



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.

8. CWUP 2-35-010 Equal Opportunity and Affirmative Action Policy Statement – Sherer Holter
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:***

CWUP 2-30-030 Distinguished Service Recognition – Civil Service and Exempt Employees and President Emeritus Status
CWUP 2-30-050 Education Benefits for CWU Staff
CWUP 2-35-050 Sexual Harassment Policy
CWUP 2-40-050 Ethics in Public Service
CWUP 2-40-070 Conflict of Interest in Relationships
CWUP 2-40-180 Smoking in Public Places
CWUP 2-40-230 Whistleblower Act

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.