

**Central Washington University's**  
Employee Council of Civil Service Employees  
Minutes of the Meeting  
November 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. 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 Roberta Lowe, at 2:04 p.m.

#### **APPROVAL OF THE MINUTES**

October 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 November. Ballots were counted and Susan Adolfi, from Des Moines Satellite Center, will be emailing everyone on the presentations of the winner.

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**

No news reported.

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**

Mari Knirck reported that there is a trophy from archive that the Council could use for the Over the Top Trophy. Rob Lowery will report back to the committee as to whether the original trophy can be repaired or not.

The Council tabled discussion regarding posthumous awards.

"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/>

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](mailto:garcial@cwu.edu).

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

David Heath has graciously agreed to be the Assistant Secretary. Thank you, David.

#### **ADJOURNMENT/NEXT MEETING**

The Employee Council meeting was adjourned at 2:27 p.m. The next Employee Council meeting is scheduled for Tuesday, December 19, 2000, 2:00 p.m., in the Library, Room 152.

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

Jan Roan, Business Support – Business Support – D

Roberta Lowe, Business Support - Employee Council Vice Chair -- D

David Heath, Facilities Management – A

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

Anna Fischer, Financial Services - D

Cindy Hunt, Instructional Support: Unit B – D

Bonnie Beekley, Instructional Support: Unit B – A

Anthony Brown, Instructional Support: Unit A - D

Mari Knirck, Library Services and Academic Computing – D

Dale Brubaker, Library Services and Academic Computing – A

Susan Adolphi, University Centers – Employee Council Publicity Coordinator – A

Christina Frankenfield, University Relations & President's Areas - A

#### **Absent**

Mike Posada, Business Support -- A

Kirsten Hernandez, Business Support -- A

Marilyn Thompson, Dining Services – D

Judy McNeil, Dining Services -- A

Dale Hubbard, Facilities Management - D

George Hugo, Facilities Management – D

Chris Stebbins, Facilities Management -- A

Eric Ledgard, Financial Services – A

Kariann Taylor, Instructional Support, Unit A – A

Stephanie Hubbard, Student Affairs & Enrollment Management - A

Veronica Zamora, Student Affairs & Enrollment Management -- D

Paula Moffett, Student Affairs -- D

Otto Bach, Student Affairs – A

George Kuniyoshi, University Centers – A

Rob Lowry, University Relations & President, Chair – D

#### **Also Present**

Sherer Holter, Human Resources

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**

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: Lisa Stowe, Chemistry Dept.

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/forms/shared\\_leave\\_donation\\_form.doc](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.

## TRAINING OPPORTUNITIES

***Generations in the Workplace:*** Employees are invited to attend "Generations in the Workplace" presentation given by Dave Smith from the "Employee Assistance Program" (EAP) on January 17, 2006, from 10 am to 12 pm. It is not uncommon to encounter four generations of employees in today's workplace. Each generation approaches work with different history, values and expectations. This presentation will familiarize participants with research findings and implications for managing different generations. To register, send an email to Brooklyn Alexander at [alexanderb@cwu.edu](mailto:alexanderb@cwu.edu) or call x2054.

***EAP Orientation:*** Employees are invited to attend "EAP Orientation" presentation given by Dave Smith from the "Employee Assistance Program" on January 17, 2006, from 1:30 pm to 3:30 pm. This is a training of general information about the EAP and how to access no-charge, confidential services available for all state employees and family members. The EA professional will discuss various kinds of resources and help EAP offers—from personal to workplace issues. Usually ends with questions and answers. To register, send an email to Brooklyn Alexander at [alexanderb@cwu.edu](mailto:alexanderb@cwu.edu) or call x2054.

The **Employee Assistance Program** is provided by the Washington State Department of Personnel, and sponsored at CWU through Human Resources-Training & Organizational Development for faculty, staff, and family members of employees. 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).

**"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>.

**T&D:** CWU Human Resources-Training & Organizational 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 Brooklyn Alexander at x2054.