

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

<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. Adjournment/Next Meeting
7. 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 Rob Lowery.

#### **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**

Crystal read statements regarding the 3 nominees for Employee of the Month. We voted and have our Employee of the Month for November. Discussion followed as to how long a name can be considered for selection. It is based on the calendar year so in reality a person has 13 chances of being a winner.

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**

Steve Rittreiser was introduced and Rob brought up the discussion of vendors having access to pedestrian malls while making deliveries on campus. Steve proceeded to tell us that as of January 2001 rules stated no vehicles should be on the malls, as they did not want interruption of student foot traffic. As we all are aware this has not been enforced. They would give out special one time occasion permits to deliver excess amount of items, example: Florists for Valentine's Day. Steve met with Jim Stanley of Valley Espresso and the Chamber Committee and feels they have come to an understanding. Permits are not issued at this time; most vendors now know and will park in designated areas to make deliveries. Example: drive through in front of Sue Lombard, 30 minutes parking in back of Bouillon Hall. To view the current and previous Parking Advisory Committee 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/>. 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 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." Ballots were passed around at the October meeting for selection of the fall quarter winner. The winning group was announced at the November meeting and at a later date the trophy will be awarded to the winner.

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

The Employee Council meeting was adjourned at 3:14 p.m. The next Employee Council meeting is scheduled for Tuesday, December 20, 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  
Anna Fischer, Financial Services – D  
Crystal Whitaker, Information Technology Services, Employee Council Vice Chair – D  
Sandy Sperline, Information Technology Services, Employee Council Secretary– A  
Lisa Stowe, Instructional Support: Unit A - D  
Shirley Hood, Instructional Support: Unit B – D  
Cindy Hunt, Instructional Support: Unit B – A  
Veronica Coates, Student Affairs & Enrollment Management - D  
Paula Moffett, Student Affairs - D  
Otto Bach, Student Affairs - A  
Susan Adolfi, University Centers – A  
Obie O'Brien, Multimedia Technologies and Instructional Support - D  
Rob Lowery, University Relations & President - D  
Karrie Hansberry, University Relations & President's area, Employee Council Publicity Coordinator – A

#### **Absent**

DeAnn Wagoner, Business Support - A  
Jan Roan, Business Support – D  
David Heath, Facilities Management -A  
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  
Eric Ledgard, Financial Services - A  
Kariann Taylor, Instructional Support, Unit A – A  
Obie O'Brien, Multimedia Technologies and Instructional Support - D  
Diane Pellegrini, Library Services and Academic Computing - A  
Stephanie Hubbard, Student Affairs & Enrollment Management - A  
George Kuniyoshi, University Centers - A

#### **Also Present**

Ona Youmans, Human Resources  
Steve Rittereiser, Public Safety and Police Services – Guest Speaker

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

### 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: Rhonda Schmidt, College of Arts and Humanities; Paula Dietrich, CWU – Wenatchee; Lee Shapiro of Multimedia Tech and Instructional Support; John Delashaw of Facilities Management.

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/forms/shared\\_leave\\_donation\\_form.doc](http://www.cwu.edu/~hr/forms/shared_leave_donation_form.doc)) or requested from the HR office by calling extension 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.

### Group 2/3 Job Class Transition

Effective January 1, 2006

#### Background

One of the results of "Civil Service Reform 2005" is a merger of Higher Education job classes and General Government job classes. Mergers are done in three primary waves beginning with the merger (Group 1) that took effect on June 1, 2005. The next merger (Group 2/3) will take effect on January 1, 2006. The final merger date and affected classes (Group 4) have not been specifically identified although we know the merger will occur within the 2007-2009 biennium.

#### Group 2/3 Job Classes

This chart highlights the Group 2/3 changes that we will see at Central on January 1<sup>st</sup>. Only the job classes that we are using now are listed. The chart is organized by the new occupational categories established by the Department of Personnel. The current job class title and salary range are listed on the left side and the new job class title and salary range are listed on the right side. In most cases, salary ranges are unchanged.

Employees in job classes with different salary ranges (lower or higher) on the merger date, January 1, 2006, will retain their current base salary and periodic increment date in accordance with Washington Administrative Code (WAC) Chapter 357-28.

If you have any questions, please call Pam Zupan at 2268 or Vicki Biscay at 2196.

Current Class Title	Current Salary Range	New Class Title	New Salary Range
Forms and/or Records Management			
Records Analyst II	39	Forms and Records Analyst 2	38
Mail Processing & Delivery Services			
Mail Rater	33	Mail Processing – Driver	33
Fiscal			
Accountant	40	Fiscal Analyst 1	40
Accountant, Principal	44	Fiscal Analyst 2	44
Accountant, Senior	50	Fiscal Analyst 3	50
Accounting Supervisor II	52	Fiscal Analyst 4	52
Budget			

Budget Analyst II	46	Budget Analyst 2	50
Budget Analyst III	50	Budget Analyst 3	54
Fiscal & Budget Support			
Fiscal Technician II	32	Fiscal Technician 2	32
Payroll Technician	32	Fiscal Technician 2	32
Fiscal Technician Lead	36	Fiscal Technician Lead	36
Warehouse Operations			
Warehouse Worker I	29 G	Warehouse Operator 1	29 G
Instructional & Classroom Support Services			
Instructional Technician II	39	Instruction & Classroom Support Tech. 3	39
Scientific Instructional Tech. Supervisor	47	Scientific Instructional Technician 4	47
Preservation & Museums			
Museum/Gallery Manager	50	Preservation & Museum Specialist 5	50
Library & Archives Paraprofessionals			
Library Technician II	31	Library & Archives Paraprofessional 1	31
Library Technician III	33	Library & Archives Paraprofessional 2	33
Library Technician Lead	35	Library & Archives Paraprofessional 3	35
Library Specialist I	39	Library & Archives Paraprofessional 4	39
Library Specialist I – Supervisor	42	Library & Archives Paraprofessional 5	42
Communications – Public Information			
Editor III – Publications	48	Communications Consultant 3	49
Information Specialist III	49	Communications Consultant 3	49
Construction Project Management			
Construction Inspector	52	Construction Project Manager 2	54
Construction Coordinator	54	Construction Project Manager 2	54
Grounds & Nursery Services			
Sprinkler Maintenance Worker	33	Grounds & Nursery Services Specialist 3	33
Grounds Supervisor II	45	Grounds & Nursery Services Specialist 6	45
Transportation Highway Maintenance & Repair			
Maintenance Supervisor II	55 G	Highway Maintenance Specialist 4	55 G
Motorized Equipment Operations & Repair			
Motorized Equipment Mechanic	38 G	Automotive Mechanic	41 G
Heavy Equipment Operator	44 G	Heavy Equipment Operator	44 G
Trades Helpers/General Maintenance			
Maintenance Mechanic I	39 G	Maintenance Mechanic 1	41 G
Maintenance Mechanic II	45 G	Maintenance Mechanic 2	45 G
Machinery Master Mechanic	46 G	Maintenance Mechanic 3	48 G
Maintenance Mechanic Lead	48 G	Maintenance Mechanic 3	48 G
Truck Drivers			
Driver – Warehouse Worker	33 G	Truck Driver 1	33 G
Truck Driver Lead	40 G	Truck Driver 3	41 G
Custodial Services			
Custodian	26	Custodian 1	26
Custodian Lead	30	Custodian 3	32
Custodian Supervisor I	32	Custodian 3	32
Maintenance Custodian Lead	32	Custodian 3	32

**Combined Fund Drive** For information, you can view the website at: <http://www.cwu.edu/~relation/how.html>

**How Can I Donate?** To research charities involved in the Combined Fund Drive, you may either go to the [GivingStation](#) and research online or contact the Combined Fund Drive by emailing [Rob Lowery](#).

The GivingStation will require a login to enter. Once you have created an account, you will also be able to make online contributions and manage your account over the Internet. All information regarding involved charities is current in the GivingStation, but if your charity isn't included online, you may still write it in!

**Ready to Donate?** Go to the [GivingStation](#), the online way to check your deductions or make changes. Have questions about how to use the online giving station? Click for the [training presentation](#) (Requires PowerPoint, 2.4 MB). If you'd rather use a form, you can receive a copy by emailing [Rob Lowery](#).

## Training & Development

**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 Training Office at x2288, or email [hutchinl@cwu.edu](mailto:hutchinl@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.