laura Knoblauch, Rebecca Benner

Martha Burk opened the meeting at Noon. Minutes for January 21 were approved (Ron, Vicki).

HIPPA -- Martha introduced Laura Knoblauch who joined us today to discuss the Health Insurance Portability and Accountability Act (HIPPA). Illinois State University has been working with a health law firm. Illinois State is a covered entity. At this time only Student Health Services is deemed covered by HIPPA as it is only area of University using "standard electronic transactions" for information covered by HIPPA. HIPPA provides standards. Currently work is being done on logistics for student insurance. When the Speech and Hearing Clinic begins to submit standard transactions by billing electronically, they will be required to follow HIPPA.

Q. Where are the procedures?

A. In Student Health Services

Q. Is Sanction Policy just for SHS?

A. We would like it to be University wide to cover additions of other departments. A Sanction Committee made up of the Privacy Officer, VP of Student Affairs, representatives from A/P, Civil Service, Faculty, and student groups would by law, apply the same sanction for the same violation.

Q. How is consistency monitored?

A. The Privacy Officer, currently Laura Knoblauch, always reviews and keeps the Sanction Committee consistent on sanctions.

Q. What type of sanctions could be given?

A. Illinois State could impose anything from verbal sanction to termination. Plus the federal law could be imposed of fines from \$100 - \$250,000 and 1-10 year prison term.

Q. When does this become effective?

A. April 14, 2003

Civil Service Council approved motion to approve HIPPA policy. (Julie, Theresa) We thanked Laura for her time to discuss HIPPA and answering our questions.

FAMILY CAMPAIGN -- Martha introduced our second guest, Beckie Benner, who joined us today to provide an update on the Family Campaign. Beckie began by saying we're into our fourth year of the campaign and are at \$63 million of our \$88 million goal. Just last year on March 22 we held our public kickoff of the Family Campaign. The Special Report published in early January showed results for the leadership phase at \$3 million and direct mail at \$1.5 million with 14% of the current faculty/staff and retirees participating. March 2003 there will be second mailed solicitation. During February and March, they are holding dialogue sessions to provide opportunities to ask questions or get answers. In May they will hold a thank you for the donors. Even though we are in tough times and tough budget we need to continue momentum of campaign. To corporations approached they need to see people on campus support goals and endorse fundraising and campaign by participating.

The theme for this year is "Bringing It Home To You". Give to your department, operating funds, project, WGLT, etc. If you have supported areas in past you can still support that area by giving through the Campaign. 100% of donations go to fund.

Q. What percent is Civil Service staff at?

A. 9.4% participation.

The Council would like to increase participation. We are trying to assert ourselves on campus. We need to show participation.

Q. A lot of Civil Service staff feels they are not paid as much as others on campus and it's difficult to give. What can we say to them?

A. It is not about the amount it is about participation. Any size gift counts as participating. Payroll deduction of as little as \$1 will still get you on the permanent list of donors and help increase the donor percentages.

Q. What is good target percentage to present to possible donors either private or corporate?

A. For public universities 20% is good.

Q. What is comparison to other public universities?

A. Beckie hasn't looked at yet since it is hard to find public universities who do campaigns.

On-Going Issues

- **Carl Johansen Scholarship** – A letter of congratulations has been sent and the voucher is being processed.
- **Esprit de Corps** – Discussed the award and nominees. As the award is a surprise the name of the nominees are not printed here. Motion was approved with one nay (Ron, Lin).
- **Distinguished Service Award** – Information on web site at www.cscouncil.ilstu.edu . Article will be in next OpenLine with contact information. Letter to Deans, Directors, and Department Heads went to printers Thursday.
- **Release Time Memo** – Lin and Julie are still working on it.
- **Identity Theft/Social Security Numbers** – Dave Turner reported that at the Employee Advisory Committee meeting there was a discussion about the use of SSN and ID numbers. He mentioned some other state universities are working on the switch and are ahead of us due to computer system changes. Martha Burk has spoken to Steve Bragg, he is waiting for nominees for the committee from two of the Vice Presidents, and then they will be ready to proceed.
- **Missing Minutes** – A Council member asked if we located any of the missing minutes 1970 – 1975. So far, we have not heard from anyone who has them. The Council would greatly appreciate hearing from anyone who may have them or know where we may locate the missing years of minutes.

Committee Reports

• Activities

- *Candle Fundraiser* – Discussed having a fundraiser by selling *Party Lite* products. A local dealer who does fundraisers will give 20% of sales to the Council and for each \$200 in sales the Council could purchase an item at ½ price that we could use for a raffle prize. She is willing to do an Open House at her home or do just catalog orders. Barb will contact her for dates and time frame to run fundraiser. Information will be put on the Council's web site, listserv, and in the February OpenLine. Remember all those springtime occasions that are coming up: Easter, Mother's Day, Graduations, Birthdays, etc.
- *Conklin's Theatre Trip* – After discussion the trip was scheduled for Saturday, April 12, to see "Dedicated to the End", an audience participation mystery. Dinner is from 6:30-7:30pm and the play is 8:00-10:00pm all for just \$29.50. Transportation will not be provided for this trip. Watch for more information and reservation form in the February OpenLine and at www.cscouncil.ilstu.edu.
- *Raffle* – Council members were asked to come to the next meeting with suggestions for what to purchase as the big prize.

• Human Resources

- *Newsletter* – Tammy introduced the new Benefits newsletter that went out this week and asked for feedback. Discussion indicated it is being read.
- *Layoffs* – There has been no indication that there will be layoffs, but the Council and HR have been receiving a lot of questions on the subject. The February issue of OpenLine will have a Question and Answer section from Human Resources addressing layoffs.

• Campus Communication Committee – No report.

• Constituents Groups Committee – No report. However, we still need to learn the rationale for constituent groups as they have existed up until now, if the missing minutes from 1970-75 are discovered we hope to find some answers.

• Employee Advisory Committee (EAC) – The Merit Board and Employee Advisory Committee meeting was held January 29. Dave gave a brief report. New officers were seated.

•

Upcoming Guests

- Joe Rives – February 18, 2003 will discuss the progress of Educating Illinois
- Dave Williams – March 4, 2003 will discuss the USA Patriot Act Committee

The meeting adjourned at 1:15pm (Ron, Julie)

The next regular Civil Service Council meeting will be held Tuesday, February 18, at Noon, in the Bone Student Center Spotlight Room.