



University Policy Advisory Committee Minutes  
Barge Hall, room 412  
November 7, 2012  
8:30 AM

Present:

Ex-officio voting: Jim Gaudino, Marilyn Levine, George Clark, Kirk Johnson, Melody Madlem, Mike Jackson, KJ Stilling

Ex-officio non-voting: Margaret Badgley, Jack Bishop, Kande Cleary, Sandy Colson, Patricia Cutright, Steve DeSoer, Pat Devlin, Bob Hickey, Linda Huber, Holly Johnson, Connie Lambert, Kathryn Martell, Marji Morgan, Jesse Nelson, Tracy Pellett, Carmen Rahm, Linda Schactler, Staci Sleigh-Layman, Sarah Swager, Bob Tosch, Scott Wade, Connie Williams, Bill Yarwood, Amy Zukowski

I. Action Items

1. Approval of UPAC Minutes from October 3, 2012

Motion to approve the UPAC Minutes from October 3, 2012 as presented by Marilyn Levine. Seconded by Kirk Johnson. No further discussion. Motion carried.

II. University Policies to Recommend for Approval

1. CWUP 2-10-080 Honorary Naming of Building and Other Major Memorials – Sherer Holter

This policy change delegates authority to the president prior to all naming opportunities with the exception of buildings and colleges. UPAC members endorsed the changes to CWUP 2-10-080 Honorary Naming of Building and Other Major Memorials.

2. CWUP 2-30-020 Children in the Workplace/Classroom Attendance – Sherer Holter

President Gaudino explained that this policy has been revised based on UPAC questions and additional input from several constituency groups. The proposed policy is much more flexible and responsibility is left to individual faculty members and supervisors. UPAC members endorsed the changes to CWUP 2-30-020 Children in the Workplace/Classroom Attendance.

3. CWUP 2-35-020 Nondiscrimination Policies and Programs Pertaining to Employees – Sherer Holter

Staci Sleigh-Layman explained that this policy is no longer needed. WAC 106-72-004, Equal Opportunity and Nondiscrimination, gives the general statement and assures that the university complies with state and federal laws, regulations, and executive orders. CWUP 2-35-010 Equal Opportunity and Affirmative Action Policy Statement documents the university's commitment to equal opportunity and affirmative action for employees and

applicants. Other policies and procedures support nondiscrimination policies and programs for employees. UPAC members endorsed the deletion of CWUP 2-35-020 Nondiscrimination Policies and Programs Pertaining to Employees.

4. CWUP 2-35-030 Nondiscrimination Policies and Programs Pertaining to Students – Sherer Holter

The language in this policy was simplified so that there is no redundant mention of protected groups. References were also checked to make sure they are accurate and up-to-date. Content was not changed. UPAC members endorsed the changes to CWUP 2-35-030 Nondiscrimination Policies and Programs Pertaining to Students.

5. CWUP 2-35-060 Gender Equity – Sherer Holter

Staci reported that the changes to this policy are to acknowledge state law through a general policy statement. The full policy is not needed. It is redundant. A couple of language suggestions were made for this policy, so it will come back to UPAC in December.

6. CWUP 2-40-141 Communicable Disease Outbreak – Sherer Holter

Steve DeSoer explained that this policy was updated to state that CWU would do whatever state and federal agencies require us to do. Sandy Colson added that this policy used to be part of the Student Affairs section of the policies manual. It is being moved to general policies (Part 2) to include faculty, staff, and students. UPAC members endorsed the changes to CWUP 2-40-141 Communicable Disease Outbreak.

7. CWUP 2-40-142 Immunization – Sherer Holter

Steve explained that this policy was updated to state that CWU will support, educate, and encourage compliance with state and national recommendations with regard to immunization. In addition, requirements for position specific immunizations will be included in the position description and the position's supervisor will monitor compliance. This policy is also moving from the Student Affairs section of the policies manual to Part 2/General Policies to encompass faculty, staff, and students. UPAC members endorsed the changes to CWUP 2-40-142 Immunization.

8. CWUP 2-10-170 Connection Cards – George Clark

George Clark explained that this is a new policy. It clarifies connection card use, unauthorized use, and card fees. UPAC members endorsed CWUP 2-10-170 Connection Cards.

9. CWUP 2-60 (3) Budget and Finance Committee, and accompanying Membership List – George Clark

George reported that the committee purpose and membership have been updated. Membership changes include a couple of title changes, the addition of the Director of Organization Effectiveness as an ex-officio member, and moving the Academic Life representative to an appointed member. It was suggested that the membership be clarified to state that the ex-officio and appointed members are all voting members. UPAC members endorsed the changes to CWUP 2-60 (3) Budget and Finance Committee.

### III. University Procedures Reviewed

#### 1. CWUR 1-60-040 Honorary Naming of Buildings and Other Major Memorials – Sherer Holter

This procedure accompanies policy CWUP 2-10-080 and was updated to reflect the authority, delegated to the president, to approve all naming opportunities with the exception of buildings and colleges. Melody suggested including a statement explaining the process for un-naming a building/room that is currently named. Sandy will follow up with Alan Smith, our Attorney General, on this issue. UPAC members endorsed the changes to CWUR 1-60-040 Honorary Naming of Buildings and Other Major Memorials procedure pending the discussion with Alan Smith. If the procedure changes significantly, it will be brought back for UPAC to review again at a future meeting.

#### 2. CWUR 3-50-520 Connection Cards for Department or Grant Use – George Clark

This procedure accompanies policy CWUP 2-10-170 and changes were made to update authority, the procedure for obtaining a department connection card, responsibility, how to add money to the card, closing an account, and card set up and replacement fees. Connie will follow up regarding the question of charging a fee to grants. UPAC members endorsed the changes to CWUR 3-50-520 Connection Cards for Department or Grant Use procedure pending the question of charging a fee to grants. If the procedure changes significantly, it will be brought back for UPAC to review again at a future meeting.

#### 3. CWUR 3-50-525 Connection Card Replacement – George Clark

George explained that this is an additional procedure that accompanies CWUP 2-10-170. It summarizes the procedures for replacing a personal connection card. UPAC members endorsed CWUR 3-50-525 Connection Card Replacement procedure.

### IV. Departmental Policies/Procedures Reviewed

UPAC recommended that this section be deleted from future agendas unless a department brings their policies forward as a general information item.

#### Other Announcements:

President Gaudino commended CWU's Center for Leadership and Community Engagement on last night's "Election Night Bash." They did a great job organizing this event.

Jack Bishop invited the group to the CWU football game on Saturday, November 10. It's faculty and staff appreciation day. Employees can show their Connection Card at the gate and get into the game for free. The first 100 faculty and staff to show their Connection Card at the Wildcat Shop table inside the stadium will receive a special game t-shirt.

Sandy Colson reminded the group that Stacy Pearsall, decorated Combat Photographer, will speak at 6:00 PM on Friday, November 9, in the SURC Theatre, as part of CWU's Performing Arts and Speaker Series.

Kandee Cleary reported that the 7<sup>th</sup> Annual Parade of Nations is tonight in the SURC Ballroom at 7:00 PM. Stop by and enjoy a night of celebration, culture, music, and dance.

Marji Morgan announced that Central's Theatre Ensemble presentation of *The Tempest* begins this week. *The Tempest* will be performed November 8, 9, 10, 15, 16, and 17 with a preshow beginning at 7:15 PM and curtain at 7:30 PM at McConnell Auditorium. A matinee performance will be held on Saturday, November 18 at 1:45 PM.

Patricia Cutright reminded the group of the Brooks Library Civil War Exhibition. It is on display in the lobby of the Library until November 19, 2012. She added that two of our own professors will give Civil War Lectures. Professor Daniel Herman presents "Civil War Personal Stories" November 15 at 7:00 PM, and Professor Mark Auslander will present "Roses Gamble: African Americans and the Civil War, in History and Memory" November 19 at 7:00 PM. Both lectures will be held in the Library Music Room 401 in the Brooks Library. The 50<sup>th</sup> Anniversary Celebration of the Brooks Library as a Federal Depository Library is November 27 at 5:00 PM. In addition, there will be a ribbon cutting ceremony with the Board of Trustees in January for the Academic Research Commons area.

Marilyn Levine gave "kudos" to Patricia and her Library group, Jesse Nelson's area, Facilities Management, and the Student Technology Fee Committee for their assistance in making the Academic Research Commons area happen.