



University Policy Advisory Committee Minutes

Barge Hall, room 412

April 6, 2016

8:30 AM

Present

Ex-officio non-voting: Jim Gaudino

Ex-officio: Linda Schactler, Gene Shoda, Adrian Naranjo for Joel Klucking, Sarah Swager, Janet Finke, Lene Pedersen, Scott Carlton, Ken Young

Ex-officio advisory non-voting: Kevin Archer, Paul Ballard, Kandee Cleary, Anne Cubilie, Patricia Cutright, Tim Englund, Bernadette Jungblut, Kathryn Martell, Mike Moon, Corey Moriyama, Nina Oman, Stacey Robertson, Staci Sleigh-Layman, John Swiney, Scott Wade, Bill Yarwood

I. Action Items

1. Action - Approval of UPAC Minutes from January 6, 2016

UPAC members endorsed the minutes from January 6, 2016.

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

A. Academic & Student Life – Steve Hulbert:

1. Action – CWUP 5-90-040 Academic & General Regulations Policy
2. Action – CWUR 2-90-040 Academic & General Regulations Procedure

Revisions to CWUP 5-90-040 (34) and CWUR 2-90-040 (34) – Academic Regulations policy and procedure are to clarify the process for both students and faculty on how accommodations for missed assignments should be documented. This clarification came about due to several concerns brought forward to Faculty Senate from both faculty and students regarding misunderstandings of the allowance of making up missed assignments due to university sanctioned absences. Other changes included clarifying that the policy did not include summer quarter due to the nature of exams during summer quarter and adding a section to deal with the lack of policy regarding student bereavement leave. UPAC members endorsed the changes to CWUP 5-90-040 & CWUR 2-90-040 Academic Regulations.

B. Business & Financial Affairs – Joel Klucking:

1. Action – CWUP 2-60 (3) Budget & Finance Committee Policy

The Budget and Finance Committee was revised to reflect department name changes and to revise the following:

- Added four (4) ex-officio members; increased to 13 memberships: dean from CB, CEPS, COTS and CAH
- Changed appointing authority for faculty representatives from provost to faculty senate
- Added on (1) appointed member: increased to 16 memberships: faculty senate appoints five (5) faculty representatives (representation for each college not required)

These changes were vetted through the president, provost, vice president for business and financial affairs, budget and finance committee, and faculty senate chair. UPAC members endorsed the revisions to CWUP 2-60 (3) Budget & Finance Committee.

C. Operations – Gene Shoda:

1. Action – CWUP 2-30-050 Education Benefits for CWU Staff Policy

2. Action – CWUP 2-30-055 Education Benefits for CWU Staff Dependents & Retired Staff Policy
3. Action – CWUR 1-70-030 Education Benefits Procedure
4. Action – CWUR 1-70-035 Education Benefits for CWU Staff Dependents & Retired Staff Procedure

Two policies and two procedures dealing with education benefits were reviewed and modified to ensure inclusion of CWU ROTC faculty and staff in education benefits for employees and education benefits for dependents. UPAC members endorsed these changes.

5. Action – CWUP 2-40-140 Health & Safety for the University Community Policy
Proposed changes to CWUP 2-40-140 Health & Safety for the University Community Policy delineate more clearly the responsibilities of supervisors, employees, and the departments of Environmental Health & Safety and Human Resources. As CWU works to enhance the health and wellness of our employees, this delineation will be important for implementing new programs and strategies. UPAC members endorsed the revisions to CWUP 2-40-140 Health & Safety for the University Community Policy.

6. Action - CWUR 1-70-010 Background Checks Procedure
Some faculty, and UFC leadership, have expressed concerns about the general language in the background check procedures. They feel that one line is too broad and gives the university the ability to conduct background and credit checks not having to do with the particular position. The line (under the section Non-Criminal Background Investigation) was revised to read: *“All aspects of the background check per description and applicability in CWUP 2-30-010 Background Checks will be conducted prior to extending an offer of employment.”* The changes to this line mediated the concerns that were raised. UPAC members endorsed the revisions to CWUR 1-70-010 Background Checks Procedure.

D. President’s Division – Linda Schactler

1. No changes to President’s Division policies/procedures to present.

Other Announcements

One additional UPAC meeting has been added to the schedule to accommodate policies & procedures that folks would like to get through prior to summer quarter. That meeting will be June 1, 2016.

Wildcat Day is this Saturday. We have 1600 registered to visit campus. This is a huge jump from last year’s event which brought in around 1100 students and parents.

Men’s & Women’s Rugby play here this Saturday.

The Annual Library Gala is Saturday night.

Reminder: please submit your feedback on the Provost candidates as soon as possible. Dean Swager will make sure everyone has the link to the feedback page.