

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

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

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Martha Burk opened the meeting at Noon. Minutes for February 18 were approved (Lin, Vicki).

Information was distributed regarding Faculty and Staff salaries at Illinois State University in follow-up to Joe Rives presentation at our last meeting on Educating Illinois.

Martha introduced Wayne Ericson who joined us today to provide information about the USA Patriot Act (USAPA) Committee. Dave Williams was unable to be present but provided copies of the current status of USA Patriot Act Committee and the Committee Report of April 18, 2002. Wayne explained the committee is working on the University response to the Congressional Patriot Act. Areas Illinois State may be in contact with federal authorities for would be requests for computer records, log files of computer records, telephone records, library records, etc. Under the USAPA, you may be ordered not to tell anyone of the request for information.

In the committee report they reviewed and responded to several issues:

1. Development of a USAPA checklist for Illinois State University that serves as the primary recommendations of the campus USAPA committee.
2. Development of a Quick Guide for access to University records and communications--Who are custodians of records? How to respond to requests.
3. Impact of USAPA on requests to Family Educational Rights and Privacy Act (FERPA).
4. Impact on release of medical information
5. Impact on International Students and FERPA
6. Electronic data security
7. Records retention—how long do we keep records?
8. Review of current Illinois State University policies

Current tasks the committee is working on are development of Quick Guide document, publication materials, and campus training; Reviewing current Illinois State University policies; Holding a series of round table meetings with government agencies, Having work reviewed by legal counsel, Seeking campus feedback; and Planning to conduct a readiness test when everything is in place. Committee is meeting with campus groups to get information out. You are encouraged to ask questions, raise any concerns. Criteria to request information has lightened up with USAPA. In past authorities would “know” before requesting information, now they “may suspect” before requesting. University is trying to put some control on situation. It should be remembered that all email and websites are already kept by Illinois State University, there is no confidentiality; so, email may not be appropriate to send sensitive information. The University and the State own the system used for email and Internet.

Q. Who will be doing the testing? Who will see?

A. Has not been determined, but confidentiality will be upheld.

Q. Who is affected by Patriot Act?

A. All universities and businesses. It is across entire United States.

Q. Is anything in place to make sure request is valid?

A. Currently federal officers have contacted Ron Swan, University Police, first. Institutional Policies are and will be in place to keep staff from using inappropriately.

Q. Does it allow authorities to just look at information or take it?

A. They can confiscate equipment and information.

Q. Does President or a Vice President know of requests or presence on campus of requesting agent?

A. This has not been set yet, law says may be ordered not to tell anyone. Discussed need for one person on campus as point person to request information.

Q. What steps have been taken to inform current or potential students?

A. The Appropriate Use Policy goes to everyone. Students are not currently being alerted specific to USAPA but it was felt they should be.

Please contact Dave Williams, 438-7018 or [dwilliam@ilstu.edu](mailto:dwilliam@ilstu.edu), or Wayne Ericson, 438-2956 or [ericson@ilstu.edu](mailto:ericson@ilstu.edu), with any questions you have concerning the USA Patriot Act.

## Committee Reports

### • Activities

- *Candle Fundraiser* – Will get Council members new brochure within a day or two.
- *Conklin's Theatre Trip – April 12* – No report.
- *Spring Bus Trip* – Discussed possible dates. Christa will check on bus availability.
- *Raffle* – Andy will work on tickets getting printed. Discussed ideas for the BIG prize. Possibilities included a reserved parking space, hotel package, gift certificate to Eastland Mall, and digital camera. Council members will talk with constituents for ideas on what they would like to win.
- **Human Resources** – There is conflicting information on how to handle sick and vacation payouts in regard to IRS regulations and 403(b) contributions. Tammy will provide final decision when it becomes available at a future meeting.
- **Campus Communication Committee** – No report.
- **Constituents Groups Committee** – Information is still being gathered from old minutes to get history straight before moving forward on this item.

## On-Going Issues

- **Distinguished Service Award** – Several nominations have been received. Martha will email the committee.
- **Release Time Memo** – Working on it.
- **Sick Leave Memo** – Discussed follow-up to question raised when President Boschini attended Council meeting. System is working as is. If you have not contributed to Sick Leave Bank, you can still apply. Appeal process is in place. At this time the Council will not pursue requesting any changes to this program. Contribution forms for the Sick Leave Bank will be sent in May.
- **SSN Committee** – Martha will check with Steve Bragg on status of committee. It was reported that Facilities Management has implemented new procedures that remove SSN from daily work sheets.
- **NCA Accreditation Teams** – Volunteers are needed for the Teams. Focus Groups will require less time commitment and could be an option for those not able to commit a substantial amount of time for a Team. The Teams will put together information and will be requesting participants to be on focus groups at a future date.
- **Domestic Partners Resolution** – Held to next meeting.

## New Business

- **Letter to Vic Boschini** – Discussed how we might thank President Boschini for his time and consideration over his tenure as President.
- **Letter to new Provost** – The Council will invite the new Provost, John Presley, to a Council meeting.
- **Invitation to Al Bowman** – The Council will invite Al Bowman, Interim President, to a Council meeting.

## Reminders

- Deadline for next OpenLines – March 4, April 1
- Conklin's Theatre Trip – April 12
- NCA Accreditation Teams – Volunteers needed.

The meeting adjourned at 1:11pm (Ron, Paul)

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