

CWU Exempt Employee Association

Executive Committee Meeting Minutes

January 27, 2023

1. Take roll, approve minutes & agenda
 - a. Present: Manuel Rodriguez, Pat Coffey, Amber Hoefler, Brenda Mofford, Ian Miller, Della Gonzales
 - b. Absent: Wendy Holden, Mal Stewman, Col'Lette Gauvin
 - c. Ian moved to approve the minutes from the 12/16/22 meeting; Amber seconded the motion. Motion passed unanimously
2. Old Business
 - a. EEA Final Goals for 2022-23
 - i. Increase communication and transparency with exempt employees; gather feedback and input on issues they are experiencing and current initiatives
 1. This goal can be a priority for the EEA Public Relations Committee as well as the EEA Professional Development, Mentoring and Networking Committee
 2. Action items:
 - a. Update website with agendas, minutes, survey data and committee information
 - b. Get Brenda and Mal's photos
 - c. Create a Microsoft or Qualtrics form for folks to use if they'd like to sign up to participate on a committee
 - d. EEAEC members will send an email introduction to the exempt employees they represent (at-large members will not send an email)
 - e. An email will be drafted to send out to all exempt employees to introduce the EEA Committees and solicit sign-ups to participate
 - ii. Employee Wellness
 1. Manuel just received access to the raw data from this survey
 2. This goal can be a priority for the EEA Work/Life Committee
 - iii. Supplemental Compensation
 1. This topic was intended to address the issue of exempt employees taking on additional/extra duties without being compensated for them, while other employee groups typically receive additional compensation
 2. This goal can be a priority for the EEA Salary Committee
 - iv. Bereavement Policy
 1. This topic was intended to address the discrepancies between Exempt staff and other staff in regards to bereavement policy, and to address equality and other issues in the existing policy

- 2. This goal can be a priority for the EEA Code Committee
 - b. Introduction Email to Divisions
 - i. See action item 2d.
 - c. Call for Participation on Standing Committees
 - i. See action item 2e.
- 3. **New Business**
 - a. Meeting w/ James Jankowski – Pat
 - i. Pat reported that James Jankowski reached out to him and the head of the classified employee council regarding project updates
 - 1. New Website: the goal is to go live in early September. There may be an opportunity to share plans with the exempt employee population to solicit feedback. James and Marty will be attending the 2/24 EEA Meeting to discuss new website policy.
 - 2. Peoplesoft move to the Cloud: this is taking place beginning at 5pm on 3/9 with anticipated completion by 3/13. During this time Peoplesoft systems will not be available (MyCWU), but Outlook and Canvas will still be accessible (through internet browser instead of MyCWU). People who enter their time for payroll will need to do so for that timeframe either before or after the transition.
 - 3. Multifactor Authentication (MFA) for Students: this process has already begun with student employees. It will roll out to the rest of the student population, though it is unclear whether that will be in phases or all at once. The EEAEC discussed challenges that students were already experiencing with the transition, and shared concern regarding how MFA will work for shared accounts (SLICE, Visitation, etc.)
- 4. **EEA Standing Committees**
 - a. Code Committee - Wendy
 - b. Professional Development, Mentoring, and Networking Committee - Mal
 - c. Salary Committee - Pat
 - d. Public Relations Committee - Della
 - e. Community Involvement Committee - Manuel
 - f. Work/Life Committee - Ian (now partnering w/ Manuel)
 - i. There is nothing new to report from the EEA standing committees
- 5. **University Committee Reports**
 - a. Accessibility And Disability Action Planning Team (ADAPT)— Della
 - i. Della was able to attend a portion of the recent ADAPT meeting. Topics discussed include ADHD testing for students, the year-end report to the Provost/President, committee participation, the DEI

Faculty Fellow for Accessibility (Taralynn Petrites), and ADA-compliant captioning of public videos

- b. Equal Opportunity Committee—Manuel, Wendy
 - i. This committee focuses on appeals related to conduct investigation outcomes at the university. Their goal is to look for discrepancies and/or procedural errors that may occur during investigations and provide recommendations for follow-up. Manuel reported that these meetings are going well, and they are determining how to move forward with certain situations and what types of recommendations to provide to avoid repeats of unwanted situations.
- c. Strategic Planning Committee—Jonathon Henderson
 - i. It was noted that Jonathon Henderson is no longer a member of the EEAEC, but may still be attending these meetings. It was agreed that Pat will reach out to Jonathon to see if he is still attending and would like to continue to do so and report back to the EEAEC. It was also agreed that Ian would participate in some capacity regardless of whether Jonathon wanted to continue with his role.
- d. Enterprise Facilities—Ian
 - i. Ian reported that there is a link on the Facilities main page that lists the current/future major projects.
 - ii. The North Athletic Complex is on-track for completion deadlines (Fall 2023)
 - iii. There are several capital projects planned for the next biennium; funding is still being finalized for these but the state has suggested support for the following:
 - 1. North Academic Complex (L&L, Ferrell Hall - replace)
 - 2. Psych building (demolish)
 - 3. Randall and Michaelson (tear down)
 - 4. Library (renew)
 - 5. Possibly but no set plans:
 - a. Multicultural center (possibly being tied in w/ 1st floor of Black Hall – currently conflicting information available)
 - 6. International Building (rumors of tear down/replacement)
- e. Ethics - Pat
 - i. Pat will reach out to this committee to initiate participation
- f. Health & Safety – Pat
 - i. Pat will reach out to this committee to initiate participation
- g. Tuition Waiver – Brenda
 - i. Brenda will reach out to this committee to initiate participation
- h. Library Advisory—Mal
 - i. Ian reported that the Library is still in the process of their Dean search. They have quite a few vacancies at the moment and are expecting a few upcoming retirements, but are doing well in spite of the vacant positions.
- i. President's Budget Advisory Council (PBAC) —Amber

- i. Amber will reach out to this committee to initiate participation
- j. University Policy Advisory Committee (UPAC)— Col'Lette
 - i. n/a

6. Other Committee Reports

- a. VP of Student Engagement & Success Search Committee
 - i. Manuel reported that they did not select one of the two candidates that were introduced to the university community last week; however, they have scheduled an interview with a third candidate for next week.
- b. HR Recognition Sensemaking Taskforce
 - i. n/a
- c. Gender-based Violence Prevention Work Group
 - i. Amber Hoefler, Chris Denison and Marissa Howatt invited to serve as EEA representatives
 - ii. Amber reported that they have had one meeting so far, and there are a large number of participants in this workgroup. The first meeting was mostly an overview of what the committee will be charged with, including learning about the content they'll be dealing with, associated policies and procedures, etc. Their charge is to provide a list of recommended changes for the university to prevent and address gender-based violence.

7. Other issues, concerns, or announcements?

- a. n/a

8. Adjourn Meeting

- a. The meeting was adjourned at 4:57pm