

MINUTES

UNIVERSITY MANAGEMENT COMMITTEE

October 19th, 2017

ATTENDEES: Phil Phillips (chair), Gary Hanson, Hung Le, Edna Powell, Lee Kats, Lauren Cosentino, Marnie Mitze, Rick Gibson, Donna Nofzinger-Plank, Rick Marrs, Connie Horton,

ABSENT: Michael Feltner, Paul Lasiter, Marc Goodman

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 19, 2017 in the TAC Lobby Conference Room – Malibu Campus. Vice President for Administration Phil Phillips opened in prayer.

II. August 17, 2017 MEETING MINUTES

Chief Human Resources Officer Lauren Cosentino noted one sentence edit to the August minutes.

Upon the motion duly made and seconded, the minutes of the August 17, 2017 meeting were approved with the proposed modification from Chief Cosentino.

III. FEE AUDIT — Discussion

Director of Financial Planning Greg Ramirez presented the fifth annual fee audit. A new report showed historical perspective on fee revenue collected per student across all schools. The report showed low levels of changes in new fees. Director Ramirez highlighted Graziadio's downward trend due to the elimination of course fees, which are now wrapped into tuition charges. In response to last year's Fee Audit, his presentation included reports of actual student fees for two Seaver students (Malibu and International) and a Law School Student. Five fee changes were approved since last year's fee audit:

1. Library fines at School of Law
2. Seaver College Communication 590 fee
3. GSEP assessment cost
4. Fee for beginning sailing
5. SGA fee was renamed to the campus life fee

University Registrar Hung Le expressed concern regarding the increasing number of small student fees, particularly International Program fees. Director Ramirez and the

Office of Financial Planning will begin working with International Programs on substantiating expenses and revenues for each individual program. Once this analysis begins, Director Ramirez will report back to the subcommittee, clarifying charges and specifically what each fee covers. The subcommittee will review the current fee model and report back to the Committee.

The Committee agreed to authorize Campus Recreation to implement fees as appropriate. The Committee will then review fees during the annual fee audit.

At this time, Director Ramirez left the meeting.

IV. TAC LOADING DOCK — Update and Discussion

Vice President Phil Phillips updated the Committee on the Thornton Administrative Center loading dock renovation. The first phase was completed along with the Payson Library renovation. The next phase will include resurfacing, removal of short-term parking, and installation of an access controlled gate arm at the entrance of the driveway. Short term parking will be replaced along Seaver Drive.

Executive Vice President Gary Hanson emphasized the importance of this entrance, frequently used by visitors and guests entering One-Stop or Payson. The Committee discussed the second-floor entrance and possibly renovating the flooring at the same time. Vice President Phillips will explore expanding the scope of the project.

V. SMOKING POLICY — Update and Discussion

Director of Human Resources Sean Michael Phillips and Chief Human Resources Officer Lauren Cosentino presented an update on the University Smoking Policy. Director Phillips explained the formal announcement announcing a smoke-free campus went out to all students, faculty, and staff on October 9th. The announcement includes a weekly convocation slide, breakroom flyers for faculty and staff, and posters in all student residences. While there are still two designated smoking areas on campus, permanent signage has been placed in previously designated areas indicating a smoke-free campus. Student catalogs and the University Policy Manual will be updated Spring and Summer 2018, respectively.

Vice President Hanson noted the challenge of not having surrounding property for smokers to utilize. Chief Cosentino proposed reaching out to Westmont College, which shares a similar terrain and may have insight on enforcement. Human Resources will follow up with Westmont.

VI. RETIREMENT INCENTIVES TASK FORCE — Update

Chief Human Resources Officer announced the retirement incentives task force. The task force will discuss and research staff retirement options and bring information back to the Committee. The task force will include Grant Nelson, Chief Cosentino, Vice President Mamie Mitze, Chief Business Officer Edna Powell, General Counsel Marc Goodman, Vice President for Administration Phil Phillips, and University Controller Brian Thomason.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on November 16, 2017.