

**Central Washington University's**  
Employee Council of Civil Service Employees  
Minutes of the Meeting  
August, 1, 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. Extra Special, Over-The-Top, Team of the Year Award
4. For The Good of the Order/New Business
5. Adjournment/Next Meeting
6. HR Announcements

The Employee Council of Civil Service Employees meeting, in the ITS Conference Center, Bouillon Hall, room 202A, was called to order at 2:07 p.m. For those who wished to join in did so via conference call.

**APPROVAL OF THE MINUTES**

Minutes for the June meeting were approved as written. There was no meeting in July. To view past minutes, please visit:

<http://www.cwu.edu/~hr/minutes/index.html>.

**EXTRA SPECIAL, OVER-THE-TOP, TEAM OF THE YEAR AWARD**

Rob Lowery reported the trophy for "Over the Top" winner is being repaired. The top part of the statue fell apart again. Rob has an eagle for the top which will reinforce the trophy, but it will make it look a little different.

The Extra Special, Over-The-Top, Team for 2005 will be announced in the near future. Please turn in your Team of the Year nominees for 2006 to Robert Lowery, Employee Council Chair.

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

Sherer Holter, Assistant Vice President from Human Resources, presented proposed changes to the Employee Council concerning the Civil Service Employees "Statement of Purpose and Operation." The Council subsequently approved changes involving delegates and alternatives in the represented groups. As revised, civil service employee groups of up to 75 members will each be represented on the council by one elected delegate and one elected alternate. A group of between 76 and 150 employees will be represented by two delegates and two alternates. Representation for employee groups of 151 or more will be addressed by the council if the situation arises.

**Employee Council Elections 2006-2007**

Welcome aboard new members. And welcome back continuing members.

Jan Roan, Business Support - CONTINUING - D  
Mike Posada, Business Support - CONTINUING - A  
Roberta Lowe, Business Support - CONTINUING - D  
Kirsten Hernandez, Business Support - CONTINUING - A  
Marilyn Thompson, Dining Services - INCOMING - D  
Judy McNeil, Dining Services - INCOMING - A  
Dale Hubbard, Facilities Management - CONTINUING - D  
David Heath, Facilities Management - CONTINUING - A  
George Hugo, Facilities Management - INCOMING - D  
Chris Stebbins, Facilities Management - INCOMING - A  
Anna Fischer, Financial Services - CONTINUING - D

Eric Ledgard, Financial Services - CONTINUING - A  
Crystal Whitaker, Information Technology Services - CONTINUING - D  
Sandy Sperline, Information Technology Services - CONTINUING - A  
Anthony Brown, Instructional Support: Unit A - INCOMING - D  
Kariann Taylor, Instructional Support: Unit A - INCOMING - A  
Cindy Hunt, Instructional Support: Unit B - INCOMING - D  
Bonnie Beekley, Instructional Support: Unit B - INCOMING - A  
Mari Knirck, Library Services and Academic Computing - INCOMING - D  
Dale Brubaker, Library Services and Academic Computing - INCOMING - A  
Veronica Zamora, SAEM: Enrollment Management - CONTINUING - D  
Stephanie Hubbard, SAEM: Enrollment Management - CONTINUING - A  
Paula Moffatt, SAEM: Student Affairs - CONTINUING - D  
Otto Bach, SAEM: Student Affairs - CONTINUING - A  
Susan Adolfi, University Centers - CONTINUING - D  
George Kuniyoshi, University Centers - CONTINUING - A  
Rob Lowery, University Relations & President's Areas - CONTINUING - D  
Christina Frankenfield, University Relations & President's Areas - INCOMING - A

### **ADJOURNMENT/NEXT MEETING**

The Employee Council meeting was adjourned at 2:40 p.m. The next Employee Council meeting is scheduled for Tuesday, September 19, 2006, at 2:00 p.m., in Barge 412.

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

Jan Roan, Business Support - D  
Roberta Lowe, Business Support - D  
David Heath, Facilities Management - A  
Anna Fischer, Financial Services - 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 Zamora, Student Affairs & Enrollment Management - D  
Rob Lowery, University Relations & President - D

#### **Absent**

Mike Posada, Business Support - A  
Kirsten Hernandez, Business Support - A  
Cheryl Winston, Dining Services - D  
Dan Layman, Dining Services - A  
Dale Hubbard, Facilities Management - D  
Dorothy Tenney, Facilities Management - A  
Jeff Goede, Facilities Management - D  
Crystal Whitaker, Information Technology Services, Employee Council Assistant Secretary - D  
Eric Ledgard, Financial Services - A  
Kariann Taylor, Instructional Support, Unit A - A  
Diane Pellegrini, Library Services and Academic Computing - A  
Obie O'Brien, Multimedia Technologies and Instructional Support - D  
Stephanie Hubbard, Student Affairs & Enrollment Management - A  
George Kuniyoshi, University Centers - A  
Paula Moffatt, Student Affairs - D  
Otto, Bach, Student Affairs - A  
Susan Adolfi, University Centers - A  
Karrie Hansberry, University Relations & President's area, Employee Council Publicity Coordinator - A

## **Also Present**

Sherer Holter, HR

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.htm>), 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 individual is in need of shared leave: Don Allen, 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.