

UNIVERSITY MANAGEMENT COMMITTEE
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MINUTES

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

ABSENT: Lee Kats, Rick Marrs

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, October 20, 2016, in the TAC Lobby Conference Room – Malibu Campus. University Registrar Hung Le opened in prayer.

II. AUGUST 25, 2016 MEETING MINUTES

Upon the motion duly made and seconded, the minutes of the August 25, 2016 meeting were approved as presented.

III. ANNUAL FEE AUDIT—Discussion

Director of Financial Planning Greg Ramirez presented the fourth annual fee audit. The dual purpose of the audit is: 1) to review the fees approved over the past year; and 2) to ensure fees are not unnecessarily burdening students. Three fee changes were approved since the fiscal 2016 fee audit:

1) The SGA and activities fee approved by the Committee on January 21, 2016 was a change to the allocation and distribution of charges improving the administrative efficiency of transferring funds to department for the student's chosen international program. The fee amount did not change.

2) The fee sub-committee approved fees associated with the new GSEP PhD in Global Leadership and Change program to address costs related to the three-day learning community workshop and various travel costs related to the International Policy Experience course.

3) The GSEP Masters in Clinical Psychology (MFT w/Latinos) fee was designed to cover costs of supplies, guest lectures, rental of venue for classes, housing, meals, and other expenses associated with delivering the Spanish Language and Culture in Counseling Latinos course held in a Latin American Country.

Director Ramirez then opened the floor for discussion.

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Vice President for Administration Phil Phillips asked the fee subcommittee to prepare a report for next year's fee audit with hypotheticals showing what a typical Seaver student and a typical graduate student pays over his/her time at Pepperdine.

Dean of Student Affairs Mark Davis expressed confusion about whether all fees need to be approved by UMC or not. Vice President for Administration Phil Phillips will review the fee policy and provide an answer at next month's meeting.

At this time, Director Ramirez left the meeting.

IV. **ISOS TRAVEL POLICY IMPACTS— Action Requested**

Chief Human Resources Officer Lauren Cosentino requested the Committee's approval to make two changes to the University Travel Policy. The first change adds a requirement for University students, staff, and faculty to use the International SOS Travel Tracker. The added text on page three says, "Prior to a trip, travelers shall input their travel itineraries into the International SOS Travel Tracker database located [here](#)." Once this policy change is accepted, a link will be added to the Travel section of WaveNet for easy access to the Travel Tracker, which is expected to launch for students on November 7th, 2016. Currently, staff and faculty are already using it for field trips.

Chief Human Resources Officer Cosentino also proposed striking language on page two saying, "Travel to our fixed site international campuses" and "...while participating in an international program (separate International Programs travel policies may apply)."

The Committee discussed whether tracking travel during breaks should be mandatory. Chief Human Resources Officer Cosentino explained it would be highly encouraged but not mandatory. Dean Davis proposed adding appropriate wording to the tracker for students inputting personal travel to a prohibited region, so they do not receive a notice saying they are in violation of University policy.

The motion to make changes to the University Travel Policy was approved and seconded with one abstention.

V. **ACCIDENT AND INJURY POLICY— Action Requested**

Chief Human Resources Officer Lauren Cosentino requested the Committee's approval to add a policy for reporting accidents and injuries to the University policy manual. She provided a draft policy, which the Committee reviewed.

The motion to add a policy for reporting accidents and injuries was approved and seconded.

VI. **ADJOURNMENT**

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on November 17, 2016.