

**Central Washington University's**  
Employee Council of Civil Service Employees  
Minutes of the Meeting  
April 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 for February
4. Team of Distinction 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 2:05 p.m. by Cindy Hunt.

**APPROVAL OF THE MINUTES**

Minutes from March 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 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 x1202 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 new on-line form will be up and running soon. A campus wide e-mail will announce when the form is available.

"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

Carmen Rahm, VP of Information Technology Services, was our guest speaker this month. Carmen passed out The Student Guide to Evaluating Information Technology on Campus brochures highlighting various aspects of what you should know when choosing a college or university. If you would like to see how CWU "measures up" you may go to [www.cwu.edu/~its/techguide](http://www.cwu.edu/~its/techguide).

Carmen also passed out information regarding the structure of the ITS Dept. He explained how the structure worked with Data being the center followed by Applications, Operating Systems, Servers, Network, Desktop/Client and End-Users and how they all rely on each other to bring the end-users, which is you, the information you want. He also mentioned the Web Services, Telecom Services and Auxiliary Computing Services and how they play a role in the structure of the ITS Dept.

Carmen mentioned unified messaging will be available in the near future.

CWU incoming emails in November 2007 were running about 9 million for the month. In March 2008 we had about 25 million emails to the CWU domain from off-campus, however, the software we use has been able to filter a good portion that reaches the client. Precise Mail System (spam software) scores each incoming e-mail. In the future users will be able to score their own e-mails.

Carmen mentioned the ITS Monthly Report is available each month at [http://www.cwu.edu/~its/monthly\\_updates.html](http://www.cwu.edu/~its/monthly_updates.html).

Wireless is accessible in most places around campus now.

The WIN/WIN project by CSS has been very successful and is continuing to be a success.

Carmen passed out information regarding facts about the CWU Computer Center.

The council voted not to have a meeting in July and August. In June we will vote for the June and July EOM and in September we will vote for the August and September EOM.

## ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 2:52 p.m. The next Employee Council meeting is scheduled for Tuesday, May 20<sup>th</sup> at 2:00 p.m. in the Library, Room 152.

### Present – Delegate (D), Alternate (A)

Dale Hubbard, 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

Dale Brubaker, Library Services and Academic Computing – A

Elaine Ames, Student Affairs –D

Joe Bach, Student Affairs – A

Elizabeth Inman, University Centers, D

### **Also Present**

Sherer Holter - Human Resources

Carmen Rahm – Guest Speaker

### **Absent**

Monica Wallace, Business Support – D

Stuart Thompson, Business Support – A

Cari Callahan, Business Support, D

Marilyn Thompson, Dining Services – D

Judy McNeil, Dining Services – A

David Heath, Facilities Management – D

Mark Pantano, Facilities Management, A

Chris Stebbins, Facilities Management – A

Anna Fischer, Financial Services - D

Mary Tosch, Financial Management - A

Kariann Taylor, Instructional Support, Unit A – A

Mari Knirck, Library Services and Academic Computing – D

Kathleen Sheldon, Student Affairs & Enrollment Management – D

Cookie Ringer, Student Affairs & Enrollment Management – A

Susan Adolphi, University Centers – A

Kelly Zakel-Larson, University Relations & President, 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 x1205.

### **HR ANNOUNCEMENTS**

New Employee Orientation will be the 1st Thursday of every month beginning at 9:00 a.m.

HR has two new employees on board. Jamie Thomas is the new Office Manager and Joy Carlson is the Recruitment Specialist.

April 22, 2008 is the Appreciation Awards Ceremony beginning at 1:30 p.m. in the Sub Ballroom.

A Training Survey will be available beginning the month of May. If you have taken any type of training, HR would like to know what you liked or disliked about the training session and what needs to be changed or modified to make the sessions more valuable.

The "Exit Survey" is being revamped. HR is also implementing an "Entrance Survey" for new employees. The collection of data will help to identify why employees are wanting jobs on campus and why they may be leaving CWU.

The Family Medical Leave Act has been modified to cover service member leave and the WA state legislators enacted several bills that affect employees including issues about domestic leave, military absences and transfer of leave. Policies will be developed to cover all of these changes. More to come on this at a later date.

## SHARED LEAVE REQUESTS

The following individual(s) are in need of shared leave: **Nancy Jo Tutino – Accounting, Connie Bennett - Facilities Management, and Gayle Mothershead - Facilities Management.**

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](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.