



## CWU Exempt Employee Association

Meeting Agenda

February 10, 2023

### 1. Take roll, approve minutes & agenda

- a. Introduced EEA Members present (Della, Patrick, Mal, Brenda, Wendy) and those that are absent today (Col'Lette, Manuel, Amber, Ian)
- b. No minutes to approve – last meeting was canceled
- c. Will be working to get agendas and minutes uploaded to our web page so folks can review at their convenience (Wendy/Della have access)

### 2. Old Business

- a. EEA Final Goals for 2022-23
  - i. **Increase communication and transparency with exempt employees**
    1. Gather feedback and input on issues and provide communication on current initiatives
    2. Discussed standing committees where more people can have their voices heard on topics of interest to them
    3. The goal is to increase engagement in *valuable* ways
    4. Will be a priority for the EEA Public Relations and Professional Development, Mentoring and Networking Committees
  - ii. **Employee Wellness**
    1. Received raw data from survey that was sent out May/June of 2022 and can now analyze (Manuel taking the lead on this)
    2. Will 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. Staci Sleigh-Laymen had indicated that she may be addressing this or at least beginning the discussions prior to her retirement
    3. Will 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. Will be a priority for the EEA Code Committee
- b. Open Comment
- i. n/a

### 3. New Business

- a. Updates on new Website, Peoplesoft move to the Cloud, and MFA for students – Pat
- i. Patrick posted a link to the Zoom meeting that is planned for Wednesday, February 22<sup>nd</sup> at 1pm to provide updates on the CWU website build and offer a Q&A session
  - ii. After 5pm on March 9<sup>th</sup>, the IS office will be transitioning PeopleSoft to the Cloud so PeopleSoft will go offline from that point until just before 8am on March 13<sup>th</sup>. Folks are encouraged to determine if there are aspects of your job that require PeopleSoft functions and plan accordingly.
    1. All students should have had an opportunity to register for classes prior to this transition period, and they will still have access to Canvas (just through the Web instead of MyCWU). Finals do not begin until March 14<sup>th</sup>.
  - iii. IS is in the process of transitioning students to multi-factor authentication (MFA). They are currently transitioning small groups of students over, and are determining how to transition the rest of the population (all at once or in small groups).
  - iv. **IMPORTANT NOTE:** Attendee Kathy Johnson provided an update that this transition will actually take place **April 20-April 24** instead.
- b. Open Comment
- i. n/a

### 4. EEA Standing Committees

- a. Code Committee – Wendy
- i. Bereavement Policy: not a bad policy re: allowance of time is generous, but currently has a very restrictive definition of family
- b. Professional Development, Mentoring, and Networking Committee – Mal
- i. Reviewed the website verbiage describing the purpose of this committee
- c. Salary Committee – Pat
- i. Reviewed the website verbiage describing the purpose of this committee

- ii. Discussed the negotiation with HR of the salary raises needed to make salaries more equitable
- d. Public Relations Committee – Della
  - i. Reviewed the website verbiage describing the purpose of this committee
- e. Community Involvement Committee - Manuel
  - i. Reviewed the website verbiage describing the purpose of this committee
- f. Work/Life Committee—Ian & Manuel
  - i. Reviewed the website verbiage describing the purpose of this committee
- g. Open Comment

## 5. University Committee Reports

- a. Accessibility And Disability Action Planning Team (ADAPT)— Della
  - i. Reported that they are working on accessibility tools for video/livestream especially at the broader university-wide level
- b. Equal Opportunity Committee—Manuel, Wendy
  - i. n/a
- c. Strategic Planning Committee—Jonathon Henderson
  - i. n/a
- d. Enterprise Facilities—Ian
  - i. n/a
- e. Ethics— Pat
  - i. n/a
- f. Health & Safety—Wendy
  - i. n/a
- g. Tuition Waiver—Brenda
  - i. n/a
- h. Library Advisory—Mal
- i. President’s Budget Advisory Council (PBAC) —Amber
  - i. n/a
- j. University Policy Advisory Committee (UPAC)— Col’Lette
  - i. n/a
- k. Open Comment

## 6. Other Committee Reports

- a. VP of Student Engagement & Success Search Committee – Manuel
  - i. n/a – Manuel not available to share updates

## 7. Other issues, concerns, or announcements?

- a. Attendee Darwin Triggs asked if the agendas and minutes for these meetings would be posted online; it was confirmed that the process to get those posted will be completed soon.

8. **Adjourn Meeting**
  - a. Meeting adjourned at 2:10pm