University Policy Advisory Committee Minutes  
Barge Hall, room 412  
April 1, 2015  
8:30 AM

Present:
Ex-officio:  Marilyn Levine, George Clark, Steve DeSoer, Linda Schactler, Sarah Swager, Rob Perkins, Katharine Whitcomb, Matt Cziske, Ken Young

Ex-officio non-voting:  Don Anderson, Shelly Baird, Andreas Bohman, Kandee Cleary, Jim DePaepe, Dennis Francois, Traci Klein, Mike Luvera, Mike Moon, Adrian Naranjo, Lene Pedersen, Stacey Robertson, Staci Sleigh-Layman, John Swiney, Bill Yarwood

I. Informational Item
   1. UPAC Membership/How to Propose a Policy or Procedure Document
Linda Schactler summarized the membership and reminded the group of the process for revising/establishing policies and procedures. Steve Desoer reminded attendees that UPAC is the place to raise questions/concerns regarding policies and procedures before the president approves them.

Marilyn Levine introduced new UPAC members:  Stacey Robertson, Dean, College of Arts and Humanities, Dean, College of Education and Professional Studies, and Ann Radwan, Executive Director of International Studies and Programs.

II. Action Items
   1. Approval of UPAC Minutes from February 11, 2015
Motion to approve as presented by Linda Schactler.  Seconded by Matt Cziske.  No further discussion.  Motion carried.

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

   **A. Steve DeSoer:**
   1. CWUP 2-30-060 & CWUR 1-70-040 Civil Service Employee Leave
   The changes to the Civil Service Employee Leave policy and procedure include the following:
   - Adding required language on unpaid holidays for reasons of religion and/or conscience;
   - Adding two additional personal holidays for non-represented civil service employees;
   - Accurately reflecting that responsibility for management of employee leave rests with supervisors, not Human Resources;
   - Deleting language from procedure that restates WAC and, instead, now refers to the WAC;
   - Separating/integrating language so that the policy and the procedure are completely separate.
   UPAC members endorsed the changes to the Civil Service Employee Leave policy and procedure.

   2. CWUP 2-60 (4) Enterprise Facilities Committee
   Revisions to the Enterprise Facilities Committee were made to clarify committee responsibility. These responsibilities include the review of enterprise business cases, participating in the biennial capital project process, maintaining, developing and implementing an enterprise facilities master plan, and ensuring that enterprise facilities decisions are appropriately considered, planned and communicated to the campus community.  UPAC members endorsed the changes to the Enterprise Facilities Committee.
3. CWUP 2-60 (10) Enterprise Information Systems Committee
The Enterprise Information Systems Committee was reviewed and revised to reflect staffing changes and updates. Additional areas of the university have been included in the voting membership to encompass a broader enterprise understanding. It was suggested that this committee mirror the Enterprise Facilities Committee membership. This item will come to UPAC at a future date.

4. CWUP 6-60-040 Holidays (Exempt Employees)
Supervisors of exempt employees are responsible for managing holiday leave. For ease of recordkeeping, the four-month waiting period will be eliminated for use of personal holidays. It simplifies programming in the Time and Attendance module and removes an outdated requirement from our policies. Two additional personal holidays per calendar year have been added, and two unpaid holidays for reasons of faith or conscience have been added per WAC and RCW. UPAC members endorsed the revisions to CWUP 6-60-040 Holidays (Exempt Employees).

5. CWUP 2-70-060 Organizational Effectiveness Data Policy (NEW)
This new policy was established as a governing document for the Organizational Effectiveness Data Warehouse. This was the first pass at a policy since we didn’t have one in place. Several revisions were suggested. The policy will come back to UPAC at a later date.