

UNIVERSITY MANAGEMENT COMMITTEE
PAGE I
AUGUST 25, 2016

MINUTES

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ATTENDEES: Phil Phillips (chair), Gary Hanson, Rick Gibson, Lee Kats, Marnie Mitze, Marc Goodman, Hung Le, Michael Feltner, Rick Marrs, Mark Davis, Edna Powell, Lauren Cosentino, Paul Lasiter, Donna Nofzinger-Plank

ABSENT: Bernice Ledbetter

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, August 25, 2016, in the TAC Lobby Conference Room – Malibu Campus. University Registrar Hung Le opened in prayer.

II. JUNE 16, 2016 MEETING MINUTES

Upon the motion duly made and seconded, the minutes of the June 16, 2016 meeting were approved as presented.

III. STUDENT MAILBOXES- Action Requested

Director of Mail and Warehouse Services Dennis Melendez presented a request to add a section of student mailboxes to the student mailroom, to accommodate increasing space needs. Because the existing mailboxes are no longer manufactured, the new mailboxes would be aesthetically different. He requested approval for a vendor to stain to match thirty-five mailboxes with installation and removal of an existing quadrant of mailboxes.

The Committee did not move to approve the proposal because it was determined further long-term planning is necessary to accommodate the impending 2018 construction of Seaside Residence Hall and Growing Seaver.

IV. TAC 1ST FLOOR SURGE SPACE - Discussion

Vice President for Administration Phil Phillips showed floor plans of the Thornton Administrative Center, pointing out the temporary Library hub, hoteling offices, and faculty offices. He explained access to TAC 2nd, 3rd, and 4th floors is restricted after regular work hours.

UNIVERSITY MANAGEMENT COMMITTEE
PAGE 2
AUGUST 25, 2016

Dean of Student Affairs Mark Davis expressed that proper signage will be important, and ultimately believes students will be tolerant of this temporary inconvenience. Professor Donna Nofzinger-Plank expressed student concerns for adequate study spaces. Dean Feltner clarified classrooms will be open for study space in the afternoons, and his department will communicate with the community once the plan is finalized.

V. **SEGWAY POLICY - Discussion**

Chief Human Resources Officer Lauren Cosentino proposed a campus policy allowing use of Segway vehicles in plazas and sidewalks, adhering to a 5-mile per hour speed limit among pedestrians, and yielding to pedestrians. Due to several safety concerns, the proposed policy states that Segway vehicles cannot be used or stored inside buildings or on streets. Segways must be registered with the Department of Public Safety. Segway parking will be addressed in a later draft of the policy.

VI. **ISOS POLICY - Discussion**

Chief Human Resources Officer Lauren Cosentino presented the University's new travel insurance policy, International SOS (ISOS). ISOS provides a concierge service of international medical assistance, emergency services, healthcare, evacuation, and repatriation services for faculty, students, and staff abroad. University travel tracking will also be managed through the ISOS website. An amendment to the University travel policy will require anyone traveling on University business to input an itinerary on ISOS for safety reasons. The travel-tracking portion of ISOS will roll out in November.

VII. **SMOKING POLICY - Discussion**

Chief Human Resources Officer Lauren Cosentino and Associate Director of Human Resources Sean Michael Phillips presented an update on the smoking policy. Currently, fifteen smoking locations exist, but the proposed policy suggests a decrease in the number of smoking locations to two. The ultimate goal is to move Pepperdine toward a smoke-free campus by Fall 2017. The Committee agreed with this goal.

UNIVERSITY MANAGEMENT COMMITTEE
PAGE 3
AUGUST 25, 2016

VIII. TELECOMMUTING & 9/80 WORK SCHEDULE - Discussion

Chief Human Resources Officer Lauren Cosentino and Associate Director of Human Resources Sean Michael Phillips presented an update on the telecommuting policy. The Committee wrestled with issues surrounding telecommuting and it was decided further discussion is required.

IX. CITY OF LOS ANGELES SICK LEAVE ORDINANCE - Discussion

General Counsel Marc Goodman informed the Committee about a new City of Los Angeles sick leave ordinance and its operational and fiscal impacts on the University.

The new Los Angeles Minimum Wage Ordinance, passed on June 2nd, requires sick leave be granted to employees who work more than two hours a week within the Los Angeles City limits. Such leave must be allowed up to six days per year. Pepperdine's West LA and Encino graduate campuses fall within the geographic scope of this ordinance.

The new ordinance effectively requires the University to increase the amount of sick leave available to student employees and adjunct professors in those locations. Currently, departments are not responsible to compensate employees who participate in the Federal Work-Study (FWS) and Pepperdine Work Program (PWP) programs. Similarly, departments currently are not responsible for any sick time claimed by a FWS or PWP employee.

To incentivize greater supervisory oversight, it was discussed that Departments who employ FWS and PWP students have any sick time used by these employees charged to their departments. Other types of student employees are already compensated through departmental budgets. In the case of faculty, each school is responsible for compensating its adjunct professors. Sick time used by any FWS and PWP employees will be charged to the departments in which they are employed.

X. ADJOURNMENT