



University Policy Advisory Committee Minutes  
Barge Hall, room 412  
October 4, 2017  
8:30 AM

Present:

Ex-officio non-voting: James Gaudino

Ex-officio voting: Lidia Anderson, Joey Bryant, Duane Dowd, Katherine Frank, Joseph Han, Joel Klucking, Kathryn Martell, Sharon O'Hare, Linda Schactler, Cody Stoddard

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Jason Berthon-Koch, Andreas Bohman, Kande Cleary, Richard DeShields, Tim Englund, Dennis Francois, Gail Farmer, Kreiere Jackson, Traci Klein, Gail Mackin, David Pena-Alfaro, Mike Rogel, Todd Shiver, Staci Sleigh-Layman, Pat Stanton, Leah Valverde

I. Action Items

1. Action – Approval of UPAC Minutes from June 14, 2017

UPAC members endorsed the minutes from June 14, 2017 with one revision.

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

**A. Academic & Student Life – Katherine Frank:**

1. No policies/procedures to review at this time.

**B. Business & Financial Affairs – Joel Klucking:**

1. CWUP 2-60 (3) – Budget Executive Committee (formerly Budget & Finance Committee)

The budget and finance committee name was changed to the budget executive committee. The representation was changed to align with the new budget model and the committee now reports to the president. UPAC members endorsed the proposed revisions to CWUP 2-60 (3).

2. CWUP 6-60-010 Annual Leave

Accrual rates for civil service employees were increased on July 1, 2017. The changes to the annual leave policy were made so that the total accrual rates are the same for civil service and exempt employees. UPAC members endorsed the proposed changes to CWUP 6-60-010.

3. CWUP & CWUR 6-60-040 Holidays

Revisions to the holidays policy were made to clarify that regular appointments may be non-cyclic (12 full months) or cyclic (less than 12 full months). The procedure was revised to add more detail and to make it clear. It also provides examples for clarity. UPAC members endorsed the proposed changes to CWUP & CWUR 6-60-040.

4. CWUP 2-10-210 & CWUR 3-50-610 Journal Entry

The journal entry policy and procedure were created at the recommendation of the State Auditor's Office. The policy and procedure ensure that manual journal entries recorded in the general ledger are properly prepared, supported, reviewed, approved, recorded in accordance with generally accepted accounting principles, and stored in a uniform and consistent manner for easy accessibility. UPAC members endorsed CWUP 2-10-210 and CWUR 3-50-610.

**C. Operations – Joseph Han:**

1. CWUP 2-50-120 & CWUR 7-80-030 Abandoned Property

The abandoned property policy and procedure were created in order for University Police, Facilities Management and University Housing to have guidelines for managing abandoned personal property on university property. The policy and procedure applies to the identification, tagging, removal, storage and disposal of abandoned personal property. UPAC members endorsed CWUP 2-50-120 and CWUR 7-80-030.

2. CWUP 2-60 (10) Enterprise Information Systems Committee

Changes to the enterprise information systems committee were suggested to reflect several organizational changes within our institution and to right-size the membership. UPAC members endorsed the changes to CWUP 2-60 (10) with a couple of minor revisions.

**D. President's Division – Linda Schactler**

1. CWUP 2-10-170 Appointing Authority, Delegation of Authority & Contracting Authority

The appointing authority policy was revised to incorporate title changes and to add new appointing authority positions. Changes also included the addition of language required for grants and contracts and other research-related documents. UPAC members endorsed the proposed changes to CWUP 2-10-170.

**E. Enrollment Management – Sharon O'Hare:**

No policies/procedures to review at this time.