

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
October 21, 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. Approval of the Minutes
3. Janet Shields, Presidential Search Committee
4. Sub Committee Reports
5. Team of Distinction Award
6. For The Good of The Order/New Business
7. Selection of Employee of the Month
8. HR Announcement
9. Adjournment

The Employee Council of Civil Service Employees meeting in the Library, Room 153, was called to order at 2:00 p.m. by Elaine Ames.

APPROVAL OF THE MINUTES

Minutes from September were approved with one correction regarding the abbreviation for the Early Childhood Learning Center, ECLC.

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

REPORT

Janet Shields, civil service representative, reported on the Presidential Search Committee. The committee formed last March and is made up of members from the Board of Trustees, faculty, civil service staff, exempt staff and two students. They received approximately 60 applicants, narrowing it down to 7 and finally interviewing 4. CWU hired a consultant to help with the search. Janet passed around information regarding the forum for each presidential candidate with the date and time each would be visiting CWU. She encouraged all council members to attend the forums. If you have questions concerning the candidates, you may contact Janet by email or phone.

SUB COMMITTEE REPORTS

Elaine reported for Anna Fischer regarding the Survey Committee. Anna submitted 5 questions for the survey, which brought up a discussion of the Employee Council's mission and purpose. Further discussion will take place at the November meeting.

Phil Patzik reported there has not been a Parking Advisory Meeting in the last couple months.

Joe Bach reported that he is still trying to reach Rich Corona regarding the letter the Employee Council sent supporting the ECLC. He will contact ECLC and report at the November meeting.

Elaine reported PAC meetings are held on the 1st and 3rd Wednesday of the month. She is attending these meetings and if you would like to read the minutes they can be accessed at www.cwu.edu/president. Click on "President's Cabinet PAC minutes" on the left-hand side to view the minutes.

Elaine also reported she will be attending the Board of Trustee meetings in March, April and June of 2009.

SELECTION OF EMPLOYEE OF THE MONTH

The council voted on Employee of the Month for October. The winner for October will be announced at a later date. The Employee of the Month for September was Chris Autry, Custodian for Farrell Hall. Congratulations Chris!

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.

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

Team of Distinction Award nomination form is now available at <http://www.cwu.edu/~hr/ec/teamawardnominate.html>. We will accept nominations through December 31, 2008.

"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

GUEST SPEAKER

Jane Chinn gave a presentation on CWU "iTunes for you" which has been in place for a year. You can access "iTunes U" by downloading iTunes from <http://www.apple.com>, launch iTunes and from the iTunes Store click iTunes U; on the iTunes page look for a box titled, Find Education Providers and click Universities and Colleges; locate Central Washington University.

Some of the choices available are lectures, meetings, and historical videos. We discussed the possibility of having EC guest speakers available on iTunes. If this becomes available we will report on how to access.

HR ANNOUNCEMENTS

HR is advertising for an Office Assistant III position and will begin screening on October 27, 2008.

The Employee Benefits and Wellness Fair is November 6th in the Lombard Room. Open enrollment runs from October 27 through November 30.

HR is rolling out the Workforce Enrichment Program and would like to introduce this program at one of the employee council meetings. The program covers recruitment retention, succession planning, performance management, and mentoring as well as Training and Development.

Policies and procedures are being updated and the policies are available on the President's page and on HR's page. Procedures will be available soon.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3:15 pm. The next Employee Council meeting is scheduled for Tuesday, November 18, 2008.

Present – Delegate (D), Alternate (A)

Laura Anderson, Business Support - D
Mary Tosch, Financial Management - A
Phil Patzik, Information Technology Services – D
Sandy Sperline, Information Technology Services – A
Bonnie Beekley, Instructional Support: Unit B – A
Dale Brubaker, Library Services and Academic Computing - D
Kathleen Sheldon, Student Affairs & Enrollment Management – D
Elaine Ames, Student Affairs –D
Joe Bach, Student Affairs – A
Susan Adolfi, University Centers – A

Absent

Monica Wallace, Business Support – D
Stuart Thompson, Business Support – A
Cari Callahan, Business Support, D
Jim Bertella, Dining Services – D
Brent Callahan, Dining Services - A
David Heath, Facilities Management – D
Mark Pantano, Facilities Management - A
Dale Hubbard, Facilities Management - D
Chris Stebbins, Facilities Management – A
Anna Fischer, Financial Services - D
Debbie Thomas, Instructional Support Unit A – D
Linda MacLeod-Garcia, Instructional Support – A
Cindy Hunt, Instructional Support: Unit B – D
Beata Miller, Library Services and Academic Computing - A
Cookie Ringer, Student Affairs & Enrollment Management – A
Elizabeth Inman, University Centers, D

Also Present

Jamie Thomas, Human Resources

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, Mark Walker and Connie Bennett – Facilities 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.