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**Illinois State University Civil Service Council (CSC) Meeting December 20, 2011**  
*Approved motion by A. Smith, second by B. Blick*

**Present:** Barb Arbogast, Seann Berrocales, Bob Blick, Tom Cotton, Jean Darnall, Christa Lawhun, Diana Nelson, Amanda Smith, Lois Soeldner, and Maureen Peel.

**Not Present:** Dara Gibson, Carol Pfoff, Andrea Rediger, Katherine Scott, Jason Taylor, and Troy Ziegler.

**Ex-Officio:** Andre Radliff and Theresa Sanchez

**Guests:** Nikki Brauer and Chuck Scott

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The meeting was called to order by chair, Jean Darnall, at 12:03 p.m. in the First Floor West Lounge of the Bone Student Center.

A motion to approve the minutes of the December 6 minutes was made by Bob Blick. The motion was seconded by Lois Soeldner.

J. Darnall introduced two guests: Chuck Scott of Facilities Management and Nikki Brauer of Health Promotion and Wellness who would offer insight into the ongoing issue regarding release time and wellness.

N. Brauer began the discussion by asking how many people have approached the Council with this concern. It was noted that although the matter was raised by one individual, it is not known whether he is speaking for others, but B. Blick indicated he has been approached by individuals in other departments.

Bauer indicated the responsibility for this policy was transferred from HR to Health Promotion and Wellness. Bauer rewrote the policy in 2010 to include the use of facilities on the ISU campus for activities. If activities are sponsored by Wellness or Campus Rec, an individual may ask for release time. Release time is intended for hourly employees. Release time consists of ninety (90) minutes per week of approved time. This time does not have to be made up. Travel time is not intended to be added to the 90 minutes. Workman's Comp is not covered during this 90 minutes. Release time can be used only once per day. The policy cannot dictate to an individual department what operational needs are. Release time is a "perk." An individual is not necessarily entitled to it. Facilities Management does not participate in release for Wellness. This Council does not have the authority to overturn a supervisor's decision regarding release time.

C. Scott explained Facilities Management chooses to allow release time for other large campus-wide activities that will benefit the greatest number of Facilities Management employees. He stated Facilities Management has a unique way of funding. Approximately 65 out of the 400 Facilities Management individuals are craft shop employees. Income has to be generated to pay those salaries, and this is partially done through the processing of work orders. There are overhead costs that need to be covered when those employees are not working. Facilities tries to provide wellness opportunities for the greatest number of people and maintain the work order process. Examples (Facilities is working with Wellness on a stretching program for the BSWs. They do lift and carpal tunnel training.) Scott indicated he has not received a request for a meeting to discuss the issue of release time, but he stated he would be more than happy to do so. A suggestion was made that he could use his State of the Department address to discuss the issue.

T. Sanchez stated she submitted last year's Holiday Party Committee for the Team Excellence Award.

Sanchez also reported she spent time with Jill Jones discussing the Council's Foundation account. She indicated the Council can use the funds in the scholarship account as it sees fit as long as the Council formally agrees on the planned use. She added that anyone can give to both the regular scholarship fund as well as the Carl Johanssen account.

M. Peel reported the winners of the Distinguished Service Award will be determined today.

L. Soeldner reported the campus collected 3½ laundry carts worth of items for the Brotherhood Tree.

The next scheduled meeting is January 3. J. Darnall suggested that date may be inconvenient as that is the first day back from the holiday break. Christa Lawhun made a motion to dispense with the January 3 meeting. Motion was seconded by Barb Arbogast. The next meeting will be held on January 17 at which time there will be a presentation from the Educating Illinois Committee.

A motion to adjourn the meeting was made by Barb Arbogast. It was seconded by Tom Cotton.

Respectfully submitted,  
Maureen K. Peel