

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

The Parking Advisory Committee had a discussion regarding the parking rate increase to be effective in 2007. The time line is as follows: Fall 2006 - Negotiations with unions, Winter 2007 – Public forums, June 2007 – Presentation to Board of Trustees, Fall 2007 – Implementation of rate increase.

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 Employee Council is looking for a new trophy to replace the currently damaged one. Please contact Robert Lowery if have a trophy that you'd like to donate.

"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

Election of Employee Council Officers: Executive Committee elections will be held at the June meeting.

Strategic Planning Committee: Libby Street from the President's office discussed the new Strategic Planning and Synthesizing Committee. Kariann Taylor volunteered to be the Employee Council representative.

During academic year 2000-2001, Central Washington University developed a strategic plan to guide its actions for the five years from 2001-2006. Shortly, it will be time to revise and refresh the plan. Dr. Libby Street and Dr. David Soltz have been charged by the president to convene a Strategic Planning Synthesizing Committee much like the one that assisted with this process in 2000. The charge to the committee is stated as follows:

The Strategic Planning Synthesizing Committee, which will begin its work in fall 2005, will assist the strategic planning process by providing opportunities for the university community and constituents to comment on a set of overarching goals and to provide input about secondary goals and objectives that should focus the university's attention in the coming five years. The committee provides a variety of opportunities, including focus groups, questionnaires, on-line surveys, and other means, through which all interested parties can participate in the planning process. When acting on behalf of the committee, members are asked to set aside their personal interests and listen carefully to what other people are saying. However, committee members are invited to forward their own perspectives by attending focus groups where they are not acting as the facilitator or scribe, completing questionnaires, or through other means for input made available to others. Following clearly publicized opportunities for input, the committee will organize and synthesize the information received into a clearly articulated set of recommendations and submit them to the President's Cabinet no later than April 15, 2006. Dr. Libby Street and Dr. David Soltz will co-chair the committee.

To find out more information about the Strategic Planning Synthesizing Committee, please contact Dr. Libby Street at 963-2153.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3:36 p.m. The next Employee Council meeting is scheduled for Tuesday, June 21, 2005, 2:00 p.m., in the Library, Room 152.

Present – Delegate (D), Alternate (A)

Jan Roan, Business Support - D

Mike Posada, Business Support - A

Jeff Goede, Facilities Management – D

Kelly Minor, Financial Services, Employee Council Publicity Coordinator - D

Crystal Whitaker, Information Technology Services, Employee Council Secretary - D

Sandy Sperline, Information Technology Services - A

Kariann Taylor, Instructional Support: Unit B - A

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

Stephanie Hubbard, Student Affairs & Enrollment Management - A

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

Karrie Hansberry, University Relations & President's area – A

Absent

Lori Wheeler, Business Support – D

Monica Wallace, 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

Anna Fischer, Financial 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

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

Also Present

Ona Youmans, Human Resources
 Dale Hubbard, Local 330 Representative
 Libby Street, President's Office

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

Legislative Action on State Employee Compensation

The Legislature passed a budget on April 24 that grants pay raises to both union-represented and non-represented state employees.

- **Union-represented employees.** Receive a 3.2 percent increase effective July 1, 2005. Another increase of 1.6 percent is provided effective July 1, 2006, until June 30, 2007, when it expires.
- **Non-represented employees.** Receive a 3.2 percent increase effective September 1, 2005. Another increase of 1.6 percent is provided effective September 1, 2006, until June 30, 2007, when it expires.
- **Salary Survey.** For those employees who lag the most behind market rates (more than 25 percent) in the 2002 Department of Personnel salary survey, funding is provided to increase their pay to within 25 percent of market rate. See below.

Salary Survey: For those employees who lag the most behind market rates (more than 25%) in the 2002 Department of Personnel salary survey, funding is provided to increase pay to within 25% of market rate. This will be effective July 1, 2005, for all employees in these classes.

CWU classes impacted by state-wide range changes

CLASS TITLE	CURRENT SALARY RANGE	NEW SALARY RANGE
BOOKSTORE SUPERVISOR	35	37
BUILDINGS AND GROUNDS SUPERVISOR A	46	48
CAMPUS POLICE LIEUTENANT	59	60
CAMPUS POLICE OFFICER	49	50
CAMPUS POLICE SERGEANT	54	55
CLINICAL TECHNOLOGIST I	40	45
CONSTRUCTION COORDINATOR	51	54
CONSTRUCTION INSPECTOR	49	52
CONTROL TECHNICIAN	43	45
CONTROL TECHNICIAN LEAD	46	48
EARLY CHILDHOOD PROGRAM SPECIALIST	39	42
ELECTRICIAN - HIGH VOLTAGE	45	47
ELECTRICIAN LEAD-HIGH VOLTAGE	48	50
INSULATION WORKER	43	45
MACHINERY MASTER MECHANIC	42	46
MAINTENANCE MECHANIC I	37	39
MAINTENANCE MECHANIC II	43	45

MAINTENANCE MECHANIC LEAD	46	48
MAINTENANCE SUPERVISOR II	53	55
MATERIALS RESOURCE MANAGER A	45	46
PARKING CHECKER	33	38
PLUMBER/PIPEFITTER/STEAMFITTER	43	45
PLUMBER/PIPEFITTER/STEAMFITTER LEAD	46	48
PROGRAM MANAGER A	42	44
PROGRAM MANAGER B	47	49
RECORDS ANALYST II	38	39
SPACE ANALYST II	48	51
STEAM ENGINEER	41	43
TEACHING AIDE II	31	34
TRAFFIC GUIDE LEAD	35	40

A few additional classes with incumbents at CWU who are currently receiving special pay were included in the 2002 DOP salary survey and scheduled for increases. However, since these employees' current salaries are above the recommended ranges, the current salaries will be retained.

If you have questions about the cost of living raise or the range change for classes more than 25% behind the DOP salary survey, please call your HR Representative:

Business & Financial Affairs-ph: 1345

Student Affairs and Enrollment Management-ph: 2290 or 1345

University Relations-ph: 2212

Academic Affairs-ph: 2054 and 1286

President's areas-ph: 2270

Civil Service Reform Classification – Related Actions

The first set of classification-related actions ("Group 1") required for implementation of Civil Service Reform took effect on June 1st, with movement of certain positions into new job classes. Other positions ("Groups 2/3") are scheduled to transition to new classes on January 1, 2006. Other classified positions are likely to be included in "Group 4" but the Department of Personnel does not have much information to give us at this time. Specific job classes, by group, are listed below.

Group 1 Job Classes—CWU

EFFECTIVE JUNE 1, 2005

Current salary ranges were unchanged in the transition

Building Services Supervisor
Conference Coordinator II
Early Childhood Program Specialist
Information Technology Application Specialist I
Information Technology Application Specialist II
Information Technology Application Specialist III
Information Technology Application Specialist IV
Information Technology Application Specialist V
Information Technology System Specialist II
Information Technology System Specialist III
Information Technology System Specialist IV
Information Technology System Specialist V
Information Technology Technician I
Licensed Practical Nurse
Office Assistant I
Office Assistant II
Office Assistant III
Office Assistant Lead
Office Support Supervisor I
Office Support Supervisor II
Scheduling Center Supervisor
Secretary
Secretary Lead
Secretary Senior
Secretary Supervisor

Groups 2/3 Job Classes—CWU

EFFECTIVE JANUARY 1, 2006

SUBJECT TO CHANGE

Boldface (for example "46-50") means that the current salary range is **46** and the salary range as of 01/01/2006 is expected to be **50**)

Accountant
Accountant, Principal
Accountant, Senior
Accounting Supervisor II
Budget Analyst II - 46-50
Budget Analyst III - 50-54
Construction Coordinator - 51-54
Construction Inspector - 49-54
Custodial Services Mgr A
Custodian
Custodian Lead - 30-32
Custodian Supervisor I
Driver/Warehouse Worker
Editor III-Publications - 48-49
Fiscal Technician II
Fiscal Technician Lead
Grounds Supervisor II
Heavy Equipment Operator
Information Specialist III
Library Specialist I
Library Specialist I Supervisor
Library Technician II
Library Technician III
Library Technician Lead
Machinery Master Mechanic - 42G-48G
Mail Rater
Maintenance Custodian Lead
Maintenance Mechanic I - 37C-41G
Maintenance Mechanic II - 43G-45G
Maintenance Mechanic Lead - 46G-48G
Maintenance Supervisor II - 53G-55G
Motorized Equip Mechanic - 37G-41G
Museum/Gallery Manager
Payroll Technician
Records Analyst II - 38-38¹-39²
Scientific Instruct Technology Super
Sprinkler Maintenance Worker
Teaching Aide II - 31-34

¹ New salary range

² July 2005 salary range

Truck Driver Lead - 40G-41G
Warehouse Supervisor
Warehouse Worker I

Group 4 Job Classes Used at CWU

Lists of classes to fall in Group 4 are still being determined and the effective date has not been set. This is the information provided by the Department of Personnel: This phase will include additional low cost consolidations. An interagency task group will recommend steps for phased implementation based on agency and fiscal considerations. Specifications will be drafted throughout 2005 though may not be implemented until the 2007-09 biennium.

If you have questions on the new occupational groups, please call Pam Zupan at 2268 or Vicki Biscay at 2196.

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.

YAKIMA TRANSIT VAN POOL TO AND FROM ELLENSBURG

If you would be interested in joining a Van Pool from the Yakima area to Ellensburg and back during the work week (8:00 a.m. - 5:00 p.m. working hours), please contact either Sue Gardner or Valerie Farrell.

They are looking to obtain 12 riders for a van with some of the 12 individuals interested in driving. The monthly rate would be from \$65.00 up depending on the number of riders.

If you are not interested in joining during the summer because you work summer hours, but would be interested in joining in the fall, please consider contacting them now so they can see what kind of interest there is and whether or not they want to continue to look into setting up a Van Pool.

Valerie Farrell, Transcripts - Registrar Services, Email: farrellv@cwu.edu
Telephone: 509-963-3030

Sue Gardner, ITS - Telecommunications Services, Email: gardners@cwu.edu
Telephone: 509-963-3438

TRAINING & DEVELOPMENT

EAP Appointments in Ellensburg - The Employee Assistance Program (formerly Employee Advisory Service) has appointments available in Ellensburg. Dave Smith, Certified Employee Assistance Professional, will be in Ellensburg on June 29, 2005. Free, confidential appointments are on a first call, first served basis. For an appointment, call the Spokane EAP Office at (509) 482-3686, or E-mail for a returned call at EAS@dop.wa.gov.

Why call EAP? - If you are struggling with a problem, and unsure where to turn, EAP is a good place to start. EAP professionals provide assessment and referral services for all types of personal problems; help access needed services from employee's health care provider; and conduct supervisor consultations on how to work effectively with troubled employees. EAP helps employees with problems that might interfere with their ability to be effective on the job as well as problems of family members, which may impact the employee. Problems may include: job, interpersonal, marital, family, emotional, alcohol and/or other drugs, financial, physical, or any combination of these.

The Employee Assistance Program is provided by the Washington State Department of Personnel, and sponsored at CWU through HR Training & Development for faculty, staff, and family members of employees. To learn more about EAP go to <http://hr.dop.wa.gov/eas.html>, or pick up a brochure in Human Resources, Bouillon Hall, Room 140.