

Central Washington University's
Employee Council of Civil Service Employees
Minutes of the Meeting
May 20, 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. Review Procedures
5. Sub-Committee Participation
6. HR Announcement
7. For The Good of The Order/New Business
8. Adjournment/Next Meeting

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 April were corrected and 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 May. The winner will be announced at a later date.

Cindy asked each council member to bring 3-4 names forward for the selection of the EOM committee. The general Civil Service staff population is invited to submit a request to be on the Civil Service Employee of the Month Selection Committee. Please submit by June 30, 2008 to Cindy Hunt, huntcr@cwu.edu.

It was approved to have the EOM committee remain anonymous.

Council approved previous EOY would be invited to be on EOM committee.

Council amended wording of EOY procedures.

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.

REVIEW PROCEDURES

Council discussed a proposal to elect officers in September instead of June. Council voted to leave as is.

Discussion will continue on No-Show delegates/alternates.

SUB COMMITTEE PARTICIPATION

We discussed the participation of council members for sub-committees. Joe Bach and Cari Callahan will head up the Child Care sub-committee; Kathleen Sheldon and Sandy Sperline will be on the Team of Distinction Award; Anna Fisher will be head of the Survey committee.

Cindy asked each delegate to compile a list of email addresses for their group and email a little blurb about what was discussed at the meeting. This may bring more people to the council meetings or to have an interest in joining the Employee Council.

TEAM OF DISTINCTION AWARD

Form is on- line now at <http://www.cwu.edu/~hr/ec/teamawardnominate.html>

"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

Margaret Badgley, Assistant to the Provost for University Centers and Community College Relations, spoke to the council members regarding CWU Centers. CWU has served students away from its residential campus in Ellensburg since 1909. The first CWU university center was established at Lynnwood in 1975. CWU-Des Moines, Higher Education Center, Highline Community College campus opened in Spring of 2005. Today it has 625 students/512 full time; 28 on-site faculty; 18 full programs and 157 courses. CWU-Lynnwood, Snoqualmie Hall, Edmonds Community College opened in Fall of 2002 and now has 604 students/462 full time; 24 on-site faculty; 12 full programs and 85 courses. CWU-Pierce County, Olympic Building, Pierce College-Ft. Steilacoom opened Winter of 2004. The center now has 120 students/113 full time; 28 on-site faculty; 3 full programs and 16 courses. CWU-Moses Lakes, Advance Technology Education Center, Big Bend Community College was opened in Winter of 2005. It now has 31 students/17 full time, 1 on-site faculty, 3 full programs with 17 courses. Opened in Summer of 2006, the Wenatchee Center, Higher Education Center, Wenatchee Valley College has 92 students/76 full time, 6 on-site faculty, 3 full programs and 45 courses offered. Yakima Valley CWU Center, Deccio Higher Education Center, Yakima Valley Community College opened in the Fall of 2003. It now has 189 students, 164 full time, 3 on-site faculty, 3 full programs and offers 65 courses.

University Centers offer several full programs among sites in addition to minors, certifications and course work toward a degree.

CWU faculty teach about 150 courses per year via two-way, interactive television (ITV) in 30 ITV classrooms at all of the locations. ITV maximizes resources by allowing one professor to teach students in multiple locations at one time. Students at all sites can interact with each other and the professor in real time.

Margaret shared with us the University Center Model:

- Supports the mission of CWU and the community colleges.
- Provides permanent locations for state supported baccalaureate programs on community college campuses.

- Provides degree programs fully integrated with and accredited through the Ellensburg campus.
- Facilitates articulation transfer and financial aid.
- Provides an efficient mixture of classroom, interactive television, web-enhanced, and on-line courses.
- Provides a wide and expanding range of student services.

University Centers Future:

- Continued program development to meet employment demands
- Increased course offerings to student needs
- Articulation with all community colleges
- Collaboration with business and industry
- Increased visibility through outreach, marketing
- Expansion of CWU activities and services within the community
- Satellite Centers – Green River, Everett and Skagit

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned at 3.33p.m. **NO MEETING IN JULY & AUGUST.** The next Employee Council meeting is scheduled for Tuesday, September 16, 2008, 2:00 p.m. Location to be announced.

Present – Delegate (D), Alternate (A)

Stuart Thompson, Business Support – A

Cari Callahan, Business Support – A

Anna Fischer, Financial Services - D

Phil Patzik, Information Technology Services – D

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

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

Joe Bach, Student Affairs – A

Elizabeth Inman, University Centers - D

Kelly Zakel-Larson, University Relations & President, D

Absent

Monica Wallace, Business Support – D

Marilyn Thompson, Dining Services – D

Judy McNeil, Dining Services – A

Dale Hubbard, Facilities Management -D

David Heath, Facilities Management – A

Mark Pantano, Facilities Management, A

Chris Stebbins, Facilities Management – A

Mary Tosch, Financial Services – A

Anthony Brown, Instructional Support: Unit A – D

Kariann Taylor, Instructional Support, Unit A – A

Cookie Ringe, Student Affairs & Enrollment Management – A

Elaine Ames, Student Affairs –D

Susan Adolfi, University Centers - A

Also Present

Sherer Holter, Human Resources
Margaret Badgley, 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

Sherer announced the new 2008-2010 delegates/alternates. They are:

Dining Services

Delegate: Jim Bertella

Alternate:

Facilities Management

Delegate: Dale Hubbard

Alternate:

Instruction Support: Unit A

Delegate: Debra Thomas

Alternate:

Instructional Support: Unit B

Delegate: Cindy Hunt

Alternate: Bonnie Beekley

Library Services and Academic Computing

Delegate: Dale Brubaker

Alternate: Beata Miller

SHARED LEAVE REQUESTS

The following individual(s) are in need of shared leave: **Nancy Jo Tutino - Accounting, Connie Bennett - Facilities Management, David Winters – Continuing Education, Frank Metz – 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) 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.