

**Central Washington University's**  
Employee Council of Civil Service Employees  
Minutes of the Meeting  
September 18, 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. Welcome, Introduction, and Thank You
4. Selection of Employee of the Month
5. Parking Advisory Committee
6. Safety Issues
7. Extra Special, Over-The-Top, Team of the Year Award
8. Adjournment/Next Meeting
9. HR Announcements

The Employee Council of Civil Service Employees meeting in Barge 412, was called to order at 2:05 p.m., by David Heath.

## **APPROVAL OF THE MINUTES**

Minutes from July were approved. There was no August meeting. All meetings will now be held in the Library, Room 152, at 2:00 p.m., the 3rd Tuesday of the month. To view past minutes, please visit: <http://www.cwu.edu/~hr/minutes/index.html>.

## **WELCOME, INTRODUCTION, AND THANK YOU**

Dave welcomed new delegates and alternates. We went around the room introducing ourselves. Out-going delegates and alternatives were thanked, although none were present. Roberta Lowe was thanked for her great job as Vice-Chair last year and she will still join us as the delegate from Business Support.

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

The council voted on Employee of the Month for September. The winner will be announced at a later date.

We discussed revamping the nomination form for Employee of the Month. A copy of the nomination form was passed around and it was asked how the nominations were received and reviewed. The nominations are sent to Colleen Rose in the Human Resources; she inserts their hire date to the form and forwards them to the committee. The committee then reviews them, chooses three for the council to vote on and sends them on to David Heath, who then presents them to the council. We will take another look at the forms in October. The council will also look at revising the form the supervisor fills out.

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**

The parking committee will not meet until later this quarter. CWU transit will be changing its' schedules and routes to accommodate more students and staff. Elaine Ames mentioned that Chestnut Street may be curbed and resurfaced sometime in the near future.

A lengthy discussion followed regarding the continuing rise for campus parking. Elaine Ames reported that parking has no excess money and costs of maintaining the lots are continuing to rise. Someone suggested a sliding scale for faculty/staff employees. It was decided this idea would not work. The parking department has not received much feedback due to the increase in parking rates.

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.

### **SAFETY ISSUES**

The council has discussed in previous meetings, the matter of water over the parking lot/crosswalk in Parking Lot G15, east of Bouillon Hall during the winter months. Dave will keep looking further into this matter.

It was asked why the crosswalks are painted yellow on campus, while the city crosswalks are white. Elaine Ames thought it was probably a safety issue during the winter months when it snows and the white lines would be hard to see. She will check further into this matter when the Parking Committee meets.

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

Information regarding the form for the Extra-Special, Over-The Top, Team of the Year Award was passed out. Discussion followed on how to revamp this form. What criteria for this award do we want on this form? We will bring ideas to the October meeting.

"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."

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

The council discussed ideas on programs/speakers for the meetings and Mari Knirck has agreed to be the contact person. Her email is [knirckm@cwu.edu](mailto:knirckm@cwu.edu). The council will be looking at new ideas to bring more people to take part in the council meetings. It was asked if we could bring off-campus organizations and Dave will look into this.

Each member attending the meeting received a copy of the "Central Washington University Employee Council of Civil Service Employees Statement of Purpose and Operation" and was asked to look the document over and bring ideas and concerns to the October meeting.

Roberta Lowe reported from HR Dept., letters of the 3.2% increase will be going out in this Friday's afternoon mail.

The Combined Fund Drive will kick off today.

November 15, 2007, the Benefit Fair will be on Campus.

New Orientation for Civil Service Employees will be sometime next week, no date announced.

### **ADJOURNMENT/NEXT MEETING**

The Employee Council meeting was adjourned at 3.23 p.m. The next Employee Council meeting is scheduled for Tuesday, October 16, 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

Phil Patzik, Information Technology Services – D

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

Anthony Brown, Instructional Support: Unit A – D

Cindy Hunt, Instructional Support: Unit B – D

Bonnie Beekley, Instructional Support: Unit B – A

Mari Knirck, Library Services and Academic Computing – D

Dale Brubaker, Library Services and Academic Computing – A

Kathleen Sheldon, Student Affairs & Enrollment Management – D

Cookie Ringe, Student Affairs & Enrollment Management - A  
Elaine Ames, Student Affairs – D  
Joe Bach, Student Affairs – A  
Elizabeth Inman, University Centers - D  
Kelly Zakel-Larson, University Relations & President - D

**Absent**

Monica Wallace, Business Support – D  
Stuart Thompson, Business Support – A  
Cari Callahan, Business Support - A  
Marilyn Thompson, Dining Services – D  
Judy McNeil, Dining Services – A  
Mark Pantano, Facilities Management - A  
Dale Hubbard, Facilities Management - D  
Chris Stebbins, Facilities Management – A  
Anna Fischer, Financial Services - D  
Mary Tosch, Financial Services – A  
Kariann Taylor, Instructional Support, Unit A – A  
Susan Adolfi, 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**

**Employee Benefits and Wellness Fair**

Employee Benefits and Wellness Fair will be held on November 15, 2007, 10:00 a.m. to 2:00 p.m., in the SURC Ballroom. Flu shots will be available for \$30 (cash or check only). (Reimbursement Forms will be available which may be submitted to the employee's insurance provider for a full reimbursement.) The fair is held in November, which is open enrollment for changes to insurance plans to be effective January 1, 2008. More information to follow.