PEPPERDINE UNIVERSITY

UNIVERSITY MANAGEMENT COMMITTEE MINUTES

September 25, 2025

Attendees: Greg Ramirez, Jay Brewster, Jim Gash, Danny DeWalt, Thomas Knudsen, Donna Nofziger Plank, Nicolle Taylor, Lee Kats, Maretno Agus Harjoto, Sharon Beard, Ben Veenendaal, Sean Burnett

Absent: Phil Phillips, Lauren Cosentino

I. UNIVERSITY MANAGEMENT COMMITTEE CALL TO ORDER

Senior Vice President and Chief Operating Officer Nicolle Taylor called the University Management Committee meeting to order. The meeting was held via Zoom on Thursday, September 25, 2025.

II. BACKGROUND SCREENINGS - Action Item*

Revisions to the background screening policy were presented by the Executive Director of Human Resources Kyle Stiemsma. The proposed changes would help eliminate unnecessary redundancies while maintaining appropriate security measures, saving the University approximately $5,000-$10,000 per year. The motion to approve these policy revisions was made and seconded, and it was approved as presented.

III. UNLAWFUL DISCRIMINATION AND HARASSMENT (Section 5.4 - Complaint Procedure)

An update was provided to the committee regarding a recent change made in conjunction with the Human Resources team, General Counsel, and Title IX. This regulatory change altered the word “should” to instead say “must” within Section 5.4 of the Unlawful Discrimination and Harassment Policy. This update concerns employee responsibility and was done to ensure that employees report any incidents of sexual misconduct of which they are aware. This policy was highlighted in an email reminder on September 12.

IV. CONFLICT OF INTEREST POLICY MODIFICATION - Action Item*

A modification to the Conflict of Interest Policy was presented by General Counsel Tom Knudsen to add additional language within 6.4.B Disclosure and Obligation to further address or head off instances where employees engage in conflicts of commitment or extracurricular work for other employers. The new provision allows a supervisor to require their employee to disclose in advance any such activities they plan to undertake. With remote work being so prevalent today, the committee made a recommendation for Human Resources to provide a reminder that employees should not conduct separate remote work during their Pepperdine workday. Upon the motion duly made and seconded, the modification to add language to the Conflict of Interest Disclosure Policy was approved.

V. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT REVISIONS - Action Item*

General Counsel Tom Knudsen presented proposed revisions to the Equal Employment Opportunity (EEO) Statement. This involved refining the statement in line with the University's mission and its focus on Churches of Christ, which also complies with federal law. These revisions were unanimously approved as presented.

VI. STUDENT PARKING FEES - Action Item*

After previewing the idea of charging for parking at the last meeting, Campus Logistics Manager Samara Kleinfinger and Executive Director of Business Services Administration Lisa Stone presented the committee with proposals for parking fees, based on a comprehensive analysis. Parking on campus is costly to maintain for the University, and implementing a fee would allow us to strategically allocate University resources without burdening University funds. Additionally, a parking fee would incentivize more sustainable parking options, such as carpooling or living on campus, thereby promoting a more environmentally friendly approach. A variety of benchmarking was done on other universities that have an on-campus parking fee. There are multiple fee structures to choose from, as well as various options for rolling out this fee (i.e., all at once vs. a phased-in approach). Although the committee was presented with recommendations, many members raised a variety of questions and concerns about the implementation of this and its reception. Ultimately, the committee did not reach a decision on which fee structure to implement, but instead decided to conduct additional research and continue this conversation at the next meeting.

VII. <u>ADJOURNMENT</u>

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held in person on October 23, 2025.