

**Central Washington University's**  
Employee Council of Civil Service Employees  
Minutes of the Meeting  
June 17, 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. Team of Distinction Award
5. For The Good of The Order/New Business
6. HR Announcement
7. Adjournment

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

**APPROVAL OF THE MINUTES**

Minutes from May 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 June and July. The winners 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.

**TEAM OF DISTINCTION AWARD**

Announcement was made that Team of Distinction Award nomination form is now available at <http://www.cwu.edu/~hr/ec/teamawardnominate.html>. Elaine Ames asked how long the forms will be accepted. Nominations are valid beginning Jan. 1<sup>st</sup> until Dec. 31<sup>st</sup> of any given year.

"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

Mari Knirck presented a letter written by the Employee Council ECLC sub-committee. The letter will be sent to Rich Corona regarding the ECLC, (Early Childhood Learning Center) stating the Employee Council's support to secure permanent funding for all CWU employee slots at ECLC. The council voted and approved the letter be sent.

It was discussed to have the delegation appointments be in October rather than September, as September is a very busy month for everyone. Motion was approved to change the delegation appointments from September – August to October-September. The by-laws will be changed accordingly.

Mari Knirck brought up the fact that when a person receives EOM, they are contacted by the Wildcat Notes with a letter to sign to use the photo taken at their award presentation. Depending on when the presentation is made, the letter may be too late and a picture is posted without your approval. It was discussed that maybe the picture should be sent to the EOM for approval before putting in the Wildcat Notes. Mari discussed this idea with the photographer and the photographer will look into implementing this as well as coordinate with Human Resources to better schedule the delivery of the Rights Form coinciding prior to the photos being placed on the web instead of after.

Cindy reported she attended the President's Advisory Council (PAC) in David Heath's place. She reported to PAC members the EOM selection and what the sub-committee council members are working on. Sherer Holter shared the progress of the Entry and Exit Survey, Dr. Charlotte Tullos reported on the Freshmen Orientation and the Provost reported Faculty Affairs has changed their name to Faculty Relations.

Phil Patzik reported the crosswalk from the back side of Bouillon to parking lot G-15 will be painted in August. Facilities do the painting and stated they paint in yellow as it is easier to see during the winter snow fall.

Our guest speaker was Randy Williamson, Associate Director, Career Services. Randy informed us about internships for students at CWU. Definition of an internship is simply hands on learning experience related to students major (or minor) or career path. Internships are at the 400 level. To be eligible a student must have 90 credits of course work (junior level) and to be approved, a student needs a Learning Agreement for the internship. The Learning Agreement has details with the student's information, placement site information, and academic requirement information. It also contains a minimum of 3 learning objectives.

An internship requires six signatures:

- Student's
- Internship site supervisor
- Academic advisor
- Chair
- Dean of College
- Randy Williamson

If you are going over sea, a Study Abroad Dept. signature is needed.

With department approval, the student will then go to Career Services where they will be registered for an internship. They have approximately 800 internships per year with 400 during the summer. Career Services does not place a student in internships, but will help in any way possible. They do maintain a database of internships, called Wildcat Career Network and is accessible to all students 24/7. An internship can be paid or not paid and as of right now, it is running 50-50 of paid and unpaid internships.

Students do receive credit which is calculated by the number of hours worked. A 40 hour work week equals 1 credit, with a maximum of 20 credits counting towards graduation.

Internships offer students experience to put on their resume when seeking employment after graduation. It gives them professional references and networking opportunities.

Career Services receives no monies from the internship program, the monies received go back to the academic side. What Career Services does is make the process run as smooth as possible and provide the support system to students. Should an issue arise on site, Randy would get involved as the mediator, and work with the academic advisor and internship site to work out the problem (s).

June is the election month for Employee Council. Cindy opened the floor for nominations. Below are the nominations:

Chair - Elaine Ames  
Vice -Chair – Cindy Hunt  
Secretary – Sandy Sperline  
Publicity Coordinator – Susan Adolfi  
Assistant Secretary - Mary Tosch

Council voted and approved all of the above.

Cindy asked members to bring ideas and/or sub-committee items to council for discussion.

#### **HR ANNOUNCEMENTS**

Jamie Thomas attended the meeting for Sherer Holter. The Training and Development Program Survey has been sent out. The rollout of the 2008-2009 training calendar will be in July.

For PERS Plan 2 members, the contribution rate deducted from individual's paychecks will increase on the July 25<sup>th</sup> paycheck from 4.15% of salary to 5.45% of salary. There is no change in employee contribution for PERS 1 and 3.

There have been policy changes regarding FMLA – Family and Medical Leave Act, Leave, and Military deployment for training. Changes will be updated on the web soon.

HR's NEW recruitment site is now online at <http://www.cwu.edu/~hr/search/index.html> .

#### **ADJOURNMENT/NEXT MEETING**

The Employee Council meeting was adjourned at 3:17 p.m. The next Employee Council meeting is scheduled for Tuesday, September 16, 2008 – location to be announced.

**Present** – Delegate (D), Alternate (A)  
Dale Hubbard, Facilities Management -D  
Anna Fischer, Financial Services - D  
Mary Tosch, Financial Management - A  
Phil Patzik, Information Technology Services – D  
Sandy Sperline, Information Technology Services – A  
Cindy Hunt, Instructional Support: Unit B – D  
Mari Knirck, Library Services and Academic Computing – D  
Elaine Ames, Student Affairs –D  
Joe Bach, Student Affairs – A  
Elizabeth Inman, University Centers, D  
Susan Adolfi, University Centers – A

**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  
Anthony Brown, Instructional Support: Unit A – D  
Kariann Taylor, Instructional Support, Unit A – A  
Bonnie Beekley, Instructional Support: Unit B – A  
Dale Brubaker, Library Services and Academic Computing – A  
Kathleen Sheldon, Student Affairs & Enrollment Management – D  
Cookie Ringer, Student Affairs & Enrollment Management – A  
Kelly Zakel-Larson, University Relations & President, D

**Also Present**

Jamie Thomas – HR

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.