

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
November 16, 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
4. Parking Advisory Committee
5. Campus Community Building Program
6. For the Good of The Order/New Business
7. Adjournment/Next Meeting
8. HR Announcements

The Employee Council of Civil Service Employees meeting in the Library, room 152, was called to order at 2:10 p.m., on November 16, 2004.

APPROVAL OF THE AGENDA/MINUTES

Agenda/Minutes were approved as written. To view past minutes, please visit: <http://www.cwu.edu/~hr/minutes/index.html>.

SELECTION OF EMPLOYEE OF THE MONTH

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

PARKING ADVISORY COMMITTEE

The next Parking Advisory Committee meeting is scheduled for November 18, 2004, at 3:00 p.m., in the SUB, Room 204-205.

To view the current and previous meeting minutes, please visit: <http://www.cwu.edu/~parking/minutes.html>
For information on parking, please view their website at: <http://www.cwu.edu/~parking/>, or call Kevin Higgins at 2959.

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's program is the Extra Special Over the Top Team of the Term Award. Congratulations to the CWU-Centers for being our Spring 2004 Extra Special Over the Top Team of the Term Winners!!! 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.

FOR THE GOOD OF THE ORDER / NEW BUSINESS

Pam Zupan, HR's Civil Service Reform Project Director, gave us information regarding the Washington State Civil Service Reform. For information please visit: <http://hr.dop.wa.gov/hrreform/default.htm> and <http://washingtonworks.wa.gov/>

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3:30 p.m. The next Employee Council meeting is scheduled for Tuesday, **December 14, 2004**, in the Library-Room 152.

Present – Delegate (D), Alternate (A)

Jan Roan, Business Support - D
Dorothy Tenney, Facilities Management - A
Kelly Minor, Financial Services, Employee Council Publicity Coordinator - D
Anna Fischer, Financial Services - A
Crystal Whitaker, Information Technology Services, Employee Council Secretary - D
Lisa Stowe, Instructional Support: Unit A, Employee Council Vice Chair - D
Shirley Hood, Instructional Support: Unit B - D
Diane Pellegrini, Multimedia Technologies and Instructional Support - A
Peggy Eaton, Student Affairs & Enrollment Management, Employee Council Assistant Secretary - D
Melanie Palm, University Centers - D
Susan Adolfi, University Centers - A
Rob Lowery, University Relations & President, Employee Council Chair - D

Absent

Lori Wheeler, Business Support – D
Monica Wallace, Business Support – A
Mike Posada, Business Support - A
Cheryl Winston, Dining Services - D
Karol Barker, Dining Services - A
Laury Berner, Facilities Management - D
Brad Sparks, Facilities Management - A
Jeff Goede, Facilities Management - D
Sandy Sperline, Information Technology Services - A
Kariann Taylor, Multimedia Technologies and Instructional Support - A
Lynn Borngrebe, Instructional Support: Unit B - A
Obie O'Brien, Multimedia Technologies and Instructional Support - D
Stephanie Hubbard, Student Affairs & Enrollment Management - A
Karrie Hansberry, University Relations & President's area - A

Also Present

Ona Youmans, Human Resources
Pam Zupan, 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

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: Tom Stoffle, 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/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.

E-learning is Available to CWU Employees

Take over 2000 career-skills courses for only \$125 per year. Convenient, accessible, and flexible - all you need is a computer and an internet connection to access these on-line courses that are available 24 hours a day, 7 days a week. To find out more about E-learning, link on to: www.cwu.edu/~training/elearning.shtml You may also call Lynn Hutchins in the HR Office at 2288.

The Ombuds' Office

Are you behaving? Are you and your co-workers interacting the way you'd like? Are there behaviors that help or hurt the productivity of your unit? Have you ever thought about developing a Civility Code within your workgroup? CWU Strategic Goal #6 says that, "we wish to create and sustain civil and pleasant working environments." One way to accomplish this goal is to develop a guide, or set of behaviors, that reflects the values and attitudes that are important to your group. Civility Codes, or Codes of Behavior, are informal documents, created, agreed upon, and adhered to by the group that develops it. This process usually takes 2-3 hours and works most effectively with groups of up to 12 people. Talk with your co-workers and talk with your supervisor. If it's something you'd like to do, call Donna in the Ombuds office at 963-1466 for details or scheduling.