

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
February 15, 2005

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. New Business/For the good of the order
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 2:05 p.m., on February 15, 2005.

APPROVAL OF THE MINUTES

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

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/>

For several years, the Employee Council has participated in the program by awarding quarterly a traveling trophy to a group selected as the "extra special, over the top, team of the term."

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.

NEW BUSINESS/FOR THE GOOD OF THE ORDER

Robert Ford, Campus Life/University Recreation, talked about the new SUB-Recreation Facility that plans to open in January 2006.

Membership Information: University Recreation and the new student recreation center will have membership opportunities for staff and family members (18 and older). The cost for this membership will be \$110 per quarter for faculty/staff. Summer quarter has yet to be determined. (A single day pass will cost \$7.00). Family rates and details have not yet been established. Student fees of \$95 per quarter will be included in their tuition fees. Student guests from other universities will be able to purchase a day pass with their University ID. Family members that have a membership do not need to be accompanied by the faculty/staff member (once their membership has been established). Payroll deduction is (going to be an option for staff).

Hours of operation: This facility will be open from 6 a.m. to 11 p.m., Monday through Thursday. The option for a family hour on the weekends is currently being discussed. Weekend hours have not yet been (Published).

What's included: The equipment included in the facility came out of a student survey. Facilities in the new Recreation Center include: 4 court gymnasium, elevated Jogging track, large fitness area with cardio equipment, large weight training area, 2 high impact aerobics rooms/exercise rooms that will offer classes to members, Climbing facilities, administrative offices, outdoor equipment rental (tent-n-tube), and locker rooms with personal showers. (Day care is not currently programmed as part of the facility).

If you have questions about the new facility please direct them to Robert Ford at: fordro@cwu.edu or phone

On another note, areas of the Nicholson Pavilion are scheduled for remodel. Ken Briggs will join us next month to answer questions regarding the Wellness Program.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 2:52 p.m. The next Employee Council meeting is scheduled for Tuesday, March 15, 2005, 2:00 p.m., in the Library, Room 152.

Present – Delegate (D), Alternate (A)

Jan Roan, Business Support - D
Jeff Goede, Facilities Management – 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
Sandy Sperline, Information Technology Services - A
Lisa Stowe, Instructional Support: Unit A, Employee Council Vice Chair - D
Shirley Hood, Instructional Support: Unit B – D
Cindy Hunt, Instructional Support: Unit B – A
Obie O'Brien, Multimedia Technologies and Instructional Support - D
Peggy Eaton, Student Affairs & Enrollment Management, Employee Council Assistant Secretary - D
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
Kariann Taylor, Instructional Support: Unit B - A
Diane Pellegrini, Multimedia Technologies and Instructional Support - A
Stephanie Hubbard, Student Affairs & Enrollment Management - A
Melanie Palm, University Centers - D
Susan Adolfi, University Centers - A
Karrie Hansberry, University Relations & President's area – A

Also Present

Ona Youmans, Human Resources

Robert Ford, Campus Life/University Recreation

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

EMPLOYEE COUNCIL STATEMENT OF PURPOSE & OPERATION

In accordance with action taken at the August 19, 2004, employee council meeting, Human Resources will revise effective March 1, 2005, the Employee Council of Civil Service Employees Statement of Purpose and Operation, Section B, to reflect the splitting of Student Affairs & Enrollment Management into two separate designated groups: 1) Student Affairs, and 2) Enrollment Management, to be effective September 2005. Elections for representatives and alternates of the two groups will be held during the annual Employee Council elections spring quarter, along with other designated group elections, with the winners taking office this coming fall.

HR 2005: "IN THE WORKS" HEADLINES FOR MARCH:

Personnel Reform Gets Real

Effective July 1, 2005, the new civil service rules and the new labor contracts will change the procedures for managing the state's human resources. This means changing the way the state hires, schedules, compensates, promotes and lays off employees. To read the latest news, click on the link below.

"In the Works" is a Washington Works newsletter designed to keep employees up to date on the Personnel System Reform Act of 2002 (HR 2005). Read the newsletter (current issue and archives both available) online: <http://www.washingtonworks.wa.gov/newsletter.htm>.

HR 2005 (CIVIL SERVICE REFORM) INFORMATION

HR 2005 is well underway. Civil service reform is a multi-faceted process, and often it seems there are more questions than answers. The Department of Personnel in Olympia has a webpage addressing Frequently Asked Questions about the reform process: <http://hr.dop.wa.gov/hrreform/FAQs.htm>. The civil service reform project team at CWU is currently compiling questions for their own FAQ page, which should be available in mid-March, and will be linked from their current site: <http://www.cwu.edu/~hr/csr>.

PROPOSED LEGISLATION

Ona mentioned that House Bill 1173 proposes establishing a family leave insurance program, a new partial wage replacement program. Beginning on July 2, 2006, benefits of \$250 per week for up to five weeks would be paid to employees on family leave. Premiums of 2 cents per hour worked per employee are paid by employers (or 1 cent by employer and 1 cent by employee). The program would be administered by the Department of Labor and Industries.

Below is a summary and description of the proposed bill. If passed, it would take effect 90 days after adjournment.

Establishes the family leave insurance program.

Provides for payment of benefits of \$250 per week for up to five weeks to employees on family leave

Provides for employer (or half by employer and half by employee) payment of premiums of 2 cents per hour worked per employee.

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: Angie Candido, Educational Opportunity Center

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.

Campus Committee Vacancies:

The committees listed below have civil service representative positions. The meeting and time requirements on these committees vary; some meet only as the need arises. A diverse representation on all these committees is needed. If you know someone who might be a good candidate, ask him or her if they would be willing to serve. You can volunteer to serve yourself, or nominate someone (with their approval), and then contact either Colleen Rose (1205) or your employee council delegate. A list of interested civil service employees will be compiled by the Human Resources Office and the names forwarded to Employee Council.

According to the procedures approved by the President's Cabinet on 11/8/01:

- Employee Council will prioritize the names and submit the list to the president's office by the end of spring quarter. (Local 330 will also compile their own list of interested employees, prioritize it, and send it to the president's office.)
- The president's office will forward the lists to the vice president for business and financial affairs for review and selection of classified committee members.
- The vice president will notify the person to whom the committee reports of the new appointments.
- The person to whom the committee reports will notify all new members of their appointment.
- The vice president for business and financial affairs will compile a list of all new appointments and send it to Employee Council (and Local 330).

Campus Safety and Health Committee: (Term: 1 year / Meetings scheduled as needed. Length of meetings about 1 hour.) The committee provides the environmental health and safety office (EH & S) with supportive assistance in the development of university-wide safety and health policies and procedures [per WAC 296-24-045]. Also provides assistance to EH & S in identifying unsafe conditions and practices, including recommendations to EH & S for improving accident prevention procedures. Call Ron Munson at 2252 for information.

Campus Site and Development Committee: (Term varies / Meetings scheduled as needed. Length of meetings 1 hour depending on agenda.) Provides a continuing program for development of campus facilities, advises on the assignment and utilization of space within campus buildings, and recommends policies for parking lot development and operations. Call Bill Vertrees at 1011 for information.

Classified Staff Grievance Committee: (Term: 2 years / Meetings scheduled only if grievance is filed.) Hears grievances from non-bargaining unit, classified civil service employees with permanent status in relation to misapplication of the provisions of the State Higher Education Law, Washington Personnel Resources Board rules, compensation plans or policies and procedures. Meets only as needed. Call Dennis Defa at 2267 for information.

Equal Opportunity Committee: (Term: 1 year / No vacancies until June 2007.) The committee advises the President on policy development. Call Nancy Howard at 2206 for information.

Equal Opportunity Grievance Committee: (Term: 1 year / September 30 to September 30) Members of the Equal Opportunity Grievance Committee are appointed by the President. They meet occasionally (normally 1-2 times per year) to review investigative reports resulting from complaints of illegal discrimination. The reports are prepared by the Office for Equal Opportunity. The committee determines whether or not the facts warrant a proceeding and conducts proceedings when they are warranted. The committee reports its findings and recommendations directly to the President. Call Nancy Howard at 2206 for information.

Parking Violation Appeals Board: (Term: 1 year term / Meetings are once a week. Length of meetings run 1-2 hours.) Reviews written and verbal information with regard to a parking violation and decides to either uphold the ticket, dismiss the ticket, or reduce the fine. Call Barbara Maloney at 2667 for information.

Retirement & Insurance Committee: (Term: 1-2 years / Meetings are as needed. Length of meetings run 1-2 hours.) Reviews proposed changes to retirement and insurance benefits that are under the control of the university, and makes recommendations to the VP for Business and Financial Affairs. Call Wendy Rittereiser at 2279 for information.

If you are interested in serving on one of the above committees, please let Colleen Rose in the Human Resource Office (1205) know so your name can be added to the appropriate list of those wishing to be considered for appointment.

TRAINING OPPORTUNITIES

E-learning is Available to CWU Employees

Take over 2000 career-skills courses for only \$95 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, go to: www.cwu.edu/~training/elearning.shtml You may also call Lynn Hutchins in the HR Office at x2288, or email hutchinl@cwu.edu.

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.

T&D: CWU HR-Training & Development provides current 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.