

**Central Washington University's**  
Employee Council of Civil Service Employees  
Minutes of the Meeting  
June 20, 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. Election of Officers for 2006-07
4. Selection of Employee of the Month
5. Parking Advisory Committee
6. Campus Community Building Program
7. For the Good of the Order/New Business
8. Adjournment/Next Meeting
9. 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**

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

#### **EMPLOYEE COUNCIL OFFICER ELECTIONS FOR 2006-07**

Elections were held and the results are:

Chair – Rob Lowery

Vice Chair – Roberta Lowe

Publicity Coordinator – Susan Adolfi

Secretary – Sandy Sperline

Assistant Secretary – Crystal Whitaker

Thank you, Rob, Sandy and Crystal for continuing to serve on Employee Council. Welcome aboard to the newcomers, Roberta and Susan.

#### **SELECTION OF EMPLOYEE OF THE MONTH**

The Council voted on Employee of the Month and will be awarded at a later date.

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**

Minutes to May parking meeting were passed out. Discussion followed regarding parking passes distributed by the President's Office. If you become a steward of the university, the President's Office issues a complimentary parking permit for a year.

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 Campus Community Building Program was discussed in general. Further discussion about this program will be addressed at the next Employee Council meeting.

## **FOR THE GOOD OF THE ORDER/NEW BUSINESS**

Discussion followed as to how does the Council recruit and retain Employee Council Members. Are we still serving a purpose? Do we need to revisit what it is we stand for? How should we recruit new members? We will discuss this further at a later date.

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 2:50 p.m. There will be no meeting in July. The next Employee Council meeting is changed to **Tuesday, August 1, 2006**, 2:00 p.m., ITS, room 202A, by telephone conference call. Attending members are asked to call 963-1645.

### **Present – Delegate (D), Alternate (A)**

Roberta Lowe, Business Support - D

Jan Roan, Business Support - D

Dale Hubbard, Facilities Management -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

Shirley Hood, Instructional Support: Unit B – D

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

Veronica Zamora, Student Affairs & Enrollment Management - D

Otto Bach, Student Affairs - A

Susan Adolfi, University Centers - A

Karrie Hansberry, University Relations & President's area, Employee Council Publicity Coordinator – A

Rob Lowery, University Relations & President - D

### **Absent**

Mike Posada, Business Support - A

Kirsten Hernandez, Business Support – A

David Heath, Facilities Management - A

Cheryl Winston, Dining Services - D

Dan Layman, Dining Services – A

Dorothy Tenney, Facilities Management - A

Jeff Goede, Facilities Management - D

Anna Fischer, Financial Services – D

Paula Moffatt, Student Affairs -D

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

### **Also Present**

Colleen Rose, Human Resources

## 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: Randy Parks, Conference & Retail Services, Don Allen, Information Technology Services, Debbie Hunt, Information Technology Services.

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.

### Campus Committee Vacancies: **Volunteers needed**

The committees listed below have civil service representative positions. The meeting and time requirements on these committees vary; some meet only as the need arises. A diverse representation on all these committees is needed. If you know someone who might be a good candidate, ask him or her if they would be willing to serve. You can volunteer to serve yourself, or nominate someone (with their approval), and then contact either Colleen Rose (1205) or your employee council delegate. A list of interested civil service employees will be compiled by the Human Resources Office and the names forwarded to Employee Council.

According to the procedures approved by the President's Cabinet on 11/8/01:

- Employee Council will prioritize the names and submit the list to the president's office by the end of spring quarter. (Local 330 will also compile their own list of interested employees, prioritize it, and send it to the president's office.)
- The president's office will forward the lists to the vice president for business and financial affairs for review and selection of classified committee members.
- The vice president will notify the person to whom the committee reports of the new appointments.
- The person to whom the committee reports will notify all new members of their appointment.
- The vice president for business and financial affairs will compile a list of all new appointments and send it to Employee Council (and Local 330).

**Campus Safety and Health Committee:** (Term: 1 year / Meetings scheduled as needed. Length of meetings about 1 hour.) The committee provides the environmental health and safety office (EH & S) with supportive assistance in the development of university-wide safety and health policies and procedures [per WAC 296-24-045]. Also provides assistance to EH & S in identifying unsafe conditions and practices, including recommendations to EH & S for improving accident prevention procedures. Call Ron Munson at 2252 for information.

**Campus Site and Development Committee:** (Term varies / Meetings scheduled as needed. Length of meetings 1 hour depending on agenda.) Provides a continuing program for development of campus facilities, advises on the assignment and utilization of space within campus buildings, and recommends policies for parking lot development and operations. Call Bill Vertrees at 1011 for information.

**Classified Staff Grievance Committee: 4 openings.** (Term: 2 years / Meetings scheduled only if grievance is filed.) Hears grievances from non-bargaining unit, classified civil service employees with permanent status in relation to misapplication of the provisions of the State Higher Education Law, Washington Personnel Resources Board rules, compensation plans or policies and procedures. Meets only as needed. Call Pam Zupan at 2268 for information.

**Equal Opportunity Committee:** (Term: 1 year.) The committee advises the President on policy development. Call Nancy Howard at 2206 for information.

**Equal Opportunity Grievance Committee:** Members of the Equal Opportunity Grievance Committee are appointed by the President. They meet occasionally (normally 1-2 times per year) to review investigative reports resulting from complaints of illegal discrimination. The reports are prepared by the Office for Equal Opportunity. The committee determines whether or not the facts warrant a proceeding and conducts proceedings when they are warranted. The committee reports its findings and recommendations directly to the President. Call Nancy Howard at 2206 for information.

**Parking Violation Appeals Board:** (Term: 1 year term / Meetings are once a week. Length of meetings run 1-2 hours.) Reviews written and verbal information with regard to a parking violation and decides to either uphold the ticket, dismiss the ticket, or reduce the fine. Call Barbara Maloney at 2667 for information.

**Retirement & Insurance Committee:** (Term: 1-2 years / Meetings are as needed. Length of meetings run 1-2 hours.) Reviews proposed changes to retirement and insurance benefits that are under the control of the university, and makes recommendations to the VP for Business and Financial Affairs. Call Wendy Ritterer at 2279 for information.

If you are interested in serving on one of the above committees, please contact Colleen Rose in the Human Resource Office (1205) or your employee council delegate so your name can be added to the appropriate list of those wishing to be considered for appointment.

#### Other committees:

#### **Parking Advisory Committee**

If interested in volunteering, please call Crystal at 2333, or Colleen Rose at 1205. For information, please view parking's website at: <http://www.cwu.edu/~parking/>, or call Kevin Higgins at 2959. The purpose of the Parking Advisory Board is to advise the Director of Public Safety and Police Services on matters related to parking. The Advisory Board is responsible for recommending operational actions that further the goals and objectives of the parking operations.

#### TRAINING OPPORTUNITIES

**"Frontline" Newsletters:** All Employee Assistance Program monthly newsletters for the years 2005 and 2006 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 \$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: [www.cwu.edu/~training/elearning.html](http://www.cwu.edu/~training/elearning.html). You may also call Karol Barker in the HR Office at x1260, or email [barkerk@cwu.edu](mailto:barkerk@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 Karol Barker at x1260.