

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
March 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.

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

Civil Service Reform Discussion - Dennis Defa and Pam Zupan were invited to discuss Civil Service Reform and the relationship between the Bargaining Unit contracts and the Civil Service rules. They presented a brief overview of Civil Service Reform and explained that there would be some differences between the conditions of employment between employees covered under the

bargaining unit contracts (represented employees) and employees who would be covered under the rules (non-represented employees). The changes will go into effect on July 1, 2005, and HR will be conducting several informational meetings for employees and supervisors during May and June to explain those differences.

For further information regarding:

CWU Civil Service Reform, please visit: <http://www.cwu.edu/~hr/csr/index.html>

Dept. of Personnel Civil Service Reform, please visit: <http://hr.dop.wa.gov/hrreform/rules.htm>

Washington Works, please visit: <http://washingtonworks.wa.gov/>

Labor Relations, please visit: <http://www.cwu.edu/~hr/labor/index.html>

Current and New Bargaining Unit contracts, please visit: <http://www.cwu.edu/~hr/labor/bujobclass.html>

To determine if you are in a bargaining unit, please refer to the list of bargaining unit job classifications at <http://www.cwu.edu/~hr/labor/bujobclass.html>. Click on your job classification to find out which bargaining unit you are in, and to see the appropriate contract between the WFSE and the University.

If you have further questions, please contact:

Pam Zupan, Civil Service Reform Project Director, 963-2268 or

Dennis Defa, Director of Staff Labor and Employee Relations, 963-2267

Wellness Hour Discussion – Ken Briggs and Robert McGowan were invited to discuss the Wellness Hour. The Wellness Hour was created in 1984 for the faculty and staff to have a place to work out during the day. It was never intended to be the wellness program for the campus. It was an idea that stuck. When the new Sub Rec building opens the Wellness Hour will continue. The cost for the Wellness Hour is \$25 per quarter, used for hiring instructors and maintenance. The new Sub Rec will be able to accommodate those people who aren't available to work out at the noon hour. (See past month's minutes for information about the Sub Rec.) The Wellness Hour may be shut down while the Nicholson Pavilion is being repaired. Please visit the CWU intranet for more information as it becomes available. The Wellness Program will have limited facilities this summer (i.e. weight room and track). Cynthia Kuhlken will lead the team of volunteer directors that will be watching the facility during the Summer Wellness Hour. If you have further questions regarding the Wellness Hour Program please contact Ken Briggs at 963-1972

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3:27 p.m. The next Employee Council meeting is scheduled for Tuesday, April 19, 2005, 2:00 p.m., in the Library, Room 152.

Present – Delegate (D), Alternate (A)

Monica Wallace, Business Support – A

Jan Roan, Business Support - D

Jeff Goede, Facilities Management – D

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

Cindy Hunt, Instructional Support: Unit B – A

Obie O'Brien, Multimedia Technologies and Instructional Support - D

Diane Pellegrini, Multimedia Technologies and Instructional Support - A

Peggy Eaton, Student Affairs & Enrollment Management, Employee Council Assistant Secretary - D

Stephanie Hubbard, Student Affairs & Enrollment Management - A

Rob Lowery, University Relations & President, Employee Council Chair - D

Absent

Lori Wheeler, Business Support – D

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
Dorothy Tenney, Facilities Management - A
Kariann Taylor, Instructional Support: Unit B - A
Shirley Hood, Instructional Support: Unit B - D
Melanie Palm, University Centers - D
Susan Adolfi, University Centers - A
Karrie Hansberry, University Relations & President's area - A

Also Present

Ona Youmans, Human Resources
Dale Hubbard, Local 330 representative
Pam Zupan, Civil Service Reform Project Director, Human Resources
Dennis Defa, Director of Staff Labor and Employee Relations, Human Resources
Ken Briggs, Director of Health Education Program, Health Human Performance and Recreation
Robert McGowan, Chair, Health Human Performance and Recreation
Cynthia Kuhlken, Scientific Instructional Supervisor, Chemistry

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: "IN THE WORKS" HEADLINES FOR APRIL:

WHAT'S NEXT FOR PERSONNEL REFORM?

For the last three years, the state has been racing to prepare for implementing the 2002 Personnel System Reform Act. Now the home stretch is in sight, with just three months left until the July 1 effective date.

Will the state be ready for the dramatic changes that are coming? Yes. However, there is still a lot of work to be done in the next three months for the transition to go smoothly. 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/>

Civil Service Reform/CWU

On July 1, implementation of Civil Service Reform rules becomes a reality. HR is developing training on both the new rules and the new Bargaining Units contracts and plan to offer information sessions on both the rules and the contract in May and June. If you have questions, please call Pam Zupan at 2268 or Vicki Biscay at 2196.

As many of you know, the Department of Personnel is implementing the classification piece of CSR in what they call "groups." Group 1 classes (Information Technology, Clerical, Office Support and Secretarial, Early Childhood Program Specialist and Building Service Coordinator) have been adopted and are effective June 1, 2005. HR has been reviewing the position descriptions of incumbents in those classes and will be notifying people as to their appropriate allocations later this month). If you have questions, please call Pam Zupan at 2268 or Vicki Biscay at 2196.

Annual Service Award Program

The annual service award program for classified and exempt staff (commonly called "Appreciation Awards") will be held the afternoon of Tuesday, May 3, in the César Chávez-SUB Theatre. Anyone interested in donating flowers or cookies to the program is asked to call Colleen Rose at 1205 in the Human Resources Office.

Employees being honored this year include:

40 years: Judy Couture.

30 years: Ona Youmans, D. Steve Young, Carole Griffin, Mickle Hull.

25 years: Rebecca Huss, Nancy Vogel, Libby Street, Jean DeBusschere, Nada Lee (Dusty) Brady, David Storla, Steve Varga, Marcia Eckert, Judy Miller, Mari Hubbard, Marie Clerf, Mark Walker, Wendell Covert, Susan Van de Venter, Janet Noyes.

20 years: Jan Farrell, Pete Siller, Karen Raymond, Cookie Ringe, Marilyn Thompson, Cathy Bonjorni, Nancy Howard, Richard Corona, Waleeta Schwartz, Cheri Bader, Larry Dee Allphin, Shawn Fagalde.

15 years: Sharon Hull, Geraldine Blackmore, Alice Fulleton, Jerry Cummings, Tina Clark, Shelly Voshall, Ardath Morefield, Margaret Smith, Chris Timmons, Beata Miller, Rolanda Miller, Ed Littlefield, Becky Baker, Debbie Hunt, Kimberly Black, Linda Mahaney, Richard Johnson, Nellie Rumburg, Doug Keith, Sheri Heger, Debbie Boddy, William Miller, Loran Allen, Mark Winterer, Marlene Wilber, Tamie Howell, Thomas Hoover, Valerie Farrell, Teri Bangs, Herbert Bentz, Barry Caruthers.

10 years: Glen Prothero, Jen Gray, Dottie Louttit, Jody Baxter, Patricia Swanson, Christine Kehner, Deborah Nethery, Leslee Caul, Nicolaus Zentner, Linda Busch, Phillip Kolari, Jana Bacon, Wendy Rittreiser, Bobbi Jo Broderius, Carol Findley, Geri Palmer, Carmen Pederson, Jesse Days, Obie O'Brien, Gordon Althausen, Kevin Whitaker, Tiffany Price, Karol Barker, Michelle Cyrus, Allen Doolin, Tina Klampher.

If you were employed 10, 15, 20, 25, 30, 35, or 40 years ago, and your name is not on this list, please call Colleen Rose in Human Resources (1205) right away so she can check your status.

Do note, however, that the 10 year list is composed of those hired between July 1, 1994, and June 30, 1995; the 15 year list: July 1, 1989, and June 30, 1990; the 20 year list: July 1, 1984, and June 30, 1985; the 25 year list: July 1, 1979, and June 30, 1980, and the 30 year list: July 1, 1974, and June 30, 1975; the 35 year list: July 1, 1969, and June 30, 1970; the 40 year list: July 1, 1964, and June 30, 1965.

NEW BENEFITS WEB PAGE FOR FUTURE RETIREES

There is a new web page designed to help employees plan for retirement. If you would like information to determine whether you are on track to meet your retirement income goals, go to <http://www.cwu.edu/~hr/benefits/info/> and click on the name of your retirement plan.

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: Michael Surginer, Library

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.

Take Our Daughters and Sons to Work Day

"Take Our Daughters and Sons to Work Day" will be held on Thursday, May 19. This year the state event will be held after the national observance, so as not to create scheduling concerns for those involved with Washington Assessment of Student Learning (WASL) testing. A letter from Governor Christine Gregoire can be viewed at <http://icsew.wa.gov/todstwd/todstwd.pdf>.

"I encourage all state agencies to participate in this worthwhile program. It is a great way to show our appreciation for state employees and their children." - Governor Christine Gregoire

Departments and offices can find helpful ideas to make this a special and memorable occasion in their workplace by viewing <http://www.takeourdaughtersandsonstowork.org/>. (Please keep in mind while viewing this site that the date mentioned is for the national event rather than the date observed by Washington State employees.)

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: <http://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.