

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
October 18, 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. Election of Officers for 2005-06
4. Selection of Employee of the Month
5. Parking Advisory Committee
6. Campus Community Building Program
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. by Lisa Stowe.

APPROVAL OF THE MINUTES

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

EMPLOYEE COUNCIL OFFICER ELECTIONS FOR 2005-06

Sandy Sperline has agreed to fill the position of Employee Council Secretary, and David Heath has graciously volunteered to be Alternate Secretary. Thank you, Sandy and Dave!!!

SELECTION OF EMPLOYEE OF THE MONTH

Discussion followed the voting of Employee of the Month whether a mass e-mail should be sent out campus wide about nominations for the Employee of the Month. Many students might not realize they can nominate a staff member. It was stated that the Employee of the Month information is currently on the Internet and will be listed on the Intranet in the near future.

Colleen Rose informed Employee Council that it's now time to purchase more Employee of the Month pins. Samples were shown to the Council and one was chosen for next years' winners. The Council decided that the pins should be handed out to the winners at the time of the presentation of Employee of the Month rather than at the Annual Service Award Program (Appreciation Awards) in May. Karri Hansberry will deliver pins to previous winners for this year.

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.

Lisa read a statement from the Parking Advisory Committee that the J8 parking lot (between Hertz and the new SUB-Rec buildings) may become a pay-as-you-go parking lot when the new SUB opens. The Council would like all of us to speak with our co-workers and bring feedback to the November meeting. Should it be hourly-charge 24/7? What about wedding parties or any other activity on week-ends, should the participant have to pay for parking?

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 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 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." There was discussion regarding the condition of the trophy for the "Over the Top" winner. Lisa said the trophy is back and is fixed. Al from Alnita's found a way to fix the trophy and did so without charging CWU.

Ballots were passed around for selection of the fall quarter winner. The winning group will be announced at the November meeting.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3:06 p.m. The next Employee Council meeting is scheduled for Tuesday, November 15, 2005, at 2:00 p.m. in the Library, Room 152.

Present – Delegate (D), Alternate (A)

Roberta Lowe, Business Support -D
Dale Hubbard, Facilities Management -D
David Heath, Facilities Management -A
Sandy Sperline, Information Technology Services, Employee Council Secretary– A
Lisa Stowe, Instructional Support: Unit A - D
Shirley Hood, Instructional Support: Unit B – D
Obie Obrien, Multimedia Technologies and Instructional Support - D
Veronica Coates, Student Affairs & Enrollment Management - D
Paula Moffett, Student Affairs - D
Otto, Bach, Student Affairs - A
Susan Adolfi, University Centers - A
Karrie Hansberry, University Relations & President's area, Employee Council Publicity Coordinator – A

Absent

DeAnn Wagoner, Business Support - A
Jan Roan, Business Support - D
Kirsten Hernandez, Business Support - A
Cheryl Winston, Dining Services - D
Karol Barker, Dining Services – A
Dorothy Tenney, Facilities Management - A
Jeff Goede, Facilities Management - D
Crystal Whitaker, Information Technology Services, Employee Council Vice Chair – D
Anna Fischer, Financial Services - D
Eric Ledgard, Financial Services - A
Kariann Taylor, Instructional Support, Unit A – A
Cindy Hunt, Instructional Support: Unit B – A
Diane Pellegrini, Library Services and Academic Computing - A
Stephanie Hubbard, Student Affairs & Enrollment Management - A
George Kuniyoshi, University Centers - A
Rob Lowry, University Relations & President - 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. There are significant changes in the premiums for 2006.

Flexible Spending Account

Open Enrollment for Flexible Spending Account (FSA) is October 24th through November 30th. This is an excellent opportunity for you to reduce your taxes by setting money aside through payroll deduction for eligible medical expenses for 2006.

You may elect to contribute as little as \$10 per check and as much as \$2,400 a year. The eligible expenses are quite broad and include co-pays, deductibles and many over the counter medication.

It is important that you estimate your expenses conservatively. If you do not use the entire amount you set aside by the end of the claims period (March 15, 2007) the left over funds will not be returned to you or rolled over.

For additional information and to fill out an enrollment form go to <http://www.cwu.edu/~hr/benefits/fsa/index.html>
Alternatively, you can pick up a form in Human Resources, Bouillon Hall room 140.

For additional information about the plan, the FSA website is <http://www.fbmc-benefits.com/>

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.

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

"Frontline" Newsletters: All Employee Assistance Program monthly newsletters for the years 2004 and 2005 are available online. "Frontline Employee" can be found at <http://www.dop.wa.gov/Managers/EmployeeAssistanceProgram/Newsletters/Newsletters.htm>, and "Frontline Supervisor" is at <http://www.dop.wa.gov/Managers/EmployeeAssistanceProgram/Newsletters/SupervisorNewsletters.htm>.

For more information about EAP, and what they provide, visit <http://www.dop.wa.gov/EAP/>
You may also pick up brochures in Human Resources (Bouillon 140).

E-learning for 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.html> You may also call Lynn Hutchins in the HR Office at x2288, or email hutchin@cwu.edu.

Department of Personnel: Take a look at DOP Training and Development Services at <http://www.dop.wa.gov/employees/traininganddevelopment/> 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.