



University Policy Advisory Committee Minutes
Barge Hall, room 412
October 3, 2012
8:30 AM

Present:

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

Ex-officio non-voting: Margaret Badgley, Shelly Baird, Jack Bishop, Kande Cleary, Sandy Colson, Holly Crawford, Patricia Cutright, Ed Day, Steve DeSoer, Bob Hickey, Linda Huber, Connie Lambert, Marji Morgan, Tracy Pellett, Carmen Rahm, Linda Schactler, Staci Sleigh-Layman, Sarah Swager, John Swiney, Bill Vertrees, Scott Wade, Connie Williams

Guests:

Traci Klein, Darlene Serrine

I. Information Item

1. Traci Klein & Steve DeSoer – University Retirement Plan Update

Traci Klein explained that there are some changes to the CWU Retirement Plan (CWURP) and the Voluntary Investment Plan (VIP) effective November 1, 2012. Changes include the creation of a four-tier investment structure, a new Roth 403 (b) contribution feature for VIP participants, and the designation of Fidelity as the “Master Administrator” for CWU. Some funds are being frozen to new contributions, so folks are encouraged to schedule a one on one meeting with a Fidelity Consultant by visiting: www.fidelity.com/cwu.

II. Action Items

1. Approval of UPAC Minutes from September 5, 2012

Motion to approve the UPAC Minutes from September 5, 2012 as presented by Sherer Holter. Seconded by Matt Cziske. No further discussion. Motion carried.

III. University Policies to Recommend for Approval

No university policies to review at this time.

IV. University Procedures Reviewed

1. CWUR 3-40-380 Facilities Use Procedures – Sherer Holter & Sarah Swager

The Facilities Use Procedure and the Student Union Operations Event Guidelines have been refined and consolidated. SURC personnel have been notified of the modifications and are in favor of the changes. UPAC members endorsed the changes to CWUR 3-40-380 Facilities Use Procedures.

2. CWUR 4-20-060 Student Union Operations Event Guidelines (to be deleted if CWUR 3-40-380 is approved) – Sherer Holter & Sarah Swager

This procedure was consolidated with CWUR 3-40-380 Facilities Use Procedures, so it is being deleted. UPAC members endorsed the deletion of CWUR 4-20-060 Student Union Operations Event Guidelines.

The following procedure was reviewed and no changes were made:

3. CWUR 2-30-010 Responsible Conduct of Research Training Procedures – Marilyn Levine

As part of our review of all CWU Policies and Procedures, CWUR 2-30-010 Responsible Conduct of Research Training Procedures was reviewed and no changes were made.

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

Other Announcements:

Sandy Colson reminded the group that the first of the PASS events is October 26. J.R. Martinez will present in the SURC Ballroom at 7:00 PM. The entire PASS line up can be viewed at: <http://www.cwu.edu/series/performing-arts-and-speakers-series-2012-2013>.

Marji Morgan announced that October is Hispanic Heritage Month. A complete list of events can be viewed at: <http://www.cwu.edu/latino-latin-american/2nd-annual-cwu-hispanic-heritage-month>.

Patricia Cutright reported that it is “Banned Book Week.” She encouraged folks to celebrate the freedom to read!

Carmen Rahm announced that October is Cyber Security Awareness Month. Please see: <http://www.cwu.edu/~its/cybersecurity/> to learn more about cyber security both here at CWU and at home.

Matt Cziske stated that the Annual Fall Admissions Open House is Saturday, October 13. To date, approximately 400 students and parents have registered to attend.

Marilyn Levine commended Marji Morgan on the recent scholarship fundraiser for CAH at the Wind Farm. In addition, she gave kudos to Kirk Johnson and Mark Auslander for the Museum Exhibits.

President Gaudino reminded the group of the First Friday Artwalk on October 5. One of the venues will be at the University Reception Center and will feature works by local and traditional Native American artists. He also encouraged folks to try and attend one of the upcoming faculty recitals. See the Music Calendar on the Music Department’s website. CWU’s volleyball team is now nationally ranked. In addition, a “great job” goes out to John Swiney and the entire Enrollment Team for meeting our enrollment goals.