

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
January 15, 2008

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

The Employee Council of Civil Service Employees meeting in the Library, Room 152, was called to order at 2:03p.m., by David Heath.

APPROVAL OF THE MINUTES

Minutes from December were approved.

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 January. The winner will be announced at a later date. Cindy Hunt reported that the nomination pool was very small for Employee of the Month.

Cindy passed out the on-line draft form for nominating Employee of the Month. Following a discussion a motion was made, seconded, and passed to accept the form. Cindy will now send it to Colleen Rose in HR to put on-line.

It was brought to the Council's attention again regarding the status when an Employee of the Month leaves the university to pursue other interests, should he/she still be eligible for Employee of the Year. A lengthy discussion followed and it was moved, seconded and voted that the employee is eligible for Employee of the Year should they leave CWU.

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.html>. 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.

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."

FOR THE GOOD OF THE ORDER/NEW BUSINESS

Bill Vertrees was our guest speaker. He stated Dean Hall would be completed in the middle of September of this year. Anthropology and Geography Departments will be relocating to Dean Hall. This has been a \$22 million dollar project. Next summer minor renovations will be done in Lind and Farrell due to the relocation of the two departments.

Bill spoke about the on-going renovation of Nicholson Pavilion. The new scoreboards and new seats have been installed. Contractors are working on the new floor at this point. There will be no classes held in Nicholson spring quarter and no activities until after July 4, 2008.

Student Village House will be built in the empty lot east of the tennis courts, north of the Music Building. It will be 4 stories and will house 480 beds. The residence Hall should open by fall of 2009.

Courson and Muzzell will be coming down early this spring. The dorms were built upside down so have cables from floor to floor which are attached to concrete and bolted together. It is more cost effective to have them "mechanical de-constructed" then to implode them. Facilities will meet with the contractors and start demolition March and April. Sometime in April the heavy equipment will be brought in. It will take 30 days per building to completely demolish. The parking Kiosk will move down to the Old University Auto lot on Pearl and University Way during demolition.

Bill was asked what is going to happen to the old SUB and he stated Information Technology Services will eventually be relocated there. Much renovation will need to be done and is anticipated the move will be completed sometime in 2013.

David Heath will send out a campus wide email regarding a Civil Service Representative for the Presidential Search Committee. All interested civil service employees need to email their interest to David.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3:15 p.m. The next Employee Council meeting is scheduled for Tuesday, February 19, 2:00 p.m., in the Library, Room 152.

Present – Delegate (D), Alternate (A)

David Heath, Facilities Management – D

Anna Fischer, Financial Services - D

Phil Patzik, Information Technology Services – D

Sandy Sperline, 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

Elizabeth Inman, University Centers – D

Susan Adolphi, University Centers - A

Absent

Monica Wallace, Business Support – D

Stuart Thompson, Business Support – A

Roberta Lowe, Business Support - D

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
Mary Tosch, Financial Management - A
Anthony Brown, Instructional Support: Unit A – D
Kariann Taylor, Instructional Support, Unit A – A
Dale Brubaker, Library Services and Academic Computing – A
Elaine Ames, Student Affairs – D
Joe Bach, Student Affairs – A
Kathleen Sheldon, Student Affairs & Enrollment Management – D
Cookie Ringe, Student Affairs & Enrollment Management - A
Kelly Zakel-Larson, University Relations & President - D

Also Present

Sherer Holter, Human Resources
Bill Vertrees, Guest Speaker

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: **Nancy Jo Tutino – Accounting.**

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.