

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
March 21, 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. Approval of the Minutes
3. Intranet Discussion
4. Exempt Employee's Association, Retirement Tributes
5. Parking Advisory Committee
6. Selection of Employee of the Month
7. Campus Community Building Program
8. For the Good of the Order/New Business
9. Adjournment/Next Meeting
10. 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

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

INTRANET DISCUSSION

Terilee Germain, ITS, Networks & Operations, spoke about the Student and Faculty Intranet. Carmen Rahm, Senior VP of ITS brought the idea to CWU. Terilee and student Andrew Musselman designed and implemented the system, attaching it to GroupWise. It originally was set up to help with spamming across campus and keep viruses out of the system. Dynamic sections are: Lost and Found, which on the average has 2 hits a day; Classified Ads – average of 12 hits a day during 2005, 15 hits a day for 2006; Housing has on average 5 hits for 2005 and 6 hits for 2006. Other dynamic sections include Book Nook, President's Corner, Tech Bytes, ASCWU and CWU Dell link. According to the Dell representative, CWU has sold more computers (21) in the 1st month of the project than any other university.

EXEMPT EMPLOYEE'S ASSOCIATION, RETIREMENT TRIBUTES

Our next speaker was Nancy Howard, Chair of the Exempt Employee Association (EEA), who asked the council to consider changing the title awarded to civil service employees who qualify for recognition upon retirement to "Distinguished Employee." Currently, such civil service employees are called "Distinguished Civil Service Employees," and exempt employees are called "Distinguished Administrators." Recently, Human Resources recommended to the President's Advisory Council that exempt employees be given one of two titles, "Distinguished Administrator" or "Distinguished Professional." Nancy surveyed exempt employees for their preference. They felt that the term "Distinguished Professional" was too exclusive as there are many civil services employees who consider themselves professional employees as well. They recommended the term "Distinguished Employee" and suggested the term be used for both exempt and civil service employees who are retiring. Such a change, however, requires the support of Employee Council. After considerable discussion among council members, the consensus was to continue to maintain the title "Distinguished Civil Service Employee" in recognition of their status as civil servants. Nancy thanked the council for considering this issue.

PARKING ADVISORY COMMITTEE

Minutes to the February meeting for the Parking Advisory Meeting was passed out to EC members. Next Parking Advisory Meeting will be April 6, 2006, in Science 301, at 2:00 p.m. If you have questions, or concerns please email Elaine Ames at:

amese@cwu.edu.

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.

SELECTION OF EMPLOYEE OF THE MONTH

The council voted on Employee of the Month for March.

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.

CAMPUS COMMUNITY BUILDING PROGRAM

Council needs to set up time for the Campus Community Building Program Award to be presented to the winner of Winter Quarter.

"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.

FOR THE GOOD OF THE ORDER/NEW BUSINESS

There was nothing for The Good of the Order and no new business.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 2:55 p.m. The next Employee Council meeting is scheduled for Tuesday, April 18, 2006, 2:00 p.m., in the Library, Room 152.

Present – Delegate (D), Alternate (A)

Roberta Lowe, Business Support – D

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

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

Anna Fischer, Financial Services – D

David Heath, Facilities Management -- A

Lisa Stowe, Instructional Support: Unit A – D

Cindy Hunt, Instructional Support: Unit B – A

Shirley Hood, Instructional Support: Unit B – D

Veronica Zamora, Enrollment Management –D

Otto Bach, Student Affairs – A

Paula Moffatt, Student Affairs – D

Susan Adolfi, University Centers -- D

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

Rob Lowery, University Relations & President – Chair – D

Absent – Delegate (D), Alternate (A)

Jan Roan, Business Support – D

Mike Posoda – Business Support - A

Dale Hubbard, Facilities Management -- D

Dorothy Tenney, Facilities Management – A

Kirsten Hernandez, Business Support - A

Cheryl Winston, Dining Services -- D

Dan Layman, Dining Services -- A

Eric Ledgard, Financial Services, - A
Jeff Goede, Facilities Management -- D
Kariann Taylor, Instructional Support, Unit A -- A
Diane Pellegrini, Library Services and Academic Computing – A
Stephanie Hubbard, Enrollment Management – A
Karrie Hansberry, University Relations & President's area, Employee Council Publicity Coordinator – A
George Kuniyoshi, University Centers – A

Also Present

Sherer Holter, Human Resources
Terilee Germain, ITS, Networks & Operations
Nancy Howard, Exempt Employee's Committee

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

The following individuals are in need of shared leave: Lee Shapiro, Multimedia Technology and Instructional Support.

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.

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. All or a portion of your 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) 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.

Take Our Daughters and Sons to Work Day

"Take Our Daughters and Sons to Work Day" will be held on **Thursday, May 18**. This year the state event will be held after the national observance, so as not to create scheduling concerns for those involved with Washington Assessment of Student Learning (WASL) testing.

"I encourage all state agencies to participate in this worthwhile program. It is a great way to show our appreciation for state employees and their children." - Governor Christine Gregoire

Departments and offices can find helpful ideas to make this a special and memorable occasion in their workplace by viewing <http://www.takeourdaughtersandsonstowork.org/>. (Please keep in mind while viewing this site that the date mentioned is for the national event rather than the date observed by Washington State employees.)

ICSEW Conference

I would like to take this opportunity to encourage Washington state employees to attend the Interagency Committee of State Employed Women (ICSEW) Professional Leadership Conference, "Today's Women, Today's Leaders," May 8 through 10 in Kennewick, Washington.

The ICSEW is an advisory committee to the Governor on issues affecting state employed women. All state employees are leaders, regardless of their title, so this conference concentrates on developing the leadership potential in all attendees.

The Governor will be addressing the attendees in a welcome speech via video. Our opening keynote will focus on the topic of trust and how organizations with a high degree of trust are far more likely to make and sustain the kinds of changes that help reach their goals. Our closing speaker is Sunny Kobe Cook, founder of Sleep Country USA, and she will share her personal story of overcoming obstacles to achieve personal and professional success. Between these two speakers are 36 workshops focused on the areas of Communication, Health and Wellness and Professional Development. Numerous state workers are scheduled to present workshops including the Director of Department of Personnel, Eva Santos, and the former chair of the Commission of African/American Affairs, Zelma Maine Jackson.

This conference is a unique opportunity for employees to gain valuable skills that they can bring back and share. This investment will benefit the individual employees as well as the agency or institution as a whole. For more information and to register for the conference, visit <http://icsew.wa.gov/conferences/default.htm>.

Our goal is to have a representative from each state agency and institution. Encouraging employees to attend the ICSEW "Today's Women, Today's Leaders" conference will be a benefit to all involved.

Sincerely, Dianna Gifford, ICSEW Chair

TRAINING AND DEVELOPMENT

CWU Employee On-Line Application Training

For CWU Employees:

On-Line

Application Training

Are you interested in applying for a currently posted CWU position or future positions? Do you have questions about how to use the new on-line system as an applicant? Do you have questions about how to create an electronic application? Would you like some help? If so, come join us for some hands on training and get started with creating your own on-line application.

Training dates and times: Wednesday, April 19th at 9:00 am and Thursday, April 20th at 3:00 p.m. To register please contact Lynn Hutchins at hutchinl@cwu.edu, or call x2288.