



University Policy Advisory Committee Minutes
Barge Hall, room 412
February 11, 2015
8:30 AM

Present:

Ex-officio: Marilyn Levine, George Clark, Linda Schactler, Rob Perkins, Sarah Swager, Katharine Whitcomb.

Ex-officio non-voting: Don Anderson, Andreas Bohman, Kandee Cleary, Patricia Cutright, Jim DePaepe, Dennis Francois, Greg Harvill, Kirk Johnson, Traci Klein, Connie Lambert, Mike Luvera, Melody Madlem, Mike Moon, Staci Sleigh-Layman, John Swiney, Bill Yarwood

Guest: Ron Munson

I. Action Items

1. Approval of UPAC Minutes from November 5, 2014

Motion to approve as presented by Linda Schactler. Seconded by John Swiney. No further discussion. Motion carried.

2. Policies & Procedures – Summary sheets precede individual policies and procedures

A. Marilyn Levine:

1. FYI – CWUP 2-20-100 Inbound Insurance Policy

Dr. Levine explained that the Board of Trustees approved this policy last week. She reminded the group that at the BOT meeting in December the Outbound Insurance Policy was approved and the board asked that the same type of policy be developed for inbound students. This new policy states that international students on F1 and J1 visas, and their dependents on F2 or J2 visas, will be mandated to provide proof of medical insurance during their studies at CWU. Any international student providing proof, in English, of comparable insurance coverage may hard waiver out of the mandated insurance policy.

B. Steve DeSoer:

Staci Sleigh-Layman reported on the policies/procedures for Operations.

1. CWUP 2-10-170 & CWUP 2-10-180 Appointing Authority Combined

Staci explained that the Appointing Authority and Delegation of Authority and Contracting Authority were reviewed, combined, and revised to reflect staffing changes and updates. Language was added to the policy to reflect this change and text was edited to enhance readability. UPAC members endorsed these revisions.

2. CWUP 2-30-000 Compensation Philosophy (New)

The creation of a compensation philosophy at the institutional level was needed. It provides the basis for classified salary allocations and exempt employee salary administration. UPAC members endorsed the addition of CWUP 2-30-000 Compensation Philosophy into the policies manual.

3. CWUP 2-30-055/CWUR 1-70-035 Dependent Tuition Waiver

Traci Klein presented the revisions to the Dependent Tuition Waiver policy and procedure. She explained that the policy and procedure were reviewed and revised to reflect the university's commitment to making this waiver accessible to its most valuable resources, faculty and staff.

Language was added to the policy to reflect this change and the text was edited to enhance readability. This will increase the value of this policy as a recruitment tool and as a strategic component in revenue generation regarding the implementation of RCM. The changes include: adding the inclusion of non-matriculated students, removing the six month waiting period for new employees, and increasing the age of dependents to 26 to align with coverage in health insurance. UPAC members endorsed these changes.

4. CWUP 2-30-115/CWUR 1-70-010 Employment of Foreign Nationals (New)

CWU has never had a policy and procedure that governs and/or provides guidance in the employment of foreign nationals. As our recruitment and employment efforts become more global and as federal regulations become more complicated, policy and procedure is absolutely required. The purpose of the policy is to ensure supervisors and appointing authorities comply with federal regulations concerning employment of short-term and long-term employee. The policy basically delineates responsibility of all entities. UPAC members endorsed the addition of CWUP 2-30-115 and CWUR 1-70-010 into the policies and procedures manual.

5. CWUP 2-40-180 AIHA White Paper – Electronic Cigarettes in an indoor Environment

Mike Moon thanked the University Health and Safety Council for developing the white paper on Electronic Cigarettes. Existing research does not appear to warrant the conclusion that e-cigarettes are “safe” in absolute terms. Many of the data sources reviewed confirm that e-cigarettes are not emission-free and that their pollutants could be of health concern for users and those who are exposed secondhand.

6. CWUP 2-40-180 Smoking in Public Places

Because of concerns about primary and secondary exposure to e-cigarette vapors and liquids, it was suggested that we include e-cigarettes in the prohibition against smoking in public places. UPAC members endorsed the revision of CWUP 2-40-180.

7. CWUP 2-50-100/CWUR 3-40-960 Closed Circuit TV

The University Closed Circuit Television and Camera policy was reviewed and revised to reflect staffing changes and updates. Language was added to the policy to reflect these changes and text was edited to enhance readability. In conjunction with the policy update, the Closed Circuit Television and Cameras procedure was also updated to reflect the same as well as to clarify procedures. UPAC members endorsed the changes to CWUP 2-50-100 and CWUR 3-40-960.

8. CWUP 2-40-015/CWUR (Number TBD) Computer Access & Maintenance

The University Computer Center Access and Maintenance policy was reviewed and the text was edited to enhance readability. In addition, to be in compliance with the policy, new procedures for Computer Center Access and Maintenance have been added as well. UPAC members endorsed the changes to CWUP 2-40-015 and the addition of the accompanying procedure.

9. CWUP 6-50-020/CWUR 6-50-020 Salary Administration

The changes to the Salary Administration policy and procedure are basically housekeeping. The changes establish that the initial salary and salary adjustments take into account both external market and internal equity. In addition, the changes establish that salary adjustments will take effect the first of the month following analysis and approval by the appointing authority. UPAC members endorsed the changes to the Salary Administration policy and procedure.