

4-3-2002

## CWU Faculty Senate Minutes - 04/03/2002

Nancy Bradshaw

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**MINUTES  
CENTRAL WASHINGTON UNIVERSITY  
FACULTY SENATE REGULAR MEETING MINUTES: April 3, 2002  
<http://www.cwu.edu/~fsenate>**

**Presiding Officer:** Lad Holden  
**Recording Secretary:** Nancy Bradshaw

**Meeting was called to order at 3:10 p.m.**

**ROLL CALL:**

**Senators:** All senators or their alternates were present except Carbaugh, Gunn, Schaefer, Sutton.  
**Visitors:** Margaret Smith, David Soltz, Kim Stark, Thomas Yeh.

**CHANGES TO AND APPROVAL OF AGENDA:** The agenda was approved as presented.

**APPROVAL OF MINUTES:** The minutes of the March 6, 2002 Faculty Senate meeting were approved as presented.

**COMMUNICATIONS: (Available for viewing in the Senate Office or distribution on request.)**

No communications.

**ANSWERS TO SENATE CONCERNS:**

No concerns.

**REPORTS:**

**A. ACTION ITEMS:**

**Chair**

**Motion No. 02-26 (Passed):** Chair Holden proposed a motion that was approved: "Approval of the 2002-03 Faculty Senate meetings as follows: Fall Quarter – October 9, November 6, December 4; Winter Quarter – January 22, February 12, March 5; Spring Quarter – April 16, May 7, May 28."

**Motion No. 02-27 (Passed):** Chair Holden proposed a motion that was approved: "Ratification of members to the Ad Hoc Evaluation of Instruction Committee: Lynn Richmond, Business Administration to replace Robert Carbaugh, Economics and Andy Piacsek, Physics, to represent adjunct faculty."

**Note:** The committee name has been changed from Ad Hoc Faculty Evaluation of Instruction Committee to Ad Hoc Evaluation of Instruction Committee.

There was a question of how the representative for adjunct faculty was selected. Senator Williams, chair of the committee, explained that a member of the Faculty Senate recommended Dr. Piacsek to the executive committee.

Other members of the adjunct faculty were approached and asked to either volunteer or nominate a representative. Consequently, they failed to respond and Dr. Piacsek agreed to serve. It was also noted that the same process was used in selecting the other members of this committee.

**Motion No. 02-28 (Passed):** Chair Holden proposed a motion that was approved: "Ratify members on Faculty Senate standing committees – Heidi Szpek, Philosophy, to replace Jeffrey Snedeker, Music, on the Faculty Senate Academic Affairs' Committee and Kirk Johnson, Sociology, to replace Phil Tolin, Psychology, on the Faculty Senate Personnel Committee."

**Motion No. 02-29 (Delayed):** Chair Holden proposed a motion that was delayed: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit A."

**Note:** Because these particular changes to the Code are incorporated into the senate bylaws with parenthetical designation, formal adoption was deferred until the subsequent senate meeting.

**Faculty Senate Academic Affairs Committee**

**Motion No. 02-30 (Passed):** Senator Donahoe, on behalf of the Faculty Senate Academic Affairs' Committee, proposed a motion that was approved: "Revisions to section 5-9.4.22 of the *Central Washington University Policies Manual* attached as Exhibit B."

**B. DISCUSSION ITEMS:**

1. **CHAIR:** 1. Chair Holden reminded senators that this year's performance-based budgeting process begins soon. 2. Chair Holden informed senators that all university departments should have received notification of the increase in phone and motor pool rates. He urged senators to review the new charges to see how they will affect their departmental budgets. 3. The Code committee was charged with creating a process to evaluate the sections in the Code relating to retention, promotion and tenure and the faculty grievance process. The committee has sent an official recommendation to the Chair. The basic plan is to form two committees to address these issues; one to address the faculty personnel issues and the other to address the issues of the faculty grievance process. The committee to evaluate the faculty personnel process will report jointly to the provost and the senate chair and be comprised of four members, two faculty and two administrators. The specific charge is to determine whether to hire an outside consultant or use university personnel, identify the amount of funding needed for the process, and set a specific date of completion of the process. The committee to review the grievance process will be comprised of one administrator and two faculty members. Since there was no specific charge recommended for the grievance process the president and the chair of the senate will jointly create the charge for this committee.
2. **CHAIR ELECT:** Chair Elect Braunstein presented an update on Second Substitute House Bill No. 2403: "AN ACT Relating to labor relations at the public four-year institutions of higher education." The bill was amended to require faculty to choose between collective bargaining and shared faculty governance systems and that faculty members may not engage in collective bargaining until any existing faculty senate or council is abolished. Governor Locke is due to sign the bill April 4, vetoing sections 2 and 5 that relate to the abolishment of the Faculty Senate or Council in the case of collective bargaining. 2. Chair Elect Braunstein urged senators to return feedback forms with respect to the Dean of the College of the Sciences search. 3. The administration has indicated that within the current budget planning process, they are identifying potential resources that can be used to implement the recommendations of the Salary Administration Board. Although the university budget has not yet been determined by the state, there is a clear intent of the administration to develop a budgetary approach to move faculty to the CUPA mean, if possible. Chair Elect Braunstein pointed out that the university does need to make difficult decisions in order to implement this plan.
3. **PRESIDENT:** 1. President McIntyre introduced Kim Stark, a student at Ellensburg High School, participating in the job-shadow program. Ms. Stark spent time with various administrators throughout the day to learn about the operations of the university. 2. Reflecting back on the previous meeting's report, President McIntyre informed senators that the House budget did turn out to be better than the Senate budget for higher education. A variation of that budget went to the governor for signature, but has not yet been signed. Included in the budget forwarded to Governor Locke was a 5% cut to universities with authorization for Central Washington University, Western Washington University, Eastern Washington University and The Evergreen State College to increase tuition up to 14%. Central is currently deliberating on the amount of its tuition increase taking into consideration some internal budget decisions one of which is to move forward on the commitment to move faculty salaries to the CUPA mean, even though the budget package did not include a salary increase for state employees. President McIntyre plans to work with Charlotte Tullos, Vice President for Student Affairs and Enrollment Management, to meet with students and discuss the tuition increase. She indicated that the last "Fireside Chat" would be broadcast on KCWU, "The Burg," Monday, April 8. This will also be an avenue for the tuition increase discussion to take place. President McIntyre also stated that due to the increase in tuition and the cut in the state budget, the Board of Trustees has asked the committee that oversees the Student Union and Recreation Center to re-examine the scope of that project in order to keep the student fee for that facility down. 3. In response to the governor's directive imposing a hiring freeze and a freeze on travel and equipment purchases, the university created guidelines outlining how Central would comply. The university is currently in the process of revising the guidelines so that it stays in the harmony with what the governor has asked state agencies to do, but also allows for approvals in a more timely manner. A memo will be distributed to the campus reflecting the changes to the process.
4. **ETHICS AND COMPLIANCE:** Margaret Smith, Director of Internal Audit, presented a report regarding statutes governing ethics and compliance. A handout titled *Employee Ethics and Compliance Guidelines* was distributed and senators were urged to contact the Internal Audit office for more information or attend an internal audit sponsored session that explains, in further detail, the ethics and compliance guidelines.
5. **SENATE CONCERNS:** No report.
6. **STUDENT REPORT:** No report.

**7. FACULTY SENATE STANDING COMMITTEE REPORTS**

**ACADEMIC AFFAIRS COMMITTEE:** No report.

**BUDGET COMMITTEE:** Thomas Yeh, Chair of the budget committee, informed senators that in accordance with section 8.30 of the Faculty Code, "Adjustments to the faculty salary base shall occur as a result of collaboration between the provost/senior vice president for academic affairs and the Faculty Senate Budget Committee," the budget committee will begin meeting bi-weekly with Provost Soltz. The first meeting of its kind was Tuesday, April 2 where the provost presented several scenarios of Central's 2002-05 operating budget.

**CODE COMMITTEE:** The code committee is currently meeting with the provost and president to discuss the code changes that went through the code hearing process. The final changes will come before the senate at the April 24 meeting.

**CURRICULUM COMMITTEE:** The curriculum committee is beginning the annual review process of the curriculum policies and procedures. Changes will come to the senate by the end of spring quarter.

**DEVELOPMENT AND APPROPRIATIONS COMMITTEE:** No report.

**GENERAL EDUCATION COMMITTEE:** No report.

**PERSONNEL COMMITTEE:** No report.

**PUBLIC AFFAIRS COMMITTEE/COUNCIL OF FACULTY REPRESENTATIVES:** No report.

**OLD BUSINESS:** No report.

**NEW BUSINESS:** No report.

**ADJOURNMENT:** The meeting adjourned at 4:55 p.m.

**\*\*\*NEXT REGULAR FACULTY SENATE MEETING: April 24, 2002\*\*\*  
BARGE 412**

Exhibit A

**Faculty Code of Personnel Policy and Procedure section 3.25. A.**

**(Note: According to the *Central Washington University Faculty Senate Bylaws*, section 3.10, "The bylaws that follow are designed to supplement the Faculty Code by establishing rules for organization and procedure. In every case, the code takes precedence; all relevant provisions of that code have been incorporated (with parenthetical designation) into these bylaws, and will be automatically corrected, without need for a vote, upon amendment of the code.")**

3.25 Committees

- A. The Faculty Senate shall establish the following standing committees, with powers and duties as described:
2. The Faculty Senate Budget Committee shall be concerned with recommendations regarding the budgetary and financial affairs of the university, the level of financial support for the university, short- and long-range budgetary projections, and the distribution of funds within the university. In the first year of the biennium the committee shall study the conditions of faculty salary equity as defined by section 8.46 of the *Faculty Code of Personnel Policy and Procedure* and shall make recommendations for remedies and adjustments to the Faculty Senate. The committee shall cooperate with other individuals, groups, or committees in carrying out its duties and shall perform additional functions ~~do such other things as may be requested by or approved by~~ the senate executive committee.
  5. The Faculty Senate Personnel Committee shall be concerned with all matters relating to the terms and conditions of faculty employment at the university, aspects of academic policy that affect faculty morale, and with other matters which may be considered with the approval of or upon the request of the senate executive committee. Every two years, the committee will devise, conduct, and report the results of the *Faculty Opinion Survey of Administrators* to the Faculty Senate.
  7. The Faculty Senate ~~Research and Development~~ and Appropriations Committee shall be concerned with issues relevant to faculty development. The committee shall coordinate and disperse the faculty development funds and work with the administration in coordinating the annual fall faculty meeting and faculty development workshops throughout the year. The committee shall cooperate with other individuals, groups, or committees in carrying out its duties and shall perform additional functions as requested or approved by the senate executive committee. ~~every two years, with devising, conducting, and communicating the results of the faculty opinion survey of administrators. In alternate years the study committee shall be concerned with studying the conditions of faculty salary equity as defined by section 8.46 of the *Faculty Code of Personnel Policy and Procedure* and shall make recommendations for remedies and adjustments to the Faculty Senate, to appropriate standing committees of the Faculty Senate, to the Board of Trustees, the university's president and to provost/senior vice president for academic affairs. The committee shall also study and recommend action on other issues relevant to faculty development.~~

**Exhibit B**

**CWU Policies Manual section 5-9.4.22 Academic Appeal Procedure**

5-9.4.22.3.5.B

If resolution is not achieved between the student and instructor, the student may ask the department chair to resolve the grievance. Within ten (10) working days of the contact by the student, ~~the~~ department chair shall meet with both parties to clarify the grievance and attempt to resolve it. ~~If the grievance is not resolved to the satisfaction of both parties, the chair or administrative superior shall forward a written summary of this or her efforts in the matter to the dean of the college.~~

5-9.4.22.3.6.D

The vice president for student affairs and enrollment management will provide the student with appropriate forms for filing a complaint, assign an advisor to the student, and accept the completed forms from the student after the student has consulted with the advisor. Since forms must be notarized, a list of notaries public can be made available.

**Rationale:** After review by the President's Cabinet, the *Academic Appeal Policy* was returned to the Academic Affairs' Committee with questions/suggestions from Provost Soltz. A few additions were made to clarify specific timelines and procedures in the policy.

**FACULTY SENATE REGULAR MEETING**

Wednesday, April 3, 2002, 3:10 p.m.

**BARGE 412**

**AGENDA**

- I. ROLL CALL
- II. MOTION NO. 02-25: CHANGES TO AND APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
- IV. COMMUNICATIONS
- V. ANSWERS TO SENATE CONCERNS
- VI. REPORTS/ACTION ITEMS (45 Minutes)

**Chair**

Motion No. 02-26: "Approval of the 2002-03 Faculty Senate meeting dates attached as Exhibit A." *passed*

Motion No. 02-27: "Ratification of members to the Ad Hoc Evaluation of Instruction Committee: Lynn Richmond, Business Administration to replace Robert Carbaugh, Economics and Andy Piacsek, Physics, to represent adjunct faculty." *passed*

Motion No. 02-28: "Ratify members on Faculty Senate standing committees - Heidi Szpek, Philosophy, to replace Jeffrey Snedeker, Music, on the academic affairs' committee and Kirk Johnson, Sociology, to replace Phil Tolin, Psychology, on the personnel committee."

Motion No. 02-29: "Revisions to the *Faculty Code of Personnel Policy and Procedure* attached as Exhibit B."

**Faculty Senate Academic Affairs' Committee**

Motion No. 02-30: "Proposed changes to section 5-9.4.22 of the *Central Washington University Policies Manual* attached as Exhibit C."

**VII. REPORTS/DISCUSSION ITEMS**

1. CHAIR: (10 Minutes)
2. CHAIR ELECT: (10 Minutes)
3. PRESIDENT: (10 Minutes)
4. ETHICS AND COMPLIANCE: Margaret Smith, Director of Internal Audit (10 Minutes)
5. SENATE CONCERNS: (10 Minutes)
6. STUDENT REPORT: (5 Minutes)
7. SENATE COMMITTEES (10 Minutes)
  - Academic Affairs' Committee: Susan Donahoe
  - Budget Committee: Thomas Yeh
  - Code Committee: David Dauwalder
  - Curriculum Committee: Toni Čuljak
  - Development and Appropriation's Committee: Charles Li
  - General Education Committee: Carey Gazis
  - Personnel Committee: Rob Perkins
  - Public Affairs' Committee/Council of Faculty Representatives: Michael Braunstein

**VIII. OLD BUSINESS**

**IX. NEW BUSINESS**

**X. ADJOURNMENT**

**\*\*\*NEXT REGULAR SENATE MEETING: April 24, 2002\*\*\***

**BARGE 412**

## Exhibit A

Fall Quarter: October 9, November 6, December 4

Winter Quarter: January 22, February 12, March 5

Spring Quarter: April 16, May 7, May 28

## Exhibit B

### **Faculty Code of Personnel Policy and Procedure section 3.25. A.**

**(Note: According to the *Central Washington University Faculty Senate Bylaws*, section 3.10, "The bylaws that follow are designed to supplement the Faculty Code by establishing rules for organization and procedure. In every case, the code takes precedence; all relevant provisions of that code have been incorporated (with parenthetical designation) into these bylaws, and will be automatically corrected, without need for a vote, upon amendment of the code.")**

### 3.25 Committees

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**5-9.4.22.3.5.B**

If resolution is not achieved between the student and instructor, the student may ask the department chair to resolve the grievance. Within ten (10) working days of the contact by the student, ~~the~~ department chair shall meet with both parties to clarify the grievance and attempt to resolve it. ~~If the grievance is not resolved to the satisfaction of both parties, the chair or administrative superior shall forward a written summary of this or her efforts in the matter to the dean of the college.~~

**5-9.4.22.3.6.D**

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**Rationale:** After review by the President's Cabinet, the *Academic Appeal Policy* was returned to the Academic Affairs' Committee with questions/suggestions from Provost Soltz. A few additions were made to clarify specific timelines and procedures in the policy.



**FACULTY SENATE REGULAR MEETING**

Wednesday, April 3, 2002, 3:10 p.m.

BARGE 412

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## Exhibit C

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#### 5-9.4.22.3.5.B

If resolution is not achieved between the student and instructor, the student may ask the department chair to resolve the grievance. Within ten (10) working days of the contact by the student, the department chair shall meet with both parties to clarify the grievance and attempt to resolve it. ~~If the grievance is not resolved to the satisfaction of both parties, the chair or administrative superior shall forward a written summary of this or her efforts in the matter to the dean of the college.~~

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**Rationale:** After review by the President's Cabinet, the *Academic Appeal Policy* was returned to the Academic Affairs' Committee with questions/suggestions from Provost Soltz. A few additions were made to clarify specific timelines and procedures in the policy.



**Roll Call 2001-02**  
**Faculty Senate Meeting: April 3, 2002**

<del>X</del>	<i>Martmis</i> ADAMSON	Karen	_____	HOLTFRETER	Robert
<del>X</del>	ALSOSZATAI-PETHEO	John	_____	FUENTES	Agustin
<del>X</del>	BEAGHAN	Jim	_____	VACANT	
<del>O</del>	BOWMAN	Andrea	_____	JONES	Kim
<del>O</del>	BRAUNSTEIN	<b>Lori</b>	_____	LOCHRIE	Mary
<del>X</del>	BRAUNSTEIN	<b>Michael</b>	_____	PALMQUIST	Bruce
<del>X</del>	BRYAN	Patrick	_____	SUN	Lixing
<del>X</del>	BURNHAM	Tim	_____	VACANT	
<del>X</del>	CANNCASCIATO	Daniel	_____	JORGENSON	Jan
<del>X</del>	CAPLES	Minerva	_____	BUTTERFIELD	Carol
_____	CARBAUGH	Robert	_____	GHOSH	Koushik
<del>X</del>	CHALMERS	Stephen	_____	BACH	Glen
<del>X</del>	COLEMAN	Bea	_____	OGDEN	Michael
<del>X</del>	COOK	Jim	_____	HECKART	Beverly
<del>X</del>	CULJAK	Toni	_____	ABDALLA	Laila
<del>X</del>	DELGADO	Cyril	_____		
<del>X</del>	DONAHOE	Susan	_____	SALYER	Keith
<del>X</del>	ENGLUND	Timothy	_____	HARPER	Jim
<del>X</del>	EUBANKS	James	_____	VACANT	
_____	GUNN	Gerald	_____	FAIRBURN	Wayne
<del>X</del>	HOLDEN	Lad	_____	BENDER	William
<del>X</del>	HUBBARD	Brenda	_____	SMITH	Michael
<del>X</del>	HUCKABAY	James	_____	ALWIN	John
<del>X</del>	JOHNSON	Kirk	_____	DUGAN	Jack
<del>X</del>	KURTZ	Martha	_____	DIAZ	Anthony
<del>X</del>	LI	<b>Charles X.</b>	_____	DRAKE	George
<del>X</del>	LI	<b>Chen-yang</b>	_____	DIPPMANN	Jefferey
<del>X</del>	MELBOURNE	Tim	_____	GAZIS	Carey
<del>X</del>	NELSON	Joshua	_____	BRANSDORFER	Rodney
<del>X</del>	NETHERY	Vince	_____	D'ACQUISTO	Leo
<del>X</del>	OLIVERO	Michael	<del>X</del>	REASONS	Charles
<del>X</del>	REHKOPF	Carrie	_____	BROOKS	Joe
<del>X</del>	RICHMOND	Lynn	_____	BRADLEY	James
<del>X</del>	SCARTH	Alyssa	_____		
_____	SCHAEFER	Todd	_____	WIRTH	Rex
<del>X</del>	SCHWING	James	_____	GELLENBECK	Ed
<del>X</del>	SINGH	Vijay	_____	SNEDEKER	Jefferey
_____	SUTTON	Jessica	_____		
<del>X</del>	WILLIAMS	<b>Henry</b>	_____	PLOURDE	Lee
<del>X</del>	WILLIAMS	<b>Wendy</b>	_____	PENICK	Jeff
<del>X</del>	WYATT	Marla	_____	BUERGEL	Nancy

Quorum: 21



# Central Washington University Employee Ethics & Compliance Guidelines

Provided By:

**Margaret Smith, CIA**  
**Director, Internal Audit**

963-2299

Margaret@cwu.edu

www.cwu.edu/~auditor

## **Key Ethical Concepts and the Use of State Resources**

Responsibility for ethical violation rests with the state employee or the supervisor who authorized the employee action. State officers and employees never lose their identity as a state employee, even when they are not working.

In terms of practical application on a daily basis, this law means that occasional local telephone calls for medical and dental appointments, child or elder care arrangements, transportation coordination, etc., are acceptable. This means that occasional and brief personal email messages are acceptable. This does not mean state resources can be used for any purpose during break periods.

Student employees are state employees and are subject to restrictions while employed. University visitors and employee family members (including children) are not authorized to use university information technology resources.

### **Substantive Rule**

- State employees are obligated to conserve and protect state resources for the benefit of the public interest.
- State employees may not use state resources for private gain.

Occasional but limited use is permitted if:

- There is no cost to the state, and
  - The use does not interfere with the employee's official duties,
- OR**
- The cost is de minimis (very small /negligible), and
  - The use does not interfere with the employee's official duties.

### **General Rule**

Personal use of state resources may not be reimbursed so that there is no actual cost to the state.

### **General Prohibitions (No Tolerance)**

Certain uses are prohibited regardless of whether there is no actual cost to the state and it does not interfere with the performance of official duties. This includes:

- Conducting an outside business, whether or not for profit;
- Any use for assisting the campaign of a candidate or to oppose/promote a ballot issue;

are home safe. There is no cost to the state, it is brief, and it does not interfere with performance of duties.

**Inappropriate Example:** An employee in the PTA (fund-raising event where the more the parent raises, the less his personal contribution) solicits contributions using email. This is NOT permitted. This is using state resources to further private interest and promote an outside organization.

- Email is a technology that may create an electronic record. Such records may be subject to the public record disclosure law, or legitimately may be disclosed for audit or management purposes.

### **Use of the Internet**

- Use of the Internet is limited to official university business purposes. The de minimis rule does not apply to Internet use.
- Personal or personal outside business use of the Internet is a violation of the Ethics Law.
- Indiscriminate surfing, accessing information for personal use, or listening to the radio is prohibited.

**Inappropriate Example:** Management of your personal retirement investment account and to communicate to your broker is a violation of the Ethics Law.

### **Use of Computers**

- Personal use, use for the purpose of conducting outside personal business activities is a violation of the Ethics Law. The de minimis rule does not apply to computer use.
- Writing letters and playing games (any time, even on break) is not appropriate.

**Appropriate Example:** Completing job applications for state positions are considered professional development and are appropriate.

**Appropriate Example:** An employee taking a computer class on his/her own time to enhance job skills may use the computer to do homework after working hours, using his/her own paper. This enhances the effectiveness of the organization.

### **Phone Calls/Fax/Voice Mail/Cell Phones/Copy Machine**

- Facsimile transmissions and voice mail are technologies that may create an electronic record. Such records may be subject to the public record disclosure law, or legitimately may be disclosed for audit or management purposes.
- Because state contracts prohibit personal use, employees cannot have a personal line on a state cell phone. It would be appropriate to have a state line on a personal cell phone.
- Personal or personal business use of phones and copy machines is a violation of the Ethics Law, even if reimbursed.

**Example:** An employee wins a piece of luggage at a conference paid for by the state. The agency has no use for the luggage and they allow the employee to keep the prize.

– Ask that the door prize be returned to the donor or donated to a charity.

**Example:** At a state paid conference, an employee wins an exciting new training video from the Training Vendor. The agency asks that the video be returned or donated to charity to avoid the appearance that the prize might affect the state employee's judgment, since the employee works in the field of training.

- Employees may retain a door prize if:
  - The employee pays consideration for an event and the employee does not use state time to attend the event.

**Example:** A state employee pays to attend a local home show event on a Saturday. The entry ticket qualifies the employee for drawings. The employee wins a trip to Hawaii. He/she can accept the prize because the event was attended on his/her own time, and he/she paid consideration for the event.

- Business cards may not be used to enter drawings when a state employee attends an event in his/her personal capacity.
- State employees should not enter drawings when attendance is related to the performance of official duties, when the state paid consideration, or when the state allowed the use of state time for attendance.

### **Other Concerns**

- Banking 15-Minute Breaks (to extend lunch hours, adjust arrival or departure times) is not appropriate. Rest periods not taken at appropriate times are lost.
- Skipping Lunches (to adjust arrival or departure time) is not appropriate. The Fair Labor Standards Act requires a lunch break.
- Supervisor approved flexible work schedules are appropriate.

### **Executive Ethics Board - Penalty Rules**

- Letter of reprimand, formal reprimand
- Recommend suspension, removal from position, prosecution, or other action
- Civil penalty up to \$5,000 per violation (3 times economic value)
- Payment of damages
- Costs of investigation

### **Criteria and References**

- RCW 42.52 Ethics in Public Service
- WAC 292-110 Agency Substantive Rules
- WAC 292-120 Executive Ethics Board
- CWU Policies, Part 2, 2-2.7 Code of Ethics
- CWU Policies, Part 7, 7-2.2.1.2 Entertainment and Hosting
- CWU Policies, Part 7, 7-2.2.1.2.6 Meals and Light Refreshments

- Resource restraints
- Inadequate skill, knowledge or ability
- Degree of motivation by management and employees
- Faulty judgments
- Unintentional errors
- Management over-ride
- Collusion by two or more employees

## **Fraud and Asset Misappropriation Awareness**

### **Three Major Types of Risk for Fraud**

- Cash Receipts: While the risk that fraud will occur in the cash receipts function is high, the dollar amount of losses from each case is small.
- Cash Disbursements: While the risk that fraud will occur in the cash disbursements function is low, the dollar amount of losses from each case is large.
- Falsification of time keeping records: There are two common types of this fraud generally found.
  1. The person overstates the actual hours worked, sometime before or after the supervisor approves the timecard.
  2. The employee turns in a leave slip but it is not entered into the actual tracking system.

### **Statewide College/University Historical Fraud Statistics**

- Largest amount \$488,971 in Educational (Automotive) Repair Activities
- Smallest amount \$3,973 in Tuition Receipts
- Highest frequency was 7 cases of False Employee Payroll

### **Detection Methods That Revealed Fraud**

- |                               |      |
|-------------------------------|------|
| • Citizens and Whistleblowers | 17 % |
| • Entity Internal Auditors    | 20%  |
| • Entity Management Officials | 53%  |
| • State Auditor's Office      | 10%  |

### **Executive Ethics Board Stipulations and Orders:**

EEB Case No. 97-14. Respondent, a former community college instructor is alleged to have used college facilities to aid his private business. Without admitting liability, the former instructor agreed to pay a \$4000 civil penalty.

EEB Case No. 97-17 and 97-26. Respondent, an elected official was alleged to have improperly used state resources to oppose I-683/I-685. Without admitting liability, the elected official agreed to pay \$7500 in investigative costs.

EEB Case No. 97-19. Respondent, a former college woman's programs manager, was alleged to have improperly used the state's SCAN system and to have improperly used her official position in the use of sick and annual leave, and to provide grant monies to a family member. The respondent admitted liability, reimbursed SCAN use, and paid \$2000 in restitution to the college.

# Enjoy a Central Paws

- Pause from your busy hectic schedule
- Escape from your desk for a moment on a Friday
- Catch the chance to chat with a campus colleague over lunch (without losing your parking spot)
- Meet new people
- Listen to an entertaining speaker and discover something new about a topic (or an individual)
- Purchase and enjoy the cuisine of Dining Services or bring in your own lunch, your choice.



**Make tracks on the following Fridays to  
Club Central in the SUB.**



**Speaker begins around 12:15 p.m.**

April 5	<b>Bill Chandler</b>	
April 19	<b>Nick Zentner</b>	Geology of the Kittitas Valley
May 3	<b>Mike Reilly</b>	Independent Traveling – You Can Do It
May 17	<b>Bobbie Scopa</b>	Ground Zero

For more information contact: Rebecca Gubser ([gubserr@cwu.edu](mailto:gubserr@cwu.edu))

A project of the Campus Community Building Program

<http://www.cwu.edu/~ccb/>

MAY 27 2002

Date: April 3, 2002

VISITOR SIGN-IN SHEET

*John Gehr*

Please sign your name if you are not a faculty senator.