

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
January 17, 2006

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. Guest Speaker, Kariann Taylor, Strategic Planning Committee
3. Approval of the Minutes
4. Parking Advisory Committee, Guest Speaker, Kevin Higgins
5. Selection of Employee of the Month
6. Campus Community Building Program
7. For the Good of the Order/New Business
8. HR Announcements
9. Adjournment/Next Meeting

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

November, 2005, minutes were approved as written. Note: We did not have a meeting in December. To view past minutes, please visit: <http://www.cwu.edu/~hr/minutes/index.html>.

GUEST SPEAKER

Kariann Taylor, Strategic Planning Committee spoke regarding the 2007-2011 strategic plan (www.cwu.edu/president/archive/goals.html). Goals will stay the same with a few modifications. There will be workshops on the steps to reach these goals. Anyone interested in attending these workshops, please contact Kariann at #1218.

SELECTION OF EMPLOYEE OF THE MONTH

We tabled voting on January Employee of the Month, as there was only 2 nomination forms to consider. Candidates for January and February Employee of the Month will be selected at the February meeting. Nomination forms were passed out to EC members and hopefully will be taken back to the departments and passed out.

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

Kevin Higgins spoke to us regarding the parking situation on campus. Kevin introduced a graph showing us the Parking Fund Retaining Earnings, which show since 2003 the parking fund spend \$786,685 in capital outlays. Enterprise Accounting requires at least \$250,000 to be retained in the budget each year.

Kevin gave us a breakdown: parking fees counts for 53% of the budget; 38% comes from parking fines; 5% comes from daily passes. 62% of expenses go to wages, benefits and taxes, which covers the Office Manager, 2 parking attendants, 7 students, Kevin and one other full-time staff. 15% goes for repair and maintenance; 5% for leasing the Faltus Parking which goes to Alan

Faltus, and 6% for Administration overhead. The biggest part was wages, benefits, and taxes. Parking pays for snow removal, sand removal and painting lines in the parking lots, among other duties.

When the daily pass rates went up, usage dropped significantly, however, they brought in about the same monies.

For 2006-2007 staff parking will increase to \$130.00, increase of \$10.00.

For 2007-2008 staff parking will increase somewhere between \$140-\$199, still on VPBFA's desk for approval.

CWU is still less expensive than other universities in Washington State.

Kevin said there was discussion regarding J8 parking lot becoming a paid 3 hours parking lot for visitors. More discussion will be needed on this issue

Next Parking Advisory Meeting will be February 23, 2006, in Barge 304, at 3:00 p.m. If you have questions or concerns please email Elaine Ames.

To view the current and previous meeting minutes, please visit: <http://www.cwu.edu/~parking/minutes.html>

For information on parking, please view website at: <http://www.cwu.edu/~parking/>, or call Kevin Higgins at 2959.

CAMPUS COMMUNITY BUILDING PROGRAM / EMPLOYEE COUNCIL PROJECT

"The purpose of the Campus Community Building 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."

FOR THE GOOD OF THE ORDER/NEW BUSINESS

There was some discussion regarding the new SUB-Rec building. It seems to be heavily used at this point by students. Rob Lowery mentioned that even as a staff of CWU, you do need to be accompanied by a student, unless you are going to buy your own pass.

New Student Recreation Center

Q: Will the Wellness Hour Faculty/Staff/Community be impacted by the New Student Recreation Center?

A: The Student Recreation Center has been designed and developed to meet student wants and needs. Faculty & Staff memberships will be available for the Student Recreation Center, but Wellness Hour programs for Faculty, Staff, & the Community-at-large will not utilize the Student Recreation Center. The Wellness Hour is provided by the HHPR (Health, Human Performance, & Recreation) Academic Department, and they currently have no plans to alter Wellness Hour programming.

Q: Will the community-at-large be eligible to purchase Student Recreation Center memberships?

A: Community residents will not be eligible to purchase Student Recreation Center memberships. Currently proposed policies will allow a community resident to accompany a Student Recreation Center member and purchase a daily guest pass.

Q: What is the cost of a daily guest pass?

A: \$6.00. The guest is only eligible to purchase the pass when accompanied by a member of the Student Recreation Center.

Q: What are the proposed hours of operation?

A: 104 hours of operation are currently proposed on a weekly basis while classes are in session during Fall, Winter, & Spring Quarters. Reduced hours of operation will occur during breaks, summer quarter, and the early fall membership period.

Monday 6:00 am - 11:00 pm

Tuesday 6:00 am - 11:00 pm

Wednesday 6:00 am - 11:00 pm

Thursday 6:00 am - 11:00 pm
Friday 6:00 am - 11:00 pm
Saturday 10:00 am - 8:00 pm
Sunday 12:00 pm - 11:00 pm

Deadline for nominations for the State Extra Mile Award is February 24, 2006.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3:15 p.m. The next Employee Council meeting is scheduled for Tuesday, February 21, 2006, 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
Eric Ledgard, Financial Services, - A
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
Kariann Taylor, Instructional Support, Unit A -- A
Cindy Hunt, Instructional Support: Unit B – A
Obie O'Brien, Multimedia Technologies and Instructional Support – D
Veronica Coates, Enrollment Management –D
Paula Moffett, Student Affairs – D
Otto, Bach, Student Affairs – A
Rob Lowery, University Relations & President – Chair – D

Absent – Delegate (D), Alternate (A)

Jan Roan, Business Support - D
Mike Posada, Business Support – A
Kirsten Hernandez, Business Support - A
Dorothy Tenney, Facilities Management – A
Cheryl Winston, Dining Services -- D
Dan Layman, Dining Services -- A
Jeff Goede, Facilities Management -- D
David Heath, Facilities Management -- A
Shirley Hood, Instructional Support: Unit B – D
Diane Pellegrini, Library Services and Academic Computing – A
Stephanie Hubbard, Enrollment Management – A
George Kuniyoshi, University Centers – A
Susan Adolphi, University Centers -- D
Karrie Hansberry, University Relations & President's area, Employee Council Publicity Coordinator – A

Also Present

Ona Youmans, Human Resources
Traci Klein, Human Resources
Elaine Ames, University Housing and New Student Programs

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

PeopleAdmin Information

Human Resources staff are diligently working towards a March implementation of a web-based position requisition and application system for all employee groups, (classified, exempt, and faculty), developed in partnership with PeopleAdmin. All participants involved in the recruitment process, including job seekers, departments, search committees, and those providing support to search committees, will be able to perform all search functions from any computer with internet access. For those applicants without computer access there will be other options available to ensure their ability to apply for positions.

Everyone involved with this new system should find it has many advantages over our current process. Job seekers will find applying for a position at CWU easier. Hiring departments will have faster access to applicant information.

Benefits to Hiring Departments:

- Eliminate delays in the hiring process,
- Create position descriptions and submit vacancy requisitions online,
- Track the status of requisitions on line,
- Incorporate job specific screening questions to assist in screening applicants,
- Receive application materials electronically,
- Provide members of an interview team or search committee with online access to the credentials of all qualified applicants,
- Access templates from previously posted positions.

Benefits to Applicants:

- Applicants will appreciate the convenience of completing an application packet online.
- From any computer with Internet access, applicants will now be able to:
 - View open positions,
 - Complete and submit job applications for specific position,
 - Attach resumes and other supporting documents,
 - Receive immediate responses as to whether they meet minimum qualifications,
 - Track the status of positions applied for using an established password protected user account.

Initial PeopleAdmin training will begin on March 15 and will be on-going, as needed. For more information contact Eric Galbraith at ext 1345 or Pam Zupan at ext 2268.

We are very excited to be able to implement this online process and know that you will be delighted with this new system!

Nominations Sought for State Extra Mile Awards

The Washington State Productivity Board in Olympia is seeking nominations for the 2006 Extra Mile Award. The award, a part of the Public Service Recognition Week, recognizes state employees who surpass expectations for exemplary public service.

Employees must:

- * Execute an innovative solution;
- * Improve efficiency;
- * Exhibit visionary thinking;
- * Overcome great odds or disadvantages;
- * Or demonstrate personal valor or bravery.

Public Service Recognition Week, scheduled for May 1 - 5, 2006, is a national program that raises awareness about government work and encourages careers in public service. Nominations must be submitted by 5:00 PM Friday, February 24, 2006. Applications are available at http://www.secstate.wa.gov/productivityboard/doc/2006_extra_mile_nomination_form.doc

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: John Delashaw, Facilities Management Department

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.

Training & Development

E-learning for CWU Employees: Take over 2000 career-skills courses for only \$110 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.

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.