



## University Policy Advisory Committee Minutes - *DRAFT*

Barge Hall, room 412

June 10, 2015

8:30 AM

### Present:

Ex-officio: Jim Gaudino, Marilyn Levine, George Clark, Steve DeSoer, Linda Schactler, Sarah Swager, Rob Perkins, Katharine Whitcomb, Ken Young

Ex-officio non-voting: Don Anderson, Kevin Archer, Paul Ballard, Andreas Bohman, Kande Cleary, Patricia Cutright, Dennis Francois, Joel Klucking, Mike Luvera, Kathryn Martell, Mike Moon, Adrian Naranjo, Ann Radwan, Stacey Robertson, Staci Sleigh-Layman, John Swiney, Scott Wade, Bill Yarwood

Guests: Joey Bryant, Richard DeShields, Katelyn Jones, Steve Sarchet

### I. Action Items

#### 1. Approval of UPAC Minutes from April 1, 2015

UPAC members endorsed the minutes from April 1, 2015. No revisions were suggested.

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

##### **A. Academic & Student Life – Marilyn Levine:**

##### 1. CWUP 5-50-090 Certificate Programs

Dr. Levine reported that the revisions to this policy are to add a Type D certificate. Type D is a graduate level certificate. Other revisions are to differentiate the policy between undergraduate and graduate certificates. UPAC members endorsed the changes to CWUP 5-50-090 Certificate Programs.

##### 2. CWUR 2-50-090 Certificate Programs

Dr. Levine added that changes to the procedure coincide with the policy in adding the new Type D graduate certificate procedures. UPAC members endorsed the changes to CWUR 2-50-090 Certificate Programs.

##### 3. Student Conduct Code – Sarah Swager

Richard DeShields and Joey Bryant were introduced to present the revisions to the Student Conduct Code. Mr. DeShields explained that the code had not been revised in a long time, so this is a complete re-write. They worked closed with Alan Smith, our Assistant Attorney General, on the re-write. Some of the major changes include language revision per the Clery Act update, updating the student appeal processes, adding a review officer, and revising language to align with conduct codes around the U.S. UPAC members endorsed the changes to the Student Conduct Code.

##### **B. Business & Financial Affairs – George Clark:**

##### 1. CWUP 2-10-100 University Investments

Mr. Clark explained that this policy revises the 7-10 year minimum investment portfolio to 0 percent. This amendment allows the investment manager to maintain the shorter-term nature of the current portfolio, as recent bond maturity proceeds would be forced by IP to be re-invested into longer maturity bonds. It is expected that bond maturing over the next year could be re-invested in higher-yielding longer term bonds as rates are expected to rise within this time period. UPAC members endorsed the changes to CWUP 2-10-100 University Investments.

### **C. Operations – Stevan DeSoer:**

1. CWUP 2-10-035 & CWUR 7-10-035 Enterprise Communications Policy and Procedure (includes digital sign plan document)

The Enterprise Communications Policy and Procedure will be revised per suggestions from the group and will come back to UPAC at a later date.

2. CWUP 2-30-260 & CWUR 1-70-170 Training and Development Policy and Procedure

Mr. DeSoer explained that changes to the Training and Development Policy and Procedure include eliminating language that duplicates Washington Administrative Code, adding on-line options for mandatory training to reflect the university's subscription to the SkillSoft training platform, and clarifying the roles and responsibilities for various entities (Cabinet, Appointing Authorities, supervisors, and Human Resources). UPAC members endorsed the changes to CWUP 2-30-260 and CWUR 1-70-170 Training and Development.

3. CWUP 2-35-010 Equal Opportunity and Affirmative Action Policy Statement

This policy was revised to reflect the change in title of EO Administrator to Manager and to clarify that the manager is located within Human Resources.

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

1. Information Item – Department Name Change: Organizational Effectiveness to Institutional Effectiveness

To encompass all aspects of the newly created department under the Executive Director of Accreditation and Comprehensive Planning, the Office of Organization Effectiveness will be changed to Institutional Effectiveness. This name change will align us with other universities across the nation.

3. Budget Briefing – George Clark

Mr. Clark gave the group a brief budget update. Enrollment is everyone's responsibility at CWU and increased retention is a key driver for multi-year enrollment gains. The FY16 budget requests and decisions were laid out for everyone to review, and the admin fee waiver and impacts were explained. Ledger 1 (state/tuition) budget by division and ledger 2 (148) funds budget by college were reviewed. The BFC and Faculty Senate RCM recommendations, along with the cabinet responses were explained. Next steps include:

- BFA will input DRAFT budgets into the Hyperion (CatPlan) budget system;
- the Provost will finalize details of FY16 budget and disposition of her 148 funds;
- BFA will finalize budget profiles at the July Board of Trustees Retreat.

Mr. Clark reminded the group that none of the budget summaries are final until the state legislative session is concluded. This plan should be considered "draft" until then.

### **Other Announcements**

President Gaudino reported that he has invited the Faculty Senate to propose a policy to take to the Board of Trustees for approval on "communication without reprisal." Human Resources will work with the Senate to develop the policy that will go in Part 1 of the policies manual.