

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
June 17, 2004

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 WAC Chapter 251-14. <http://www.cwu.edu/~hr/minutes/purpose.doc>

AGENDA

1. Call to order
2. Approval of the Agenda/Minutes
3. Selection of Employee of the Month for June
4. Officer Elections
5. Parking Advisory Committee
6. Campus Community Building Program
7. New Employee of the Month/Year Bulletin Board
8. Adjournment/Next Meeting
9. HR Announcements

The Employee Council of Civil Service Employees meeting in Barge Hall, room 412, was called to order at 2:32 p.m., on June 17, 2004.

APPROVAL OF THE AGENDA/MINUTES

The May minutes were approved as written. To view current and previous minutes, please visit:
<http://www.cwu.edu/~hr/minutes/index.html>.

SELECTION OF EMPLOYEE OF THE MONTH FOR JUNE

The Employee of the Month winner for June has not been awarded as of yet. Please look for the winner in the upcoming August minutes.

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 1202 to obtain a nomination form. Anyone may nominate a civil service employee that has worked for Central Washington University for at least two years.

OFFICER ELECTIONS

The newly elected Employee Council Officers who take office this September are:

Chair: Rob Lowery

Vice Chair: Lisa Stowe

Publicity Coordinator: Kelly Minor

Corresponding Secretary: Crystal Whitaker

Assistant Secretary: Wanda Waldron

The Employee Council would like to welcome and congratulate the new elected representatives and alternates who begin their terms this September:

Delegate: Jan Roan, Purchasing, Business Support

Alternate: Mike Posada, Environmental Health & Safety, Business Support

Delegate: Cheryl Winston, Dining Services

Alternate: Karol Barker, Dining Services

Alternate: Sandy Sperline, Computer Support Services, Instructional Support: Unit A

Alternate: Kariann Taylor, Foreign Language, Instructional Support: Unit A

Delegate: Shirley Hood, Economics, Instructional Support: Unit B

Alternate: Lynn Borngrebe, Information Technology & Administrative Management, Instructional Support: Unit B

Delegate: Leona Lindvig, Library

Alternate: Susan Adolphi, CWU-Lynnwood, University Centers

Alternate: Karrie Hansberry, Foundation, University Relations & President

We would like to say a special "Thank You" to our current officers, representatives and alternates for a job well done!
For election information, go to: <http://www.cwu.edu/~hr/minutes/purpose.doc>.

PARKING ADVISORY COMMITTEE

The next Parking Advisory Committee Meeting has been tentatively scheduled for October.
To view the current and previous Meeting Minutes please visit: www.cwu.edu/~parking/minutes.html
For information on parking, please view their website at: <http://www.cwu.edu/~parking/>

CAMPUS COMMUNITY BUILDING PROGRAM

"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." <http://www.cwu.edu/~ccbp/>

The Employee Council encourages everyone to participate in this valuable program. If you are interested in joining or if you have any questions about the Campus Community Building Program, please contact Linda Garcia at garcial@cwu.edu.

EMPLOYEE OF THE MONTH/YEAR BULLETIN BOARD

Wanda Waldron and Crystal Whitaker completed a beautiful new display honoring the Employee of the Month/Year winners for the term April 2003-December 2003. It's in a glass case just inside the main door to Bouillon Hall near the Human Resources Office. Stop and take a look. *"Thank you, Wanda and Crystal."* You can view these winners by accessing the following website: <http://www.cwu.edu/~hr/ec/eotm/2003/index.html>

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 4:02 p.m. The next Employee Council meeting is scheduled for Thursday, August 19, 2004, in Black 228-19. The July meeting was cancelled.

Present

Brad Sparks, Facilities Management
Dorothy Tenney, Facilities Management, Acting EC Chair
Kelly Minor, Financial Services
Crystal Whitaker, Information Technology Services,
Employee Council Secretary
Lisa Stowe, Instructional Support: Unit A
Wanda Waldron, Student Affairs & Enrollment
Management
Peggy Eaton, Student Affairs & Enrollment Management
Melanie Palm, University Centers
Rob Lowery, University Relations, EC Publicity
Coordinator

Absent

Lori Wheeler, Business Support
Monica Wallace, Business Support
Judy McNeil, Dining Services
Laurie Stehle, Instructional Support: Unit B
Obie O'Brien, Multimedia Technologies and Instructional
Support

Also Present

Ona Youmans, 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 1205.

HR ANNOUNCEMENTS

HR 2005

Want up-to-date information on HR 2005 (civil service reform)? The July 2004 edition of the Washington Works newsletter, "In the Works," includes the following headlines:

New deputy to join Labor Relations Office

Steve McLain was hired on July 14 to fill the position of deputy director for the state's Labor Relations Office. This position was left vacant on June 21 when the governor named former deputy director Eva Santos to the position of chief negotiator.

July bargaining update

The governor's labor negotiators, under the direction of Eva Santos, are continuing to meet with the unions representing state employees. Proposals now have been exchanged with all unions.

Civil service rules adopted this July, effective next July.

Virtually the entire civil service code for the state of Washington has been rewritten to support the goals of a modern human resource system.

Civil service rules adopted

No matter how you look at it, the rule-writing team at the Department of Personnel (DOP) has cause to celebrate. On July 29, sixteen new chapters of rules will be put up for adoption by DOP director Gene Matt. The new rules support a modern, flexible personnel system.

Read these articles in their entirety at <http://washingtonworks.wa.gov>, or contact Human Resources (963-1202) for more information.

HR 2005: Classification system moves forward with scheduled implementation

The classification component of HR 2005 will result in approximately 2,000 civil service classes (general government and higher education) being consolidated into a series of occupational categories. The process is being implemented in phases. Group 1 will result in the transition of positions whose movement does not require any money. Although class titles may change slightly (the higher education class of Office Assistant II will become Office Assistant 2, for example), the pay range that each is assigned remain the same. And, instead of having separate specs for each class within a series, there will be one class spec which will encompass all classes within a series. As an illustration, instead of the 25 separate classes and class specs that we (higher education and general government) currently have for clerical, office support and secretarial, there will be 15 separate classes and one class spec. The details of the later groups are still being finalized. The ultimate desired structure goal is to have "levels" of work within broad occupational categories rather than individual classes. If you have questions, please review the HR 2005 web site (<http://hr.dop.wa.gov/hrreform/default.htm>) or Washington Works (<http://washingtonworks.wa.gov/>) These sites are updated regularly and have the most recent and complete information on classification and the other components of civil service reform.

Three groups of employee specifications are scheduled to move to the new classification system. The first group's specifications are scheduled for adoption this fall.

Group 1 specifications are under revision and will be available for viewing on Aug. 23. To see the list, go to <http://hr.dop.wa.gov/hrreform/classplan.htm>.

Groups 2 and 3 are proposed for implementation in 2006. The specifications for these two groups will be posted prior to adoption in spring 2005.

Once these three groups have been implemented, about half of all state employees will be in the new system. The remaining phases of the implementation will be spread over the next several years. For an overview, go to <http://hr.dop.wa.gov/hrreform/update-classplan.htm>

Shared Leave Donations

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.

The following individual is in need of shared leave: John Randall, Facilities Management Department

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. The 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/index.html> or requested from the HR office by calling 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.

Training & Development

E-learning: Convenient, accessible, and flexible, for only \$125 per year, you can take over 1000 career-skills courses. To find out more about e-learning go to <http://www.cwu.edu/~training/elearning.shtml>.

Department of Personnel: Take a look at DOP Training & Development Services at <http://hr.dop.wa.gov/training/> for a variety of affordable, professionally presented workshops.

CWU Training & Development web pages: Provide information about campus workshops, links to training resources, and a library catalog at <http://www.cwu.edu/~training>.

If you have questions, or need assistance please call Lynn Hutchins at x2288 or email hutchinl@cwu.edu.