

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
May 15, 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. Campus Community Building Program
7. Adjournment/Next Meeting
8. HR Announcements

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

APPROVAL OF THE MINUTES

Minutes from April were approved as corrected. 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. 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 was unable to attend this meeting. David Heath will try and schedule Kevin for a later date. No news from the committee. 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 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 THE GOOD OF THE ORDER/NEW BUSINESS

Christine Frankenfield has accepted an exempt position so will be unable to attend upcoming Employee Council meetings. Kelly Larson will become the new Delegate for the University Relations & President's Area.

Christine announced appointments for standing committees are now being accepted. There are approximately 20 committees needing representatives (3 year terms) from specific departments. David will gather names of interested Civil Service Employees and forward them on the President's Office. See the Human Resources Announcement section below for a list of those committees.

Anthony Brown announced the upcoming "Sources" in the Science building begins next week.

On May 22, 2007, "Appreciation Awards Ceremony" will be held. David will not be able to attend so Sherer Holter will present his items.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 2:45 p.m. The next Employee Council meeting is scheduled for Tuesday, June 19, 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
Anthony Brown, Instructional Support: Unit A – D
Cindy Hunt, Instructional Support: Unit B – D
Bonnie Beekley, Instructional Support: Unit B – A
Dale Brubaker, Library Services and Academic Computing - A
Paula Moffatt, Student Affairs - D
Otto Bach, Student Affairs - A
Susan Adolphi, University Centers - A
Christine Frankenfield, University Relations & President – D

Absent

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
Kariann Taylor, Instructional Support: Unit A – A
Mari Knirck, Library Services and Academic Computing – D
Veronica Zamora, Student Affairs & Enrollment Management - D
Stephanie Hubbard, Student Affairs & Enrollment Management - 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

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: (1 volunteer needed for the Union civil service vacancy) (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: (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 Angela Beaudry at 2267 for information.

Equal Opportunity Committee: (2 volunteers needed: one civil service female and one civil service male) (Term: 1 year.) The Equal Opportunity Committee advises the President on current and proposed nondiscrimination policies, reviews the university's annual affirmative action program and recommends action oriented programs to increase the university's success, and serves as a conduit for equal opportunity/affirmative action issues coming from the university community. Call Nancy Howard at 2206 for information.

Equal Opportunity Grievance Committee: 2 volunteers needed: one civil service female and one civil service male) 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: (2 civil service volunteers needed) (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.

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.

Shared Leave Requests

The following individual(s) are in need of shared leave: **Don Allen, Information Technology Services; Imal Mohamed, Registrar Services; Randy Parks, Business Auxiliary Custodial Services; Adrienne Grasher, Dining Services; and Kerry Green, Information Technology 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 OPPORTUNITIES

Introducing the E-Learning Network

If you are looking to continually enhance your overall effectiveness within your department, then it is time to consider e-learning through CWU's **E-Learning Network**. Whether you need to improve your customer services skills, participate in management and supervisor development, or receive training on the latest technology information, the answer is as close as your computer.

The **E-Learning Network** provides the most comprehensive and current content offering in the e-learning industry at an affordable cost of only \$135 per employee for one full year of unlimited training courses.

With online courses from the **E-Learning Network**, you will have everything you need for formal training and instant problem solving. Plus, you are able to take the online courses at your worksite, interrupt the training, and then return at a later time to continue where you left off.

The E-Learning Network currently has more than 2,700 courses and supports more than 90 certification exams. For more information regarding the **E-Learning Network**, go to <http://www.cwu.edu-training> or call the Human Resources Department at extension 1202.

Did You Know...

The **Training and Development Catalog** on the Human Resources website has a brand new look. We've made significant adjustments to provide easier access and navigation to the classes, programs, and services important to you. Please take a look and share your feedback with us.

We also have some great programs scheduled for July:

- Coaching Essentials for Today's Leaders
- Keys to Supervision: An Orientation
- Importance of Documenting Performance
- Preventing Discrimination in the Workplace
- Customer Service Excellence
- Selection Interviewing
- Performance Management: PDP Part 2

There are several classes offered throughout the balance of the year through Human Resources, Information Technology, and other departments. These programs were designed to meet your needs, as well as your staff. It is also a great resource to use when developing performance expectations for PDPs. For more information, go to <http://www.cwu.edu-training> or call the Human Resources Department at extension 1202.