

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
February 19, 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 for February
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 2:05p.m. by David Heath.

APPROVAL OF THE MINUTES

Minutes from January were approved with one correction. Kathleen Sheldon was present at January's 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 February. The winner will be announced at a later date.

The council discussed whether an employee could be nominated for Employee of the Month more than once. The council passed a motion to add the following statement to the EOM form: "has not been an Employee of the Month in the past 24 months". Another motion was passed to add a link on the new EOM form. The link is to the list of previous EOM winners.

A motion was passed to amend the language in one sentence of the procedures for selection of the Civil Service Employee of the Year Committee. The sentence now reads: One of the five positions "**may**" (rather than "**shall**") be a previous civil service Employee of the Year recipient serving as the person from their division.

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

A motion was passed to begin creating the online form for the ESOTTTOTYA. Cindy and Mari will begin working on the form and will e-mail to the council members, so they can incorporate changes and complete the form at the next council 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

Richard DeShields, Senior Director for University Housing and New Student Programs was our guest speaker. Since 2004, a Comprehensive Plan for Housing has been developed on a 30 year plan. He spoke about the closing of Muzzall and Courson and that most residence housing on campus were built in the 1950’s and either need replacing or extensive renovation done. Student Village South will open Fall of 2009 with 477 beds to replace Courson and Muzzall. This is a bonded project and the building is expected to last 30 years. There will also be 200 parking stalls around the new buildings. Student Village South will have wireless access throughout the buildings as well as a multi-purpose room which can be used as a class room, study rooms on each floor, and a retail space (example, a coffee shop, extension of the Campus Book Store and other possibilities).

Barto Hall will possibly be replaced and open in Fall of 2011. Renovation of Getz/Short Apartments will take place in 2013 and Moore Hall renovation will be in 2015. Proposed funding for renovation projects is 75% new construction monies, and a rate hike for students of 8% in FY08 (approx. \$25.00 per quarter) and another 8% in FY09. These projected room and board rates are in line with other institutions.

We have compiled a list of possible speakers for the President’s Address on April 14, 2008. A motion was passed to add to the current list with voting to take place during the March meeting.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3.20 p.m. The next Employee Council meeting is scheduled for Tuesday, March 18, 2:00 p.m., in the Library, Room 152.

Present – Delegate (D), Alternate (A)

Cari Callahan, Business Support – A
David Heath, Facilities Management – D
Phil Patzik, Information Technology Services – D
Sandy Sperline, 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
Mari Knirck, Library Services and Academic Computing – D
Kathleen Sheldon, Student Affairs & Enrollment Management – D
Joe Bach, Student Affairs – A
Susan Adolfi, University Centers – A
Kelly Zakel-Larson, University Relations & President – D

Also Present

Sherer Holter, Human Resources
Richard DeShields – Guest Speaker

Absent

Monica Wallace, Business Support – D
Stuart Thompson, Business Support – A
Roberta Lowe, Business Support – D
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 Management – A
Kariann Taylor, Instructional Support, Unit A – A
Dale Brubaker, Library Services and Academic Computing – A
Elaine Ames, Student Affairs – D
Cookie Ringer, Student Affairs & Enrollment Management – A
Elizabeth Inman, University Centers – D

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

April 22, 2008 the Appreciation Awards Presentation

A committee has been established to look into the possibility of having a Mentoring Program on campus.

Shared Leave Requests

The following individual(s) are in need of shared leave:

Nancy Jo Tutino – Accounting,
Connie Bennett - Facilities Management,
Gayle Mothershead - Facilities Management,
Paulette Bond – Theatre Arts.

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.