



University Policy Advisory Committee Minutes  
Barge Hall, room 412  
February 1, 2017  
8:30 AM

Present

Ex-officio: Joey Bryant, Katherine Frank, Joel Klucking, Kathryn Martell, Sharon O'Hare, Sathy Rajendran, Kurt Lohide

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Kande Cleary, Anne Cubilie, Patricia Cutright, Richard DeShields, Bernadette Jungblut, Adrian Naranjo, Nina Oman, Stacey Robertson, Staci Sleigh-Layman, Pat Stanton, Bill Yarwood

Others present:

Traci Klein

I. Action Items

1. Action – Approval of UPAC Minutes from October 26, 2016

UPAC members endorsed the minutes from October 26, 2016.

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

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

1. No ASL policies or procedures to review at this time.

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

1. CWUP 2-30-120 & CWUR 3-40-070 Military Leave Policy and Procedure

The military leave policy and procedure were reviewed and revised to ensure we were still in compliance with federal and state laws and to consolidate guidance under the policy and processes under the procedure. UPAC members endorsed the changes to CWUP 2-30-120 and CWUR 3-40-070.

2. CWUR 3-40-180 Uniform Service Shared Leave Pool (USSLP) Procedure

Changes to the uniform service shared leave pool procedure were made to ensure compliance with Washington state regulations. UPAC members endorsed the changes to CWUR 3-40-180.

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

1. CWUR 5-10-020 Payment Plan Procedure

The payment plan procedure was updated to clarify language in the eligibility section (3). Accounts must be current to enroll in the payment plan. Enrollment now requires the administrative fee be paid at the time of enrollment in the payment plan, rather than being charged to the student account and included in the total payment plan balance. Payments may be made online through MyCWU. UPAC members endorsed the changes to CWUR 5-10-020.

2. CWUP 2-20-090 & CWUR 5-10-010 Waiver of Tuition and Fees Policy and Procedure

Changes to the waiver of tuition and fees policy and procedure were made to reflect the creation of the Vice President of Enrollment Management and the Enrollment Management division. The policy is jointly administered by the Vice President of Enrollment Management and the Vice President for Business and Financial Affairs. Community based waivers, while no longer spelled out in the policy, will

become part of the annual tuition waiver plan, which will be available on the enrollment management web site. Additionally, the tuition waiver council will be disbanded, and the budget and finance committee will become the consultative body on tuition waiver planning. This will streamline the annual planning process and shorten the duration in implementing an annual tuition waiver plan. UPAC members endorsed the updates to CWUP 2-20-090 and CWUR 5-10-010.

**C. Operations – Kurt Lohide:**

1. CWUP 2-50-070 Key Policy

The key policy was updated to incorporate language restricting duplication or unauthorized use of keys. UPAC members endorsed the changes to CWUP 2-50-070.

2. CWUR 7-30-110 Key Issuance Procedure

The key issuance procedure was revised to streamline the procedure and remove outdated processes. UPAC members endorsed the changes to CWUR 7-30-110.

3. CWUR 7-30-040 Consultant Selection Procedure

Changes to the consultant selection procedure were made to reflect current practices and to include a diverse business plan as part of the proposal submittal. This requirement is in alignment with the State's OMBWE goals.

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

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