



CENTRAL WASHINGTON UNIVERSITY
UNIVERSITY
BULLETIN

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PRESIDENT'S CORNER

Greetings,

In this eighth in a series of columns on the topic, Here's Where We Stand, I want to discuss statewide and CWU-specific issues that have budget implications for us in the upcoming year. On August 4, I received a letter from Governor Gregoire in which she outlined a looming revenue crisis for the state and directed all state agencies to restrict hiring, energy use, out-of-state travel, and personal services contracts. In anticipation of a projected budget shortfall, I had already prepared and taken to the Board of Trustees a conservative budget for 2008-09 that carefully managed our resources. However, this directive calls for additional measures and clearly documented oversight of expenditures in certain categories. To that end, we will be asking each of you to submit a newly created form, in addition to the forms you regularly use to travel out of state, participate in meetings, and enter into personal services contracts, showing why the actions you propose should be granted an exception from the freeze the governor has recommended.



Rich Corona, Vice President, Business and Financial Affairs, has developed a form, which is available at <http://www.cwu.edu/~acctng/forms/traveljustification.pdf>. You should attach this form to the front of the regular packet of materials you submit. Once you have obtained all normally required signatures, this packet should be submitted to your division head for review and approval. The division offices will compile a record of all requests, noting which were approved and which were denied. Because division heads already approve hiring, that process will not require an additional form although, once again, the division offices will compile a record of all hiring requests and their dispositions. The vice presidents will discuss their decisions with me, and their offices will forward the records to my office for inclusion in a centralized file.

Regarding travel to meetings in the state, I am requesting that--to the degree possible--you make arrangements to be connected by telephone or by interactive video as an alternative to travel.

Regarding out-of-state travel, travel which has already been approved and for which tickets have already been purchased can go forward without additional approval. Those of you who have already filed a travel authorization form and had all necessary approvals but have not yet purchased a ticket should submit the new form with the previously approved packet of materials so that your department head can determine if the travel should continue. In cases where several university employees are slated to attend a single event, I have asked division heads to approve travel for the smallest number possible to achieve the goal of the travel. The same is true for those who are working on personal services contracts that are not yet completed.

The vice presidents and I will approve out-of-state travel and personal services contracts that are

- critical to the operation of the university,

SEPTEMBER 2008 CALENDAR

MONDAY SEPTEMBER 1

Labor Day

TUESDAY, SEPTEMBER 2

Soccer: CWU vs. Corban, 1 p.m., CWU Soccer Field

THURSDAY, SEPTEMBER 4

Central Washington University Volleyball Invitational (through Sept. 6)

Volleyball: CWU vs. St. Mary's, 7 p.m., Nicholson Pavilion,

FRIDAY, SEPTEMBER 5

Volleyball: CWU vs. Sonoma State, noon, Nicholson Pavilion
Volleyball: CWU vs. Chaminade, 7:30 p.m., Nicholson Pavilion

SATURDAY, SEPTEMBER 6

Football: CWU vs. Mesa State, 1 p.m., Tomlinson Stadium
Volleyball: CWU vs. Hawaii-Pacific, 7:30 p.m., Nicholson Pavilion

THURSDAY, SEPTEMBER 18

Volleyball: CWU vs. Montana State Billings, 7 p.m., Nicholson Pavilion
PAPSS: Arctic Chamber Orchestra, 7:30 p.m., Concert Hall, for tickets call ext. 1301

FRIDAY, SEPTEMBER 19

Wildcat Welcome Weekend (through Sunday, September 21, for a full list of events visit <http://www.cwu.edu/~housing>)
 Movers and Shakers!
 Residence halls open to new students, 9 a.m. to 3 p.m.

SATURDAY, SEPTEMBER 20

Football: CWU vs. Humboldt State, 1 p.m., Tomlinson Stadium
Volleyball: CWU vs. St. Martin's, 7 p.m., Nicholson Pavilion

MONDAY, SEPTEMBER 22

CWU Outdoor Movie: Iron Man, SURC east lawn, 8 p.m., free

TUESDAY, SEPTEMBER 23

Bite of the 'Burg (annual welcome back event for CWU students with free food from more than a dozen restaurants), 2 to 5 p.m., downtown Ellensburg

WEDNESDAY, SEPTEMBER 24

Fall Quarter Classes begin
 ASCWU-BOD Election Center (voter registration/information)
 SURC 137

- directly related to faculty or staff development,
- required by an existing grant or contract,
- essential for recruitment or retention, or
- part of a revenue-generating project.

With regard to hiring, the vice presidents and I will carefully consider each request to ensure that it meets the same requirements. I am aware that naturally occurring vacancies are not rationally distributed across units and departments, so we will be considering each vacancy on its merits and on the needs of the units or departments where the vacancy occurs.

Thank you all for doing your part to help us curtail spending in ways that have the least impact on our overall operation.

Sincerely,

Jerilyn S. McIntyre
President

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CWU TOP STORIES

NINE PROPOSALS FUNDED FOR SPHERES OF DISTINCTION

In August, President McIntyre announced the allocations to this year's Spheres of Distinction. These proposals are submitted to division heads, who then forward to the president those that are their top priorities for funding.



Each year, proposals are funded in five "spheres" that have been adopted by the Board of Trustees: Interdisciplinary Programs and Research; Preparation of Professional Educators; Programs Nurturing the Development of Students; Programs Addressing Regional Needs and Enhancing Regional Resources; and University Centers. The following proposals were chosen for funding in FY 2009:

Center for Sports Business. *Mark Pritchard, Department of Management*
This project will establish and develop a Sports Business Advisory Group composed of executives from the private, public, and nonprofit sectors of sports business to provide advice and support for a proposed new sports business curriculum.

Asian-Pacific Islander Program. *James Cook, Department of History; and Marian Lien, Diversity Education Center*
This project establishes an Asian-Pacific Islander American studies minor, a living learning community, and an outreach source for students, faculty, and community.

Washington Partnership for Career and Technical Education (CTE) Teachers and Administrators. *Jan Bowers, Family and Consumer Sciences*
This proposal seeks supplemental funding for the CTE program at CWU. The program meets the needs for professional development and supports public school teachers and administrators.

Challenge Course Collaboration. *Ryan Hopkins, University Recreation; and Ken Cohen, Department of Family and Consumer Sciences*
This initiative provides shared funding to hire an employee to teach academic courses in the Recreation and Tourism program as well as to coordinate operations for University Recreation's challenge course.

University Cohesion and Tradition Restoration Initiative. *Katie Underwood and Pedro Navarrete, ASCWU BOD*
The funding of this proposal continues the Triad program that was initiated by the Associated Students of CWU Board of Directors in 2006. The program oversees various components of CWU pride and spirit. The aim of the program is to increase school pride and participation between the student and community populations.

Arts Programming Marketing and Outreach. *Becky Watson, Public*

THURSDAY, SEPTEMBER 25
ASCWU-BOD Election Center
(voter registration/information)
SURC 137

FRIDAY, SEPTEMBER 26
Performance: Stephen Lynch, 7:30 p.m., SURC Ballroom, \$15 students, \$25 general admission, \$35 premium seating, for tickets call ext. 1301
ASCWU-BOD Election Center
(voter registration/information)
SURC 137

SATURDAY, SEPTEMBER 27
Third Annual Non-Traditional Student Welcome Carnival, 11 a.m. to 2 p.m., Science Building, east lawn
Musical performance: Musica Antiqua, 7 p.m., Recital Hall

SUNDAY, SEPTEMBER 28
Faculty recital: Jeff Snedeker, French horn, 2 p.m., Recital Hall
Faculty recital: John Pickett, piano, 7 p.m., Recital Hall

For other September 2008 calendar items, visit the [CWU Campus Calendar](#)

Editor's Note: The University Bulletin is published the final Friday of each month. The submission deadline for inclusion is the preceding Monday of each month. E-mail submissions to: loweryr@cwu.edu

Relations and Marketing; Marji Morgan, College of Arts and Humanities; and Marian Lien, Event Coordinator

This initiative supports a marketing/outreach coordinator for CWU's performing and visual arts events and improves arts marketing and outreach activities.

University Centers Program Assistant. *Margaret Badgley, University Centers and Community College Relations*

This project supports a full-time program assistant for the Transfer Academic Program Plan (TAPP), an initiative that supports seamless transition from community colleges to CWU.

Faculty Development of Online Technology. *Carmen Rahm, Information Technology Services; Tracy Pellet, Provost's Office; and David Kaufman, Multimedia Technology and Instructional Support*

This project provides professional development for faculty in the utilization of the university's Course Management System (CMS), Blackboard, course capture, and other technologies on campus, allows for incentives for faculty interested in the technology training, and supports the expansion of faculty use of campus technologies available to them.

Student Athletes as Recruiters. *Steve Rittreiser, Business Auxiliaries*

This initiative pairs CWU's off-season, student-athletes with admissions counselors in order to broaden and strengthen their leadership and public relations skills, and to increase enrollment at CWU.

McIntyre notes, "I want to congratulate this year's recipients. Each of these projects promises to move the university forward toward meeting its goals. It is both exciting and frustrating that, once again this year, there was a much larger set of outstanding proposals than there was funding to support them. I encourage those whose proposals weren't funded through the Spheres of Distinction to work with their supervisors and with the grants office to pursue alternative sources of funding, and I thank them for their work."

CWU WINS 2008 NWACC EXCELLENCE AWARD

In August, President Bush signed the Higher Education Act, which included requirements that all universities consider technologies and programs to combat illegal Peer-to-Peer (P2P) file sharing. Because of high bandwidth Internet connections available to students, it's a major issue now facing all universities. In 2004, CWU became an early innovator by beta-testing and deploying technology to help combat the improper file sharing, along with implementing numerous programs to educate students on the issues and laws surrounding copyright and intellectual property rights.



In June, CWU was recognized for its efforts by winning the Northwest Academic Computing Consortium (NWACC) Excellence Award in Technology Infrastructure. More information about CWU's award-winning program is available at <http://www.cwu.edu/~its/hugip2p.pdf>.

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HULL IS CWU'S JULY EMPLOYEE OF THE MONTH

The university's Civil Service Employee Council has named Mike Hull, Warehouse Truck Driver, Facilities Management, as July's Civil Service Employee of the Month. At a recent surprise ceremony, he received a certificate and \$125 from the president's discretionary fund, through the CWU civil service employee recognition program. Those nominating Hull noted:



- Mike is a team player and very knowledgeable with years of experience. This asset is very helpful with special campus setups and crew projects. He has spent about thirty years setting up for graduation ceremonies and tearing down after.
- Mike helped construct the new recycle boxes, which makes the recycling of cardboard much easier.
- Mike was elected to serve on the committee for union contract negotiations and put in many hours. He has also donated time to employees in the Shared Leave Program.
- He helps with the Community Christmas Basket Program by

purchasing toys and food. Mike has been a volunteer fireman for almost seventeen years [and] a 4-H leader. For years he worked with his wife introducing children to animals at the county fair.

University students, faculty, and staff, along with Ellensburg community members, are encouraged to nominate civil service employees, who are doing exceptional work, for Employee of the Month recognition. A new, streamlined nomination form is now online at www.cwu.edu/~hr/forms/eotmnominate.html.

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MOVERS AND SHAKERS NEEDED SEPTEMBER 19

University Housing and New Student Programs will officially open Central's residence halls to new students on Friday, Sept. 19. About 1,200 students are expected to arrive on campus between 9 a.m. and 3 p.m. that day.



Twelve years ago, University Housing implemented a program called Movers and Shakers, who students, faculty, staff, and community volunteers, who assist students during their first day at Central. Supervisors of CWU overtime-eligible employees who are interested in participating are asked to make accommodations for their participation, if possible, through flex time, compensatory time, or accrued annual leave. Overtime-exempt staff and faculty should coordinate their participation with their supervisor or manager.

To sign up for Movers and Shakers, visit <http://www.cwu.edu/~housing/feedback/msmailform.php>.

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CYCLING IS CENTRAL!

To reduce CWU's carbon footprint, while also promoting a healthier, greener, more energy conscious community, Central is giving away Specialized bikes to three lucky (and environmentally committed) freshmen. In August, interested students were asked to submit an e-mail essay, addressing the benefits of non-motorized transportation.



A seven-member committee--consisting of the university's Sustainability and Carbon Reduction coordinators, University Recreation and Exercise Science program directors, Industrial and Engineering Technology and Library Science professors, and CWU Foundation representative--is now reviewing those essays. Three winners will be selected and announced during the Wildcat Welcome Weekend. The winners must pledge not to bring a motorized vehicle to Ellensburg during the entire 2008-09 academic year and subsequent summer session.

The Specialized Hardrock Sport models were made available by Fred Johnston of Ellensburg's Recycle Bike Shop, who generously agreed to sell the bikes, snow tires, racks, fenders, helmets, and locks at his wholesale cost. Members of the Central community contributed the funds needed for the purchase funds. In addition, several campus groups are initiating an endowment for the project. Once endowed, bike awards will be made on an annual basis through Cycling Is Central.

To contribute, or for more information, call ext. 2179.

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MORE THAN \$9K GRANTED TO LEARN AND SERVE PROJECTS

Central's Don and Vera Duncan Civic Engagement Center received \$9,558 from Washington Campus Compact (WACC) for "Learn and Serve" projects. The CWU funding is part of nearly \$400,000 being made available to



seventeen schools in Washington and Idaho through a Learn and Serve America Higher Education grant from the Corporation for National & Community Service (CNCS).

The grant money also helped send four CWU students to the 61st National Student Congress in August in Madison, Wisc., presented by the United States Student Association (USSA). USSA helps develop current and future leaders and strengthen the student voice at the local, state, and national levels.

Learn and Serve America, a program of the CNCS, provides support to schools, higher education institutions and community-based organizations that engage students, their teachers, and others in service learning.

Established in 1992, WACC, and its thirty-five member two- and four-year colleges and universities, is committed to providing meaningful experiences for students to become active, engaged leaders in their communities, furthering the civic and public purposes of higher education and strengthening communities.

This is the third year that WACC has received funding through CNCS, the nation's largest grantor supporting service and volunteering. It's the first year that CWU has received grant funds.

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NOTICE CORNER

CLASS ACT: CENTRAL EMPLOYEES AND TUITION WAIVERS

Did you know you might be eligible to take up to eight credits here at the university, absolutely free? One of the better benefits of working at Central is the tuition waiver, which is available to all qualified permanent faculty and exempt and classified staff. In fact, all state employees, members of the Washington National Guard, and certain veterans are eligible for educational benefits as well.

This is a great way to pursue a degree to advance your career, achieve personal educational goals, or explore new worlds of wonder. Better yet, by taking classes at CWU, you can help your employer by increasing its enrollment figures. Funding for the university is dependent on student enrollment -- the higher the head count, the better the bottom line.

For more information, contact the Registrar's Office at ext. 3001.

E-MAIL VIRUS AND SCAM ALERTS

If you receive an e-mail claiming that someone has sent you an e-card and asking you to click on a link that includes "DigitalAudioPostcards" in the address, be aware that there have been reports of this link causing the printer spooler file for Windows to become corrupted, causing numerous printing problems. There are legitimate e-card companies but their provided links will not include "DigitalAudioPostcards" in the address. If you have clicked on this link and are experiencing printing problems, contact the ITS Helpdesk at ext. 2001.

In addition, e-mail is circulating at CWU that claims to be from "Messaging Center info@webteam.com," asking the recipient to provide their user name and password. It is a "phishing" scam attempting to harvest user information.

INFORMATION KIOSK RETURNS TO MUNSON HALL SITE

CWU's Parking/Information Kiosk has been moved back to the C-9 parking lot, adjacent to Munson Hall. The kiosk is open weekdays from 7:30 a.m. to 5 p.m.

PE BUILDING CLOSURES

Closures of the main entries to the Physical Education building will begin Friday, Sept. 12. The closures are designed to protect pedestrians from the spray due of cleaning, caulking, and resealing of the exterior brick walls. Signs will point to the one entry door that will always be open during the work. For more information, call ext. 3000.

NICHOLSON PAVILION LIGHTING UPGRADE

Through the end of September, Facilities Management personnel will continue upgrading the lighting in the Nicholson Pavilion parking lot (Q-14), which will include installation of new light poles. Because of the work,

intermittent closures of various sections of the parking lot will be necessary. For more information, call ext. 3317.

NEW PACKAGE SHIPMENT/COURIER SERVICE PROCEDURES IN PLACE

In order to better serve the campus, a new Package Shipment Request form has been developed and is now available from the CWU Mail Services Web site at http://www.cwu.edu/~facility/campus_mail or from the on-line Forms Directory at <http://www.cwu.edu/forms/jtop.html#mail>. This new form is to be used for all packages, including those being sent to the University Centers.

Courier service to the University Centers has been converted from weekly to on-demand. Materials will now be shipped via USPS or FedEx on a daily basis through Mail Services. The new process is expected to result in faster delivery times, reduce the opportunities for lost or incorrectly delivered items, and provide for accountability. In the event a courier is needed, the on-demand service is available. If a shipment requires courier service (i.e., computer equipment, furniture, etc.), contact Mail Services at ext. 1807.

Mail Services will evaluate each parcel based on weight, shape, destination, and customers requested delivery date as specified on the Package Shipment Request form. If a particular carrier or delivery date is not specified, Mail Services will utilize the least expensive means. For questions regarding shipping, contact Mail Services at ext. 1807.

Mailing to a University Center from campus

Mail and package labeling should continue to include the Center location, mail stop, and, if required, contact information. For parcels, complete and attach the Package Shipment Request form. Those packages should then be sent through inter-office mail or dropped off at Mail Services. If necessary, Mail Services will repackage before shipping the materials.

Mailing from a University Centers to campus or another University Centers

University Centers already utilize USPS through their community college mailing services. In cases where materials are needed immediately or cannot be sent via USPS, university center staff will use FedEx to ship materials. No additional costs will be incurred.

NEW BULLETIN BOARD ON CHANNEL 15

A full half hour of announcements from around campus is now airing daily from noon to 12:30 p.m., 5:30 to 6 p.m., and between midnight and 8 a.m. on KCWU-TV. In addition to the daily bulletin boards, 60-second news, sports, or general announcement pages are aired every half-hour. Inquiries about or submissions to the bulletin board can be made by calling ext. 1221, or by sending an e-mail to: KCWUch15@cwu.edu. Please allow two weeks for announcements to make it to air. KCWU-TV is available on Charter Cable channel 15.

CWU WASTE REDUCTION EFFORTS CONTINUING

CWU Property Management has compiled figures showing the university's continuing waste reduction efforts during 2007-08. Through recycling and other companion efforts, the following was kept out of local landfills during the last fiscal year:

- thirty-nine tons of assorted scrap metals;
- nineteen cords of mixed firewood;
- nearly eleven-and-a-half tons of computer monitors and televisions;
- more than ten tons of on-ferrous metals; and
- almost two-and-a-half tons of assorted scrap lumber.

E-LEARNING CONTRACT DISCONTINUED

The contract for CWU's participation in the Washington State Department of Personnel's E-Learning Network expired on June 30 and was not renewed. Those employees currently enrolled will continue to have full support for the duration of their one-year subscription period. Human Resources is currently researching other online and e-learning vendors that will meet CWU employee training and development needs. The campus community will be advised of any developments. For more information, call ext. 2196.

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CENTRALIGHTS

Jim DePAEPE, director, Office of Research and Evaluation, was quoted extensively for an article, titled "From Assessment to Accreditation (Software Required)," that appeared in the July 17 edition of *Inside Higher Ed*. DePaepe's quotes were gleaned from his comments as the lead panelist at a session at the 2008 BbWorld "Ideas into Actions" conference in July in Las Vegas, hosted by the course management firm Blackboard.

The Pacific Coast men's college all-star team, the Grizzlies, which included CWU rugby players Cameron **McVICKER** and Mike **NELSON**, won the National Collegiate All-Star Championship in June in Glendale, Colo. Nelson was featured on erugbynews.com for his outstanding play on the first day of the tournament. The first far-infrared laser frequency has been measured at Central by science honors student Travis **PETERSEN** and his faculty mentor Mike **JACKSON**, chair, physics. The two set up a three-laser heterodyne system to discover far-infrared laser lines. Once discovered, the frequencies of these lines were measured to an uncertainty on the order of a few parts in ten million. These laser lines serve as calibrated sources of far-infrared radiation used by scientists working in this region of the electromagnetic spectrum. The work is part of Peterson's science honors project and is funded by the National Science Foundation. Former CWU adjunct professor Karen Spears **ZACHARIAS**, journalism, has published her latest book, *Where's Your Jesus Now?* (Zondervan Press). She completed it during her appointment at CWU during winter quarter 2008 and said that input from her students helped create the cover design. The book is available through Amazon.com. Zacharias is now a columnist for the Fayetteville Observer, in Fayetteville, N.C.

CWU EMPLOYEES

The following individuals are in need of shared leave: 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 eighty 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 forms section of the HR 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.

Civil Service New Hires

Stephanie Cabrera, Custodian 1, Facilities Management; Steve Dupont, Management Analyst 2, Government Relations; Kristin Farrand, Custodian 1, Facilities Management; Debra Feinman, Information Technology Specialist 4, IT Project and Training Services; Lloyd Gage, Sports Equipment Technician, Athletics; Rachel Gordon, Program Assistant, Continuing Education; Diane Holmes, Cashier 1, Student Financial Services; Margaret Jensen, Office Assistant 2, University English as a Second Language; DeeAnn Karageorges, Fiscal Technician 1, Payroll Office; Denise Margheim, Program Assistant, Financial Aid; Mary McMillen, Sewing and Alteration Supervisor, Theatre Arts; Kristina Philipp, Secretary, Career Services; Darlene Reinbold, Secretary Senior, College of Arts and Humanities; Benjamin Sainsbury, Research Technologist 3, Geography and Land Studies; Rodney Solverson, Custodian 1, Facilities Management; Sherry Watt, Custodian 1, Facilities Management

Civil Service Job Changes

Terry Dirks, Custodian 3, Facilities Management; Gayle Mothershead, Custodian 3, Facilities Management; Stuart Thompson, Procurement & Supply Specialist 4, Business Services and Contracts; Heidi Wixson, Information Technology Specialist 3, Information Technology Services

Exempt New Hires

Sarah Friswold, Residence Hall Coordinator, University Housing and New Student Programs; Michael Mierzwinski, Residence Hall Coordinator,

University Housing and New Student Programs; Joseph Bryant, Residence Hall Coordinator, University Housing and New Student Programs; Raymond Bates, Study Abroad Advisor, International Studies and Programs; Kirk Eslinger, Director of Operations, Human Resources; Loucynda White, Financial Aid Counselor, Financial Aid

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