

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
April 17, 2007

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. Extra Special, Over-The-Top, Team of the Year Award
6. For the Good of the Order/New Business
7. Adjournment
8. HR Announcements

The Employee Council of Civil Service Employees meeting in the Library, room 152, was called to order by David Heath at 2:10 p.m.

APPROVAL OF THE MINUTES

March minutes were approved as written. Christine Frankenfield is now the delegate from University Relations & President's area. Employee Council nominations and outcomes will be discussed at the May meeting. 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 April. The winner will be announced 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

Kevin Higgins, Public Safety and Police Services, could not attend today's meeting. David will check and see if Kevin plans on attending the May meeting to discuss parking issues and the rise in parking permits for next 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.

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

The Council members discussed this award and will get the word out for nominations and the winner for 2007 to be announced early in 2008.

"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/~ccbpl/>

FOR THE GOOD OF THE ORDER/NEW BUSINESS

Roberta spoke with Judy McNeil, alternate for Dining Services regarding the attendance to the meetings. Judy would like to be removed from the Council roster. She also tried contacting Marilyn Thompson with no response. David contacted Chris Stebbins and George Hugo and Chris has decided he no longer wants to be on the Council.

Discussion followed regarding combining Dining Services with Business Support. Christine suggested keeping it the way it is as Dining Services may have different issues or concerns than the Business Support area. It was suggested contacting Dining Services to see if another time would work better for their delegate and alternate to attend the meetings. It was also suggested the Council meet at Dining Services for a lunch meeting, hoping that the Dining Service members could join us then. We could purchase our lunch or brown bag it.

It was brought up that none of the Council members received a phone call the day before the meeting to remind us of the meeting. The possibility was discussed that an email be sent out to all representatives as a reminder and those upcoming members that may not have access to email should receive a phone call.

The Council discussed how we may get more people to come or volunteer to join the Employee Council. Several thoughts and suggestions were discussed. It may be beneficial to send out a notice on the Intranet letting people know of upcoming speakers and/or subjects we will be discussing. We all have heard talk about the parking issues from our co-workers who may be interested in attending a meeting with Kevin Higgins speaks. The Parking Committee meets on April 25 so Kevin will have information for us.

Christine announced the Retiree Reception will be held May 9th in Barge 412 from 3:00-5:00 pm. The RPZ zone on surrounding streets will be lifted to accommodate people attending the reception.

Cindy Hunt suggested having name tags placed in front of those attending the meetings so we can address each other by name. Colleen Rose will have a student in HR work on this project.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3:15 p.m. The next Employee Council meeting is scheduled for Tuesday, May 15, 2007, 2:00 p.m., in the Library, Room 152.

Present – Delegate (D), Alternate (A)

Roberta Lowe, Business Support – D

David Heath, Facilities Management -- A

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

Phil Patzik, Information Technology Services - A

Cindy Hunt, Instructional Support: Unit B – D

Bonnie Beekley, Instructional Support: Unit B – A

Mari Knirck, Library Services and Academic Computing – D

Christine Frankenfield, University Relations & President - D

Susan Adolfi, University Centers -- D

Absent – Delegate (D), Alternate (A)

Jan Roan, Business Support – D

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
Anna Fischer, Financial Services – D
Eric Ledgard, Financial Services, - A
Tony Brown, Instructional Support: Unit A – D
Karianne Taylor, Instructional Support: Unit A – A
Dale Brubaker, Library Services and Academic Computing - A
Veronica Zamora, Enrollment Management –D
Stephanie Hubbard, Enrollment Management – A
Paula Moffatt, Student Affairs – D
Otto Bach, Student Affairs – A
George Kuniyoshi, University Centers – A

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 Requests

The following individual(s) are in need of shared leave: **Don Allen, Information Technology Services, Mary Varner, Music Department, Imal Mohamed, Registrar Services and Van Le, Business Auxiliary Custodial Services.**

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.

Training & Development

Four Steps to Clear Communication

Based on the work of Marshall B. Rosenberg, PhD, and the Center for Nonviolent Communication, this class presents a communication model of honesty and empathy to help create an environment where conflict can be resolved. It teaches us how to avoid language that creates resentment or lowers self-esteem and uses compassion as a motivator rather than fear, guilt or shame. Join us to experience this life-enriching model for speaking and listening. Facilitator: Donna Kramer, Ombuds Department, ombuds@cwu.edu, ext. #1466. Please call Donna with any questions. This class is free-of-charge for CWU staff and faculty. 6 Hours total class - presented 2 hours per week for 3 weeks.

1:30 - 3:30 p.m. - Tuesday, May 15, 2007 - SURC, Room 140

1:30 - 3:30 p.m. - Tuesday, May 22, 2007 - SURC, Room 202

1:30 - 3:30 p.m. - Tuesday, May 29, 2007 - SURC, Room 140

To register, email Colleen Rose at crose@cwu.edu or call extension 1202.

Performance Management: Performance & Development Planning - Pt 1

Date: Tuesday, May 15, 2007, 8:00 a.m. - 12:00 p.m., SURC, room 202. Facilitator: Michael Horne, Training and Development Administrator

Performance management reminds us that being busy is not the same as producing results. One of your most important roles as a supervisor is to assess the performance of your staff and to support their professional growth and development. A well-designed and implemented system will assist in preparing job descriptions, succession planning, as well as individual identification of employee skills and talents. This class will help you understand CWU's Performance and Development Plan and enable you to maintain positive communication about work performance through dialogue, documentation, and feedback. For more information about this class, please go to page 17 of the Training and Development Catalog located at <http://www.cwu.edu/~training/>.

To register, email Colleen Rose at crose@cwu.edu or call extension 1202.