University Policy Advisory Committee Minutes  
Barge Hall, room 412  
June 6, 2012  
8:30 AM

REMINDER: UPAC WILL NOT MEET IN JULY OR AUGUST. THE NEXT MEETING IS SEPTEMBER 5, 2012

Present:  
Ex-officio voting: Jim Gaudino, Marilyn Levine, George Clark, Sherer Holter, Kirk Johnson, Jim Huckabay, Ian Loverro, Matt Cziske, Charlene Andrews

Ex-officio non-voting: Margaret Badgley, Shelly Baird, Ethan Bergman, Jack Bishop, Sandy Colson, Patricia Cutright, Ed Day, Pat Devlin, Bob Hickey, Connie Lambert, Melody Madlem, Marji Morgan, Tracy Pellett, Carmen Rahm, Linda Schactler, Staci Sleigh-Layman, Bill Vertrees, Scott Wade

I. Action Items
   1. Approval of UPAC Minutes from May 2, 2012
      Motion to approve the UPAC Minutes from May 2, 2012 as presented by Sherer Holter.  Seconded by Jim Huckabay.  No further discussion.  Motion carried.

II. University Policies to Recommend for Approval
   1. CWUP 2-10-050 Department, College, or Unit Name Change – Sherer Holter
      The update to this policy states that after consultation through an established process and upon approval by the division head, the division head shall bring a proposal for a name change to the cabinet for recommendation to the president, as opposed to UPAC. UPAC members endorsed the changes to the Department, College, or Unit Name Change Policy.

      2. CWUP 2-30-010 Background Check – Sherer Holter
         The changes to the Background Check Policy include adding definitions of the scope and types of background checks conducted by CWU, and the addition of a section on social media. UPAC members endorsed the changes to the Background Check Policy.

      3. CWUP 2-30-020 Children in the Workplace – Sherer Holter
         The major change to this policy is basically stating that children are not allowed in the workplace or the classroom. UPAC members asked if this policy could be broadened. Most faculty and staff like the flexibility of dealing with this issue between themselves and their supervisor or between the faculty member and the student. President Gaudino will have Human Resources review the liability issues, and this policy will come back for further review.
4. CWUP 2-30-060 Civil Service Employee Leave – Sherer Holter
The references to WAC 357-31 were deleted in most cases. The WAC is referenced at the beginning of the policy, so it does not to be referenced throughout the policy. In addition, some links were added, and the policy name was changed to Civil Service Employee Leave rather than Classified Employee Leave. UPAC members endorsed the changes to the Civil Service Employee Leave.

5. CWUP 2-30-070 Employee Participation in Political Affairs – Sherer Holter
Language was added to clarify that employees, when speaking or acting as private citizens, do not speak on behalf of the university. It was suggested that a reference to the CBA be added to item (2). UPAC members endorsed the changes to the Employee Participation in Political Affairs Policy with the addition of the CBA reference.

6. CWUP 2-30-200 Recruitment, Retention, and Hiring – Sherer Holter
A section on student employees was added to this policy, as well as, a reference to the procedure that accompanies this policy (CWUR 1-70-140). In addition, a statement regarding senior administrative exempt searches requiring a search committee was added. UPAC members endorsed the changes to the Recruitment, Retention, and Hiring Policy.

7. CWUP 2-30-260 Training and Development – Sherer Holter
The changes to this policy include housekeeping of a title change and changing the time span for required training of Preventing Sexual Harassment and Discrimination training to once every three years rather than annually. UPAC members endorsed the changes to the Training and Development Policy.

The only change to this policy was a title change. UPAC members endorsed the changes to the Equal Opportunity and Affirmative Action Policy Statement.

9. CWUP 2-40-140 Health, Safety and Environmental Protection – Sherer Holter
This policy explains that CWU follows the rules and guidelines with regard to health, safety, and environmental protection. In addition, a statement clarifying the responsibility of the Environmental Health and Safety Office was added. It was suggested that *environmental protection* be defined. This policy will come back for further review.

10. *Deletion of CWUP 7-0 Business and Financial Affairs – George Clark*
George explained that this section of the policies manual is basically an organization chart, not a policy. UPAC members endorsed the deletion of CWUP 7-0 Business and Financial Affairs.

11. *Deletion of CWUP 9-30 General Administrative Policies – Sherer Holter*
The information in this policy is now located on the Public Affairs’ website. UPAC members endorsed the deletion of CWUP 9-30 General Administrative Policies.

12. *The following policies were reviewed and no changes were made:*
III. University Procedures Reviewed

1. CWUR 1-30-020 University Employees to Request Disability Accommodations – Sherer Holter
   Staci reported that the changes to this procedure include simplifying the language and deleting
   the redundancy. Pat Devlin suggested that the unions review this procedure before it is
   endorsed. Staci will share the procedure with union folks, and this procedure will come back
   for further review.

2. CWUR 1-30-030 Applicants to Request Disability Accommodations – Sherer Holter
   The language in this procedure was simplified as well. UPAC members endorsed the changes to
   the Applicants to Request Disability Accommodations Procedure.

3. CWUR 1-30-040 Student with Disabilities to Request Disability Accommodations
   – Sherer Holter
   This procedure was changed to reflect the current on-line process for students in requesting
   disability accommodation. Language was simplified as well. UPAC members endorsed the
   changes to the Student with Disabilities to Request Disability Accommodations Procedure.

4. CWUR 1-70-010 Background Check – Sherer Holter
   This procedure accompanies CWUP 2-30-010 Background Check Policy. The changes include
   adding a definitions section, clarifying information in the criminal and non-criminal background
   sections, and adding a section regarding social media. It was suggested that “public domain
   page” be added to the social media section. UPAC members endorsed the changes to the
   Background Check Procedure with the modification to the social media section.

5. CWUR 1-70-110 Position Review and Allocation – Sherer Holter
   A title change from "Director of the Department of Personnel" to “Office of the State Human
   Resources Director” was made throughout the procedure. In addition, Human Resources needs
   only a copy of a position description and organizational chart to initiate a request for allocation
   or reallocation from a supervisor/department head, so the need for a worksheet was
   eliminated. UPAC members endorsed the changes to the Position Review and Allocation
   Procedure.

6. CWUR 1-70-140 Recruitment, Retention, and Hiring – Sherer Holter
   The changes to this procedure basically formalize current practice. Senior administrative
   positions are defined, and a statement regarding diversity of the candidate pool was added.
   AVP for Human Resources was changed to Chief Human Resource Officer throughout the
procedure. UPAC members endorsed the changes to the Recruitment, Retention, and Hiring Procedure.

7. CWUR 1-70-170 Training and Development – Sherer Holter
The changes to this procedure change the time span for required training of Preventing Sexual Harassment and Discrimination training to once every three years rather than annually. UPAC members endorsed the changes to the Training and Development Procedure.

8. CWUR 3-20-122 Personal Communication Device Procedure – George Clark
The latest reimbursement amounts were added to this procedure. UPAC members endorsed the changes to the Personal Communication Device Procedure.

9. CWUR 1-70-030 (Education Benefits Procedure) was reviewed and no changes were made

IV. Departmental Policies/Procedures Reviewed
No departmental policies/procedures to review at this time.