



Exempt Employee Association

April 7, 2023

1. Take roll, approve minutes & agenda

- a. In attendance:
- b. Approval of March 24, 2023, Minutes
 - a. Manuel moved to approve the minutes; Brenda seconded the motion. Minutes were unanimously approved
- c. Approval of Agenda
 - a. Add "Conversation about Dining and Catering Policy" to New Business if we have time (suggested by Amber).
 - b. Della motioned to approve the agenda, Mal seconded the motion. Agenda was unanimously approved.

2. Chair Updates

- a. Request made for Meeting with President
 - a. Meeting request was made two weeks ago, and we still have heard nothing back. Col'Lette will follow up.

3. Old Business

- a. EEA Standing Committee Volunteers
 1. Col'Lette will compile and send out charge letters to volunteers assigning them to committees by April 14, 2023. These will include details about the committee and contact information for their committee chairs.
- b. Employee of the Month
 1. HR is currently taking responsibility
- c. Meeting Time Change – Please Fill Out Microsoft Form on EEA Executive Committee Chat

3. New Business

- a. Salary Exempt Plan Meeting w/ HR
 1. Col'Lette will send out the summary of the plan and the next steps that HR intends to take. She also noted that Staci was willing to share all of the data

Exempt Employee Association

400 E University Way | Ellensburg WA 98926 |

Email: exemptpassoc@cwu.edu | Web: cwu.edu/exempt-association/

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu.

This is an electronic communication from Central Washington University.

that the consulting team provided from the survey if we were interested in that. Interim employees were discussed in the meeting as well. There will be a follow up meeting on Monday, April 10.

2. It was noted that the way in which HR is approaching this feels like they do not truly want feedback and are not being fully transparent. The group decided that getting the full Milliman report would be beneficial.
3. There was discussion in the meeting with HR about the number of hours being worked by folks, and the preference to not pay people more for additional duties, but instead to have supervisors be responsible for appropriately managing the amount of work people are given (right-sizing the workload).

b. Vision, Mission, and Strategic Plan – Prepare to discuss next meeting

1. [Committee Updates | Central Washington University \(cwu.edu\)](#)

- a. Review the Values statements and prepare any feedback you might have for the Steering Committee to consider
- b. Develop university-level goals and initiatives for each of the four values of the Strategic Plan.

4. Dining/Catering Policy

1. Amber posted the policy in the chat for folks to review; she is meeting with some additional exempt staff on the issue next week. It feels like it unnecessarily puts barriers up for student groups to host their events and function normally on campus. The policy has not gone to UPAC yet, but it does not seem as though any of the questions or concerns that have been presented thus far have been heard.

5. EEA Standing Committee Updates

- 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 & Manuel
 - a. Fall 2022 the EEA focused on employee wellness; they reached out to exempt employees with a survey to understand the current knowledge of university employees related to wellness resources available to them, and to gain an understanding of what types of wellness topics are important to employees.
 - b. Manuel shared the compiled results of the survey with this group (via screen share)
 - a. 201 total exempt employee responses (all full time employees)

Exempt Employee Association

400 E University Way | Ellensburg WA 98926 |

Email: exemptpassoc@cwu.edu | Web: cwu.edu/exempt-association/

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu.

This is an electronic communication from Central Washington University.

- b. There are a large number of employees that reported they were either not aware of many available resources or have not utilized them
- c. Staff exercise classes (free), REC Center discounts, and Incentives for Wellness checkups topped the list of needs/wants of the exempt employees who responded
- d. Next steps will be sharing this information with the exempt employees and larger university community, and to identify ways in which the EEA committee can help promote/implement some of the requests/needs. When these minutes are approved, the survey results will be uploaded to the EEA website.

5. University Committee Reports

- a. Accessibility And Disability Action Planning Team (ADAPT)— Della
 - a. ADAPT Awareness event after SOURCE (end of the month)
 - a. May 25th
 - b. Global accessibility awareness the week prior but SOURCE is priority
 - c. Will get something on bulletin board in the SURC
 - d. Hoping to get some student involvement including presentations from students working on accessibility issues
 - e. Centers will be included as well
 - b. Chad creating one sheet/pamphlet/brochure about ADAPT and accessibility on campus (reporting, disability services, etc.)
 - c. Added myself to the group working on this event
 - d. Student group working on finding disability/accessibility issues – working on sharing those with facilities and will be developing a form that gets directed to the correct area (Facilities, Disability Services, etc.) to address and resolve the issues.
 - e. Taralynn Petrites will be taking over as Chair for the next year; Chad will still stay on with the committee
 - f. James Jankowski is working with Chad re: software accessibility issues...discussing the creation of a rubric that they can use to determine if a company is not just accessibility compliant but proactive
- b. Equal Opportunity Committee—Manuel, Wendy
 - a. Next meeting is on the 27th
- c. Strategic Planning Committee—Jonathon Henderson
- d. Enterprise Facilities—Ian
- e. Ethics— Pat
- f. Health & Safety—Wendy
 - a. Wendy was added to the committee and the meetings are now on her calendar
- g. Tuition Waiver—Brenda

Exempt Employee Association

400 E University Way | Ellensburg WA 98926 |

Email: exemptpassoc@cwu.edu | Web: cwu.edu/exempt-association/

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu.

This is an electronic communication from Central Washington University.

- h. Library Advisory—Mal
 - a. Meeting on 4/17 and Col'Lette will be attending
- i. President's Budget Advisory Council (PBAC) —Amber
 - a. Mostly discussion-focused re: current financial deficit (\$4.5 million gap). How do we do values-based budgeting, what are our priorities for funding? Some suggestions to bridge the gap include increasing housing/dining fees and increasing tuition by just over 2%. 80% of funds go towards staffing, so questions about that came up also. It wasn't necessarily a conversation about releasing folks, but more about the fact that with our decreased enrollment, do we need the same level of staffing that we used to. There was also discussion about the budget reflecting and supporting our mission and vision.
- j. University Policy Advisory Committee (UPAC)— Col'Lette
 - a. Meeting at the end of the month

7. Other Committee Reports

- a. Director of Compliance & Title IX Coordinator Interviews
 - a. Everyone in this group was invited; don't forget to fill out the feedback forms!
 - b. Amber also reported that the Gender-Based Violence Workgroup met recently. They discussed the process from when a disclosure is made to when an outcome is determined; Staci was present and Thomas was present, but nobody from Rights & Responsibilities was there. There was conversation about each area's role in the process. Will be meeting again next week.

8. Other issues, concerns, or announcements?

- a. Website Edits & Audit
 - a. April 30, 2023 – Edits Complete
 - b. May 31, 2023 – Audit Complete
 - c. Col'lette will be requesting to change our email address to EEA@cwu.edu instead of the long version we have now

9. Adjourn Meeting

Amber moved to adjourn the meeting; Brenda seconded the motion. The meeting was adjourned at 2:48pm.

Exempt Employee Association

400 E University Way | Ellensburg WA 98926 |

Email: exemptpassoc@cwu.edu | Web: cwu.edu/exempt-association/

CWU is an EEO/AA/Title IX Institution. For accommodation email: DS@cwu.edu.

This is an electronic communication from Central Washington University.