

**Central Washington University's**  
Employee Council of Civil Service Employees  
Minutes of the Meeting  
September 20, 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 RCW 41.06.*

<http://www.cwu.edu/~hr/minutes/purpose.doc>

#### **AGENDA**

1. Call to order
2. Approval of the Minutes
3. Welcome and Thank You
4. Selection of Employee of the Month
5. Parking Advisory Committee
6. Campus Community Building Program
7. For the Good of the Order/New Business
8. Adjournment/Next Meeting
9. HR Announcements

The Employee Council of Civil Service Employees meeting in Barge, room 412, was called to order at 2:04 p.m.

#### **APPROVAL OF THE MINUTES**

July Minutes were approved as written. Note: We did not have a meeting in August. To view past minutes, please visit:

<http://www.cwu.edu/~hr/minutes/index.html>.

#### **WELCOME AND THANK YOU**

The Employee Council of Civil Service Employees would like to welcome the new officers, delegates and alternates and say a BIG THANK YOU to the outgoing officers, delegates and alternates!

#### **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.

Discussed vendor permits on CWU Campus. Tabled until next meeting.

#### **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 will discuss their next steps at the October meeting.

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](mailto:garcial@cwu.edu).

#### **FOR THE GOOD OF THE ORDER/NEW BUSINESS**

Employee Council Secretary - Sandy Sperline has agreed to temporarily fill the position of Secretary until one can be appointed. If you are interested in serving as Secretary or Alternate Secretary, please notify Crystal Whitaker at 2333. (Note: You must be an on-going Delegate or Alternate to serve on the Executive Board).

#### **ADJOURNMENT/NEXT MEETING**

The Employee Council meeting was adjourned at 2:40 p.m. The next Employee Council meeting is scheduled for Tuesday, October 18, 2005, 2:00 p.m., in the Library, Room 152.

#### **Present** – Delegate (D), Alternate (A)

DeAnn Wagoner, Business Support – Incoming - A

Roberta Lowe, Business Support – Incoming – D

Dorothy Tenney, Facilities Management – Continuing - A

Dale Hubbard, Facilities Management – Incoming - D

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

Anna Fischer, Financial Services– Continuing - D

Crystal Whitaker, Information Technology Services, Employee Council Vice Chair - D

Sandy Sperline, Information Technology Services, Employee Council Acting Secretary – A

Shirley Hood, Instructional Support: Unit B – Continuing - D

Cindy Hunt, Instructional Support: Unit B – Continuing - A

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

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

Veronica Coates, Enrollment Management – Incoming - D

Paula Moffett, Student Affairs – Incoming - D

Otto, Bach, Student Affairs – Incoming – A

Susan Adolphi, University Centers – Continuing - D

Karrie Hansberry, University Relations & President's area, Employee Council Publicity Coordinator – Continuing - A

#### **Absent** – Delegate (D), Alternate (A)

Lori Wheeler, Business Support – Outgoing - D

Monica Wallace, Business Support – Outgoing - A

Jan Roan, Business Support – Continuing – D

Mike Posada, Business Support – Outgoing - A

Kirsten Hernandez, Business Support – Incoming - A

Cheryl Winston, Dining Services – Continuing - D

Karol Barker, Dining Services – Continuing - A

Laury Berner, Facilities Management – Outgoing – D

Brad Sparks, Facilities Management – Outgoing - A

Jeff Goede, Facilities Management – Continuing - D

David Heath, Facilities Management – Incoming - A

Eric Ledgard, Financial Services – Incoming - A

Lisa Stowe, Instructional Support: Unit A – Continuing - D

Kariann Taylor, Instructional Support, Unit A – Continuing - A

Diane Pellegrini, Library Services and Academic Computing – Continuing - A

Stephanie Hubbard, Enrollment Management – Continuing - A

Melanie Palm, University Centers – Outgoing - D

George Kuniyoshi, University Centers – Incoming - A

Rob Lowery, University Relations & President – Chair – Continuing - D

#### **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

### Benefits Fair

The 2006 annual open enrollment for medical and dental insurance is from October 24 through November 30. You will be receiving information at your home address regarding the Benefit Fair and the changes for 2006. The Benefit Fair will be October 26th at the Kittitas County Fair Grounds in the Fine Arts Building from 10 am to 2 pm. There are significant changes in the premiums for 2006. Please watch your home mail for this information.

### 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 individuals are in need of shared leave: Peggy Gomez, ITS. Anthony Brown, Chemistry. Lee Shapiro, Multimedia Technology and Instructional Support. Pam Scott, Public Safety and Police Services. Paula Dietrich, CWU-Wenatchee 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.

### Central Wellness Hour

If your schedule permits it, please join many of your other colleagues in the on-going pursuit of better health by attending the Central Wellness Hour during the noon hour. The cost amounts to about 25 cents a day for the quarter. It's a wonderful way to help establish a healthier and more productive lifestyle.

For more information, call or e-mail Dr. Ken Briggs at 963-1972, [briggsk@cwu.edu](mailto:briggsk@cwu.edu)

## Training & Development

**The Employee Assistance Program (EAP)** has a new home on the Web at <http://www.dop.wa.gov/eap>. This site contains EAP's monthly "Frontline Employee" and "Frontline Supervisor" newsletters for 2005, a helpful "Supervisors' Toolkit", guides and handouts on topics such as "Grief and Loss" and "Dealing with Stress", and links to a wealth of additional resources.

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, you may pick up a brochure from Human Resources in Bouillon Hall, Room 140, or get the "FAQs" at: <http://www.dop.wa.gov/Employees/EmployeeAssistanceProgram/FAQs.htm>.