

**UNIVERSITY MANAGEMENT COMMITTEE
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MINUTES

**UNIVERSITY MANAGEMENT COMMITTEE
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ATTENDEES:

Phil Phillips (chair), Rick Gibson, Mark Davis, Donna Nofzinger-Plank, Bernice Ledbetter, Rick Marrs, Edna Powell, Lee Kats, Marnie Mitze, Marc Goodman, Gary Hanson, Paul Lasiter, Hung Le

I. UNIVERSITY MANAGEMENT COMMITTEE CALL TO ORDER:

Vice President for Administration Phil Phillips called the University Management Committee meeting to order. The date was Thursday, April 21, 2016, in the TAC Lobby Conference Room – Malibu Campus. Vice President for Administration Phillips opened in prayer.

II. FEBRUARY 18 AND MARCH 17 MEETING MINUTES:

Upon the motion duly made and seconded, the minutes of the February 18, 2016 and March 17, 2016 meeting were approved as presented.

III. FRISBEE GOLF COURSE:

Campus Architect Chris Portway presented a request on behalf of Campus Recreation to install a new, easily removable post with signage for the Frisbee Golf Course at the entrance of Alumni Park, and tee box markers in the ground at each tee box (nine hole course). The Committee approved the Alumni Park Frisbee Golf Course on December 7, 2006. The requested tee box markers are inherently part of a Frisbee Golf Course, and therefore it can be assumed they were implicitly approved by UMC in 2006. The tee box markers will be flush with the ground and removable.

The item for discussion was the signage at the entrance of Alumni Park facing the grass. The proposed location for the sign is to be near tee marker 1. The signage will include a course map and rules of the game for participants.

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The sign will be easily removable (just as the goal posts), so it can be taken down for events such as graduations. Integrated Marketing Communications will design the sign.

The motion to approve the Frisbee golf signage as discussed was seconded and approved unanimously.

IV. MCE CAMERA SIGNAGE:

Campus Architect Chris Portway and Associate Vice President of Planning, Operations, and Construction, and Public Safety Lance Bridgesmith presented a request on behalf of the Malibu Country Estates HOA board to add a sign to upper Malibu Country Drive where it intersects with John Tyler Drive, stating that the Malibu Country Estates is monitored by surveillance camera. The Committee recommended striking the word "Warning" from the proposed sign. The new suggested text is: "This neighborhood is not University property, and is protected by video surveillance."

The motion to approve the sign with changes as discussed was seconded and approved unanimously.

V. DRESCHER SMOKING LOCATION CLOSURE:

Campus Architect Chris Portway presented a request to close smoking location near the Villa Graziadio following complaints about too much smoke entering a nearby building from this location. The Fire Department has expressed concern about this location's proximity to brush. Staff searched for another location and found no alternative, but location O, near the Drescher parking structure, is a short walk away and meets all the criteria for not disrupting non-smokers. Therefore, Architect Portway proposed keeping smoking location O but eliminating location P.

Vice President of Administration Phil Phillips asked for the Committee's opinion on the previously proposed idea of moving toward a smoke-free campus. It was decided that Human Resources will present benchmarking on

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eliminating all smoking areas to the University Management Committee in the fall.

The motion to remove the proposed Drescher smoking location was seconded and approved.

VI. GLASS DOOR/FROSTED SIGNAGE:

Campus Architect Chris Portway presented a request on behalf of the International Student Services office to have frosted lettering on the glass window similar to One Stop. A motion was made to table the request for frosted signage on the International Student Services' glass windows due to the pending relocations of operational departments in the building.

Architect Portway also presented a request for glass doors and frosted signage in the Volunteer Center and Student Affairs offices and explained the existing doors cause confusion for students who often do not know where to enter each office. Currently, there are two signs with a lot of text, but Architect Portway proposed making glass doors with signage on the doors to clearly mark each entrance.

Dean of Student Affairs Mark Davis made a motion for his department to work with the Department of Design and Construction and Integrated Marketing Communications to determine the best approach for better signage and more open and inviting entrances.

At this time, Architect Portway and Associate Vice President Bridgesmith left the meeting.

The motions to table the frosted signage on the ISS office window and for Student Affairs to work with Design and Construction and Integrated Marketing Communications to determine a better approach to signage were seconded and approved.

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VII. TELECOMMUTING AND 9/80 SCHEDULE:

Chief of Human Resources Lauren Cosentino and Associate Director of Human Resources Sean Michael Phillips facilitated a discussion regarding telecommuting and a 9/80 alternate work schedule following a meeting with the Steering Committee. Chief Cosentino explained that various areas want to offer their employees the option to telecommute. In fact, some areas, such as Information Technology, have already successfully achieved it. Three departments at the Graziadio School of Business and Management are also currently running a pilot program.

Benefits, challenges, logistical details, and potential impacts were discussed. The Committee agreed that a one-size-fits-all approach would not work well due to differing needs and constituents across the University. The needs to maintain service to constituents and to measure productivity for telecommuters were stressed. It was decided that Human Resources should come back to UMC with a sample policy and possible procedure for further discussion.

At this time, Sean Michael Phillips left the meeting.

VIII. IP R&R:

Project Director for Planning, Operations, and Construction Ben Veenendaal and Dean of International Programs Charles Hall shared information about the renovation and renewal process as it relates to International Programs. As the Lausanne facility renovations proceed, one of the main concerns is the outdated nature of the current electrical panel. The other concern is the outdated main water valves. Dean Hall explained this year, Lausanne will be running a shorter summer program and may be completely closed next summer to complete necessary renovations.

At this time, Project Director Veenendaal and Dean Hall left the meeting.

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IX. TCC MURAL DIGITAL DISPLAY:

Student Government Association (SGA) members Ima Idahosa, David Hylton, and SGA staff advisor Brittany Skinner presented a proposal to install digital stands or wall mounts near art pieces on campus to increase knowledge and provide educational context of their meaning. Specifically, the group proposed installing a digital stand near the wooden mural at the Waves Café.

At this time, SGA members Idahosa and Hylton and staff advisor Skinner left the meeting.

The Committee discussed ways to ensure that the content of the displays will be academically robust and decided the President's task force on diversity should be responsible for determining who will curate the content of the proposed digital displays.

The motion to install digital displays near artwork across campus was seconded and approved.

X. ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:15 am. Unless otherwise notified, the next meeting will be held on May 19, 2016.