



University Policy Advisory Committee Minutes
Barge Hall, room 412
September 5, 2012
8:30 AM

Present:

Ex-officio voting: Jim Gaudino, Marilyn Levine, George Clark, Sherer Holter, Melody Madlem, Matt Cziske, Charlene Andrews, K.J. Stilling

Ex-officio non-voting: Shelly Baird, Jack Bishop, Sandy Colson, Patricia Cutright, Richard DeShields, Stevan DeSoer, Kathy Gaer-Carlton, Bob Hickey, Connie Lambert, Marji Morgan, Tracy Pellett, Staci Sleigh-Layman, Sarah Swager, Scott Wade, Connie Williams

I. Action Items

1. Approval of UPAC Minutes from June 6, 2012

Motion to approve the UPAC Minutes from June 6, 2012 as presented by Sherer Holter. Seconded by Matt Cziske. No further discussion. Motion carried.

II. University Policies to Recommend for Approval

1. CWUP 2-30-290 Reporting Child Abuse and Neglect (already posted to the Web in compliance with required RCW) – Sherer Holter

The changes to this policy were required to comply with a new statute that was passed during the last legislative session.

2. CWUP 6-0 Exempt Employees' Code – Sherer Holter

The major change to this policy is changing the authority from the Board of Trustees to the President/Designee. In addition, title changes were updated along with a few other brief changes. Suggested language for the section on exempt employees with faculty status may be provided at a later date. However, UPAC members endorsed the changes to CWUP 6-0 Exempt Employee's Code as presented.

3. CWUP 2-40-140 Health and Safety for the University Community – Sherer Holter

The update to this policy is basically to expand the scope. UPAC members endorsed the changes to CWUP 2-40-140 Health and Safety for the University Community.

4. CWUP 2-10-010 Career Services Fees (formerly Career Counseling Fees for Community Members) – Marilyn Levine

Resources and procedural pieces were deleted from this policy, and the information regarding fees directs people to contact Career Services. UPAC members endorsed the changes to CWUP 2-10-010 Career Services Fees.

5. CWUP 8-20-070 University Housing and New Student Programs (formerly Senior Director of University Housing and New Student Programs – Marilyn Levine

Job descriptions and procedures were deleted from this policy. Basically it was cleaned up and paired down to make the policy fit with practices of the office for the past 15 years. In addition, a section that clarifies use/purchase of promotional items was added. UPAC members endorsed the changes to CWUP 8-20-070 University Housing and New Student Programs.

6. CWUP 8-40-050 Student Sexual Assault Response – Marilyn Levine

Procedures were deleted from this policy, titles were updated, and legal language was adjusted since we are not a legal entity and are not bound by legal standards of evidence. Consultation was made with Staci Sleigh-Layman regarding Title IX language. UPAC members endorsed the changes to CWUP 8-40-050 Student Sexual Assault Response.

7. DELETE – CWUP 8-40-030 Related Information – Marilyn Levine

This policy is being deleted because it is redundant. The information is already available in other areas on our website. UPAC members endorsed the deletion of CWUP 8-40-030 Related Information.

III. University Procedures Reviewed

1. CWUR 1-70-150 Rehiring Retirees – Sherer Holter

References to the “Rehiring Retirees Review” form have been removed. The regulations that necessitated the form have been revised and it is no longer needed. UPAC members endorsed the changes to CWUR 1-70-150 Rehiring Retirees.

2. CWUR 1-30-020 University Employees to Request Disability Accommodations – Sherer Holter

Language describing this procedure was simplified. Staci added that the unions reviewed the procedure and they did not have any comments or changes. UPAC members endorsed the changes to CWUR 1-30-020 University Employees to Request Disability Accommodations.

3. CWUR 6-0 Exempt Employees’ Procedures – Sherer Holter

Changes to the Exempt Employees’ Procedures include updating the section regarding 360 evaluations, updating titles, changing delegation of authority, and clarifying that the PDP is now the formal evaluation tool for all exempt employees. UPAC members endorsed the changes to CWUR 6-0 Exempt Employees’ Procedures.

4. CWUR 4-20-005.3 Student Consultation Team (formerly Problem Solving Team) – Marilyn Levine

This team has changed their name from the “Problem Solving Team” to the “Student Consultation Team.” In addition, membership was revised to give the team some flexibility to add other members as needed. UPAC members endorsed the changes to CWUR 4-20-005.3 Student Consultation Team.

5. DELETE – CWUR 4-20-005.6 Applicable Local, State, and Federal Laws – Marilyn Levine

Because the university has no direct control over these laws, it does not make sense to have a policy pertaining to them since they may change frequently by law. In addition, the student conduct code already indicates that students are responsible for local, state, and federal laws. UPAC members endorsed the deletion of CWUR 4-20-005.6 Applicable Local, State, and Federal Laws.

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

Other Announcements:

Marji Morgan reported that many music/theatre students have been performing all summer. Several students in our musical theatre performance program performed in the Leavenworth Summer Theatre program. In addition, we had one student working this summer as an extra in the feature film "Admissions" with Andy Garcia. For the second year in a row, CWU's vocal jazz group was selected to perform at the National Jazz Educators Conference.

Patricia Cutright announced that the Academic & Research Commons Area in the Library will launch September 19. In addition, the writing, math, and tutor areas will all be located in one area in the Library now.

Connie Lambert reported that the institutional report for our Education programs was submitted September 4, 2012.

Melody Madlem reported that Faculty Senate is moving forward on the study of quarter vs. semester systems. Curriculum will be another focal point for the Senate this year.

Richard DeShields reminded folks that the annual "Movers and Shakers" program is Friday, September 14. They anticipate the arrival of approximately 1200 students that day. He added that the new resident hall is ready to open, and there will be an open house on Friday, October 12.

Kathy Gaer-Carlton announced that Prospective Student Day was tied into Homecoming this year and will be held October 13.

Jack Bishop reminded the group that the first home football game is Saturday, September 22 and has been designated as Faculty and Staff Appreciation Day. Stay tuned for more to come on that. The second home game is Saturday, September 29 and we will recognize firefighters that day. The Homecoming football game is Saturday, October 13.

Staci Sleigh-Layman reported that a subcommittee of the Inclusivity/Diversity Committee that is responsible for developing external relationships has organized an inaugural event "Welcome Home Wildcats." The event coincides with students moving back to campus on Friday, September 14. The purpose is to encourage new students and their parents to explore Downtown Ellensburg. A tent will be set up on the east side of Black Hall and Mary Grupe Center between 12:00-3:00 PM. There will be plenty of giveaways including maps of

downtown. The HopeSource/University buses will leave for downtown every 15 minutes, staffed with tour guides sharing town history, facts, and secrets. Stop by and check it out.

Carmen Rahm commended his staff on work done over the summer to upgrade our networks. He also thanked K.J. Stilling and the rest of the ASCWU BOD officers for help with the mobile app for students.

George Clark thanked everyone for their help and support during the Taylor Bridge Fire.

There will be an all faculty welcome back barbeque on the lawn east of Grupe Center on Monday, September 17.

Save the Date! The President's State of the University Address will be October 4, 2012 at 1:30 PM in McConnell Auditorium. To encourage attendance the address will NOT be video streamed. However, it will be taped and available on line at a later date.