

## MINUTES

### UNIVERSITY MANAGEMENT COMMITTEE NOVEMBER 17, 2016

**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, 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, November 17, 2016, in the TAC Lobby Conference Room – Malibu Campus. Vice Provost for Research and Strategic Initiatives Lee Kats opened in prayer.

II. **OCTOBER 20, 2016 MEETING MINUTES**

Upon the motion duly made and seconded, the minutes of the October 20, 2016 meeting were approved as presented.

III. **SOL FITNESS ROOM—Action Requested**

Associate Dean of the School of Law Daniel DeWalt presented a proposal, on behalf of the Parris Institute of Professional Development, to install a fitness room in the School of Law. The School of Law would fund this project estimated to cost under \$100,000.

One objection presented was the concern the University would be wasting resources by duplicating facilities at each of the schools rather than directing students to the facilities at Firestone Fieldhouse. A comment was made that the Firestone gym is currently utilized at full capacity, so adding a fitness facility to the School of Law could be a good idea. However, it was questioned whether there are other more pressing space needs at the School of Law. Dean Dewalt continued to answer more questions from Committee members and left the meeting at 8:57 am.

The Committee discussed the request at length and agreed there is real need for more recreational space on campus. However, concerns about location, cost, space use, and University-wide accessibility resulted in a decision against the proposal as submitted.

Chief of Staff Marnie Mitze made a motion to ask Campus Recreation, Housing and Residence Life, and the Department of Design and Construction to work together and propose satellite recreational space benefitting the most students in the best way, and to eventually bring those requests through the approval process.

The motion was approved and seconded.

IV. **FIRE SIGNS—Discussion**

On behalf of the Department of Government and Regulatory Affairs, Vice President for Administration Phil Phillips requested Committee approval to post advisory signs in high fire hazard areas around campus. He displayed pictures of the existing signage and the proposed signage.

A question was raised about whether the proposed fire signs would negatively impact students who venture into high fire hazard areas for research purposes. It was concluded the signs would not impact students conducting research, as long as a faculty member is present and the need for access to a high fire hazard area is clearly communicated to the Department of Public Safety in advance.

A member asked about ways in which the Community is alerted about red flag days, and it was concluded that type of information can be found on all digital signage around campus, as well as on the emergency website. It was suggested to use the Pepperdine mobile phone application to notify the community.

A suggestion was made to remove “http://” from the proposed text and adding a QR code to the sign for easier access to the website from a mobile phone. It was also proposed to add a hinged red flag to the fire signs to be lifted on red flag days. A member proposed installing a similar red flag mechanism at each campus entrance booth.

Vice President Phillips will return to the Committee with more ideas after further discussion with the Department of Public Safety and the Department of Government and Regulatory Affairs.

V. **TELECOMMUTING— Discussion**

Chief Human Resources Officer Lauren Cosentino and Associate Director of Human Resources Sean Michael Phillips presented a second draft of a telecommuting policy and a draft employee application for telecommuting, with a targeted implementation of January 2017. Employees who desire to work from a remote place would be required to submit an application and receive approval from their supervisors and Human Resources. Pepperdine currently has about sixty employees who telecommute.

Per the new proposed policy, telecommuting would be revocable at any time and employees who telecommute would be required to be available during regular business hours from 8 am to 5 pm, Monday through Friday. If approved, this policy would allow employees to telecommute with flexible work schedules, only when appropriate.

Vice President for Administration Phil Phillips questioned whether supervisors would be allowed to telecommute. Chief Cosentino specified supervisors would be permitted to telecommute only after receiving approval under specific criteria. Per Chief Marketing Officer Rick Gibson, the definition of “workspace” is changing. Therefore, it will take some time to measure the success and productivity of the proposed policy.

Dean of Student Affairs Mark Davis pointed out the proposed policy defines telecommuting as people working from home “some part of the workweek.” He suggested adjusting the verbiage to clarify it would be an option to work from home the entire workweek. He also proposed using Kronos as a way of tracking telecommuting data.

Vice Provost for Research and Strategic Initiatives Lee Kats expressed concern about the section of the proposed policy allowing a staff member to revoke a telecommuting agreement without notice. Vice President Phillips suggested including wording that an employee must notify his/her supervisor in advance if he/she wishes to revoke the agreement.

Chief of Staff Marnie Mitze made a motion to make suggested edits and send a final draft of the telecommuting policy with a one-year pilot implementation electronically for approval.

The motion was approved and seconded.

#### VI. STRATEGIC RISK—Discussion

Vice President for Administration Phil Phillips opened a discussion about enterprise risk management. Phil opened the floor for other Committee members to raise any risk concerns.

Per Executive Vice President Gary Hanson, all supervisors should be responsible for their respective areas in case of risks, rather than having one centralized enterprise risk management department. Professor Bernice Ledbetter suggested it would be valuable to involve facility managers, such as overseas directors and facility directors at each school, in a similar discussion.

Executive Vice President Hanson requested implementing an annual University Management Committee strategic risk discussion.

#### VII. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on December 15, 2016.