

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
May 16, 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. Selection of Employee of the Month
4. Parking Advisory Committee
5. Campus Community Building Program
6. For the Good of the Order/New Business
7. Adjournment/Next Meeting
8. HR Announcements

The Employee Council of Civil Service Employees meeting in the Library, Room 152, was called to order by Crystal Whitaker, at 2:08 p.m.

APPROVAL OF THE MINUTES

April 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

The council voted on Employee of the Month for May.

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

The minutes to the Parking Advisory Committee meeting of May 11, 2006, were not available for posting.

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.

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 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

We will be voting for the new executive committee at the June meeting.

Lisa Stowe congratulated Anna Fischer on being honored CWU Employee of the Year. A round of applause followed.

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.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 2:28 p.m. The next Employee Council meeting is scheduled for Tuesday, June 20, 2006, 2:00 p.m., in the Library, Room 152.

Present – Delegate (D), Alternate (A)

Jan Roan, Business Support - D

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

Susan Adolfi, University Centers - D

Absent – Delegate (D), Alternate (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

Otto Bach, Student Affairs - A

Paula Moffatt, Student Affairs - D

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

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

Rob Lowery, University Relations & President – Chair - D

George Kuniyoshi, University Centers - A

Also Present

Lorraine Chavez, Human Resources

HR ANNOUNCEMENTS

VIEW YOUR PAYCHECK ON LINE WITH EMPLOYEE SELF-SERVICE

Remember to use the new Employee Link to:

- *See your paycheck on-line
- *Check your benefits enrollment
- *Verify your personal information

To access Employee Link:

- * Go to www.cwu.edu
- * Click on "Wildcat Connection" (bottom of page)
- * Log in with your Novell user name and password
- * Choose "Employee Link" from the left sidebar menu

The Employee Link Welcome page will appear

- * Click on the Self Service link (bottom of page)

For assistance with Employee Link, call the help desk at 2001.

IF YOU ARE AT ALL INTERESTED IN JOINING A VAN POOL FROM YAKIMA TO ELLENSBURG PLEASE READ THE FOLLOWING!

With the price of gas on the rise again we would like to find out if we can get enough individuals interested in a Vanpool from Yakima. We are looking only at individuals that are going to commit to riding for a one year period on a regular basis (willing to pay for an entire month even though there will be occasional days when you will have to drive yourself.) If this will not work for you through the summer but you would be interested in the fall we would also like to know that. The van that we are attempting to start will run on working hours of 8 AM to 5 PM Monday through Friday (leave Yakima approximately 7 - 7:15 and return to Yakima approximately 5:45 to 6 depending on pickup and drop off location.) We are ultimately looking for 12 riders but would be willing to start with 10. We currently have 5 definite riders. If there are enough individuals that work on a different shift (say 7 - 4) that are interested in getting a van together I can give you the contact from Yakima transit.

We would like a minimum of two individuals willing to take on the driving - they must live in the Yakima or Selah area. Drivers would ride for no charge for weeks they would drive since they are driving, and handling the fueling, maintenance and bookwork.

Below is an offer I have received from Yakima Vanpool giving the cost details and driver requirements. If you are interested please contact me at gardners@cwu.edu. Once I have a list of interested individuals we will set a meeting time - probably during the lunch hour in the sub to discuss particulars. One requirement not mentioned below is that they require 1st months payment in advance of use.

Costs for Vanpool Van to Ellensburg from Yakima.

Estimated on 75 miles per day round trip 21 work days per month (Average number of monthly work days) 75 miles times 21 days divided by 25¢ per mile = 393.73 for mileage costs.

Add \$269.00 per month Fixed Costs = \$662.75 for a month. This cost could be different if there are more or less work days in the month.) Divide the \$662.75 by the number of people in the van, if everyone is paying the same.

If there were 10 passengers the cost for the month would be \$66.28 apiece.

If the van was averaging 80 miles in the daily round trip the costs would be 80 miles times 21 days divided by 25¢ per mile = \$420. \$420 + \$269 Fixed Costs = \$689.00 for the month. And divide that by the number of people in the van.

The Fixed Cost covers insurance and replacement of the van when it is retired from service. The 25¢ mileage charge covers fuel, maintenance, oil changes, tires, etc.

Everything is paid by Vanpool. If something goes wrong with your van they have spares so there is no lapse in service. The only additional cost the group has is keeping the van clean.

Right now they are able to offer the van for ½ price the first month!! So on the 75 miles per day costs per day it would be \$331.38 for 21 days of use divided by the passengers. For 80 miles it would be only \$344.50! That's a great deal! They will do this with the understanding that we are going to run for more than just the first month.

Drivers are people in the van. They need to have very clean driving records and must provide Yakima Transit with a Complete Drivers Abstract from the Dept. of Licensing. Drivers must also complete a class that is about 3 hours. They are very careful about drivers and only people approved by Transit are allowed to drive the Vanpool vans.

If you are interested in this, please contact Sue Gardner, ph: 3439. or email: gardners@cwu.edu.

TRAINING & DEVELOPMENT

The Washington State Employee Assistance Program (formerly the Employee Advisory Service):

Dave Smith, Certified Employee Assistance Professional, will be in Ellensburg on June 28, 2006. Free, confidential appointments are on a first call, first served basis. For an appointment, call the Spokane EAP Office at (509) 482-3686 or E-mail for a returned call at daves@dop.wa.gov

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. For more information about EAP go to <http://hr.dop.wa.gov/eap.html> , or pick up a brochure in Human Resources (Bouillon 140).

Online Position Approval Process Training:

If your department is planning to fill an exempt or civil service position in the near future please join us for some training on how to start the process. Training includes information on the following areas.

- Creating a User Account
- Initiating the PD process
- Copying a position from a previous PD
- Creating a PD from scratch
- Exempt approval process
- Civil service approval process

The targeted audience is department secretaries, supervisors, and department heads. The training session is on Tuesday, June 27, 2006 from 9:00-11:00 AM. To register, contact Karol Barker at ext. 1260 or barkerk@cwu.edu. If you have questions about the training please contact Eric Galbraith at ext. 1345.