

Central Washington University
Employee Council of Civil Service Employees
Minutes of the Meeting
October 20, 2009

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. Welcome and Thank You
3. Approval of the Minutes
4. Guest Speaker-Jason Berthon-Koch, Public Safety & Police Services
5. Yearly Schedule
6. Sub Committee Reports
7. Selection of Employee of the Month
8. For the Good of the Order/New Business
9. HR Announcements
10. Adjournment

The Employee Council of Civil Service Employees meeting was called to order by Elaine Ames. Thanks were given to those leaving Employee Council and the new members were welcomed.

Guest speaker, Jason Berthon-Koch, has been rescheduled for next month.

APPROVAL OF THE MINUTES

Minutes from September were approved.

SUB COMMITTEE REPORTS

-No parking updates at this time.

-Early Childhood Learning Center (ECLC) – No updates at this time. It was decided unanimously to table this committee due to inactivity; however, it will be revisited should issues arise in the future. Please contact Elaine Ames at x1938 if you are interested on serving on this committee in the future.

-Linda MacLeod-Garcia is interested in developing additional recognition for classified staff in addition to EOM. Any classified staff who are interested in serving on this committee are invited. Please contact Linda at x2026 if interested in serving.

SELECTION OF EMPLOYEE OF THE MONTH

-The council voted on the Employee of the Month for October. The winner will be announced at a later date.

-Team of Distinction nominations are due by December 31st. If you are aware of a group that has gone over and above the call of duty, now is the time to nominate them.

FOR THE GOOD OF THE ORDER/NEW BUSINESS

-The Employee Council Chair is a member of the President's Advisory Council (PAC). You are welcome to read the minutes at <http://www.cwu.edu/president/pacCommittee/index.html>.

-The Employee Council Chair has been asked to sit on the newly formed Central Washington University Inclusiveness Initiative committee.

-The position of Backup Secretary is still open. (Backup Secretary is responsible for scheduling speakers).

-A subcommittee for Employee Recognition (occurs in April) will be forming soon. Debbie Thomas was the chair for last year's committee. Anyone interested in participating on this committee, please contact Debbie at x2688.

-A subcommittee for the Presidential Address to Classified Staff (occurs in April) will be forming soon. Debbie Thomas was the chair for last year's committee. Anyone interested in participating on this committee, please contact Debbie at x2688.

HR ANNOUNCEMENTS

-Sherer Holter reminded us to verify eligibility status for all health insurance dependents between now and November 30th. If you do not verify eligibility, your dependent(s) will be dropped as of 1/1/2010. If dropped, they will not be able to be reinsured until open enrollment in November 2010. Watch your mailbox!

-The Employee Benefits & Wellness Fair will be held in the SURC Ballroom November 3rd from 9:00 a.m. to 12:00 p.m. Seasonal flu shots will be available.

ADJOURNMENT/NEXT MEETING

The Employee Council meeting was adjourned. The next Employee Council meeting is scheduled for Tuesday, November 17, 2009 in Black 138.

Present – Delegate (D), Alternate (A)

Jeff St. John, Business Support-D

Lucy Rolfe, Business Support-D

Christine Tufts, Facilities Management-D

Diann McCoy, Facilities Management-A

Dale Hubbard, Facilities Management-D

Phil Patzik, Information Technology Services – D

Debby Shelton, Information Technology Services-A

Sandy Sperline, Information Technology Services – A

Debbie Thomas, Instructional Support Unit A – D

Dale Brubaker, Library Services and Academic Computing – D

Pat Coffey, Enrollment Management-D

Elaine Ames, Student Affairs –D

Barbara Hinchliff, Student Affairs-A

Joe Bach, Student Affairs-A

Elizabeth Inman, University Centers – D

Absent

Jason Berthon-Koch, Business Support – D

Ryan Thompson, Business Support-A

Jim Bertella, Dining Services – D

Brent Callahan, Dining Services – A

Chris Stebbins, Facilities Management – A

Sheila Gallagher, Financial Services-D

DeeAnn Karageorges, Financial Services-A

Linda MacLeod-Garcia, Instructional Support-A

Cindy Hunt, Instructional Support Unit B-D

Beata Miller, Library Services and Academic Computing – A
Amber Darting, Enrollment Management-A
Susan Adolfi, University Centers-A
Amy Zukowski, University Relations & President Office – D
Ashlie Crawford, University Relations & President-A

Also Present

Sherer Holter, Human Resources

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.

WEB SITES OF INTEREST

Employee Council meeting minutes

To view past minutes, please visit: <http://www.cwu.edu/~hr/minutes/index.html>.

Employee of the Month

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 on the Human Resources website: <http://www.cwu.edu/~hr/forms/eotmnominate.html>. You can also call Human Resources at x1202 to obtain a nomination form. Community members, CWU students and administrators as well as civil service employees are encouraged to nominate a civil service employee who deserves recognition and has worked for CWU at least two years.

Team of Distinction 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."

Nominations for 2009 will be accepted through December 2009. The nomination form is located at <http://www.cwu.edu/~hr/ec/teamawardnominate.html>.

President Advisory Council

President Advisory Council (PAC) meeting minutes are located on the web at <http://www.cwu.edu/president/cab-minutes/>.

Employee Council Speakers

To listen and review the information given by speakers at the employee council meetings, please go to the itunes website: <http://www.apple.com/itunes/download>.

H1N1

The H1N1 website contains links to the Kittitas County Health Department, World Health Organization and the Centers for Disease Control and Prevention. There is also a link to frequently asked questions.

Website: <http://www.cwu.edu/~police/emergency/h1n1.html>.

Shared Leave Requests

The following individuals are in need of shared leave: **Steven Mohr - KCWU Radio, Pam Buchholz and Linda Siller – Facilities Management, Troy Brenner - Center for Disability Services, Lee Shapiro – Multimedia Technology and Instructional Support, and Sheila Gallagher – Accounting Department.**

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.