

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
September 16, 2008

The basic purpose of the Employee Council shall be to provide civil service employees with a forum for sharing timely information and facilitating employee recognition. The Employee Council does not perform any function of organized labor and is not intended in any way to supplant collective negotiations or employee organizations provided for in RCW 41.06. <http://www.cwu.edu/~hr/minutes/purpose.doc>

AGENDA

1. Call to order
2. Changing of the Guard
3. Approval of the Minutes
4. Team of Distinction Award
5. For The Good of The Order/New Business
6. Selection of Employee of the Month
7. HR Announcement
8. Adjournment

The Employee Council of Civil Service Employees meeting in the Library, Room 152, was called to order at 2:05 p.m. by Cindy Hunt who in turn handed the meeting over to the new Chair, Elaine Ames.

APPROVAL OF THE MINUTES

Minutes from June were approved.

To view past minutes, please visit: <http://www.cwu.edu/~hr/minutes/index.html>.

WELCOME AND THANK YOUS!

Elaine thanked Tony Brown and Mari Knirck for their support of the Employee Council as their term comes to an end. Beata Miller was welcomed as the new alternate from Library Services and Academic Computing and Debbie Thomas as the delegate from Instructional Support; Unit A.

SUB COMMITTEES

Elaine discussed items coming up that the council needs to be thinking about and possibly forming sub committees. Items mentioned were:

- (HR) Employee Appreciation
- Presidents Address to Classified Staff
- Employee of the Month
- Change of By-Laws
- Team of Distinction Award
- Attending President Advisory Council
- Attending Board of Trustee meeting in Spring

Mari Knirck updated the council on the Early Childhood Learning Center (ELCL). She emailed several members of the committee, however, did not receive any response. It was suggested that we find out what Rich Corona's reaction to the letter was that the council sent regarding our support of monies needed for the ELCL and what the outcome was if any. Joe Bach will report back to the council at the October meeting.

Debbie Thomas will be phoning all groups to see who would like to be an alternate where needed. Thank you Debbie.

Cindy reported the Team of Distinction Award sub-committee met and set the grading criteria for the nominations. Two nominations have been received at this time. It was agreed the sub-committee would score the applicants and bring the top 4-5 to be voted on by the council. Nominations may be accepted through December 31, 2008.

Cindy explained the Employee of the Month election progress for the new delegates/alternates.

Phil Patzik reported that the cross walks in back of Bouillon Hall were now painted. The Parking Dept. had told Phil they would be painted in August; however, it was not done until the 1st of September. They paint the cross walks yellow so they are easier to see during the snowy months.

Debbie Thomas has agreed to head a sub-committee for recruiting more civil service employees to be involved.

SELECTION OF EMPLOYEE OF THE MONTH

The council voted on Employee of the Month for August and September. The winner for August is Linda Busch, Administrative Assistant to the Dean of Library Services. Congratulations Linda! The winner for September will be announced at a later date.

Please look for the Employee of the Month winner in the University Bulletin and on the Campus Intranet. Information is posted after the presentations and announcements have been made. See current and previous winners online: <http://www.cwu.edu/~hr/ec/index.html>.

Civil Service Employee of the Month nomination forms can be found at the Human Resources website: <http://www.cwu.edu/~hr/forms/eotmnominate.doc>. You can also call Human Resources at x1202 to obtain a nomination form. Anyone may nominate a civil service employee who has worked for Central Washington University for at least two years.

TEAM OF DISTINCTION AWARD

Announcement was made that Team of Distinction Award nomination form is now available at <http://www.cwu.edu/~hr/ec/teamawardnominate.html>.

"The purpose of the program is to give members of the university community who are concerned about improving the university's climate a positive way to direct their energy and an opportunity to connect with other university members who also want to take action to improve their community."

FOR THE GOOD OF THE ORDER/NEW BUSINESS

Elaine asked if we would like to continue having speakers at our meetings and requested suggestions. Some suggestions were: Library representative, CWU iTunes- Jane Chinn, Janet Shields from the President Search committee, and a speaker regarding Hobsons Retain (new software on campus).

Tony Brown requested having speakers on Webcam or CWU iTunes so more of the campus can see and hear the presentations.

Phil Patzik reported the ITS Department has been working on the Alert System Project and will be testing it on the ITS personnel in the near future.

Cindy thanked and gave appreciation to David Heath for stepping up and filling the position of Chair for the Employee Council for the past year and half when Rob Lowery stepped down. Thank you David!!

Kick-Off Celebration for the residence halls, Student Village South, will be held October 7, 2008 at noon in front of the Music building. Refreshments and drinks will be served. Housing is working with the contractors to see if they have a beam or something students could sign that will be a part of the structure. Student Village South will open Fall quarter, 2009.

HR ANNOUNCEMENTS

No announcements were available.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3:55 pm. The next Employee Council meeting is scheduled for Tuesday, October 21, 2008.

Present – Delegate (D), Alternate (A)

Phil Patzik, Information Technology Services – D
Sandy Sperline, Information Technology Services – A
Cindy Hunt, Instructional Support: Unit B – D
Bonnie Beekley, Instructional Support: Unit B – A
Debbie Thomas, Instructional Support Unit A – D (incoming)
Anthony Brown, Instructional Support: Unit A – D (outgoing)
Kathleen Sheldon, Student Affairs & Enrollment Management – D
Mari Knirck, Library Services and Academic Computing – D (outgoing)
Elaine Ames, Student Affairs –D
Joe Bach, Student Affairs – A
Elizabeth Inman, University Centers, D
Susan Adolfi, University Centers – A

Absent

Anna Fischer, Financial Services - D
Mary Tosch, Financial Management - A
Monica Wallace, Business Support – D
Stuart Thompson, Business Support – A
Cari Callahan, Business Support, D
Jim Bertella, Dining Services – D
David Heath, Facilities Management – D
Mark Pantano, Facilities Management, A
Dale Hubbard, Facilities Management -D
Chris Stebbins, Facilities Management – A
Dale Brubaker, Library Services and Academic Computing – A
Cookie Ringe, Student Affairs & Enrollment Management – A

If you have any questions regarding Employee Council or the Employee of the Month program, please contact your Employee Council Representative (<http://www.cwu.edu/~hr/ec/delegates.html>), or Human Resources at x1205.

Shared Leave Requests

The following individual(s) are in need of shared leave: **Gini Silva – University Housing and New Student Programs, Connie Bennett – Facilities Management, and Karen Flowers – Department of Management.**

CWU employees may donate leave to a fellow employee: 1) who is suffering from or has a relative or household member who is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition; or, 2) who has been called to service in the uniformed services; and, where the fact of either 1) or 2) has caused or is likely to cause the employee to take leave without pay or terminate his or her employment.

You may donate annual (vacation) and sick leave in eight-hour blocks. A minimum balance of 80 hours of annual leave must be maintained. Excess annual leave (that over 240 hours) that will otherwise be lost may not be donated. A minimum balance of 176 hours of sick leave must be maintained. All or a portion of your personal holiday may also be donated.

The shared leave donation form can be downloaded from the HR forms section of the Human Resources home page (http://www.cwu.edu/~hr/forms/shared_leave_donation_form.doc) or requested from the HR office by calling extension 1202. Requests to donate leave must be approved by your supervisor before forwarding to HR and are subject to approval by your department head and Human Resources.