

## MINUTES

### UNIVERSITY MANAGEMENT COMMITTEE

January 18, 2018

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

ABSENT: Gary Hanson, Michael Feltner, Marc Goodman, 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, January 18, 2018 in the TAC Lobby Conference Room – Malibu Campus. Chief Human Resources Officer Lauren Cosentino opened in prayer.

II. October 19, 2017 MEETING MINUTES

Upon the motion duly made and seconded, the minutes of the October 19, 2017 meeting were approved as presented.

III. BENEFITS UPDATE

Chief Human Resources Officer Lauren Cosentino presented an update on benefits. She emphasized open enrollment changes - specifically, the positive trend in migration from pre-existing plans to Vivity HMO. Plan migration may result in some savings.

Chief of Staff and Vice President Marnie Mitze asked whether Human Resources is equipped to give support to and get feedback from employees regarding the recent benefits changes. Chief Cosentino confirmed the benefits team, comprised of Michelle Del Giudice and Christine Hannick, receive feedback and assist employees on a regular basis. There have been a few bumps – for example, a delay in employees receiving new insurance cards via mail. All reported problems have been addressed, and Human Resources continues to seek and respond to feedback. Vice President Mitze suggested sending out a survey in the next few months to assess employee satisfaction with recent changes. Chief Cosentino agreed.

IV. ELECTRIC VEHICLE PARKING

Director of Public Safety Dawn Emrich and Center for Sustainability Coordinator Emily Mead presented a proposal to increase the number of electric vehicle charging parking spots from two to four in the main parking lot, and from one to two in the Rho parking lot. The proposal included re-stripping and adding appropriate signage to the newly added parking spots.

Coordinator Mead explained the demand for electric vehicle (EV) charging stations is high – the Malibu campus currently has twenty registered EV drivers. A daily audit of the EV charging stations showed the four proposed spaces in the main lot were consistently full with electric vehicles starting at 7:45 am since January 7.

Director Emrich and Coordinator Mead also proposed the following enforcement and EV parking rules:

- EV charging will be free for four hours. Vehicles parked in an EV-designated stall beyond the four-hour limit will automatically be charged a fee and may receive a DPS citation.
- EV designated parking stalls will be intended for active charging only. Any vehicles not actively charging while parked in an EV designated stall will be subject to citation.
- Non-electric vehicles cannot park in an EV designated charging stall. Non-EVs parking in an EV charging stall will be subject to citation by Public Safety. The proposed ticket charge is \$60.

Vice President for Public Affairs & Church Relations Rick Gibson shared that other companies (e.g. AEG) reward employees with preferential EV parking for branding purposes, showing they are environmentally friendly. These companies also tend to charge their employees for the electricity consumed. He indicated the Committee will have to consider what the University policy will be in the future as an increasing number of employees transition to electric vehicles. Vice President Phil Phillips explained the Department of Public Safety and the Center for Sustainability have a long-term plan to expand EV charging to the Fieldhouse lot and Drescher lot.

Lee Kats proposed having an overnight charging station for students or employees who live on-campus who would like to charge overnight. This suggestion will be considered by the Center for Sustainability and the Department of Public Safety.

A Committee member made a motion to approve the proposal as presented. The motion was seconded and approved.

#### V. WORKSPACE AESTHETICS

Vice President for Administration Phil Phillips introduced a discussion of aesthetics in the workplace. The Committee discussed guidelines to encourage professionalism within the University community in decorating or otherwise altering University public space. He explained that, as a community, we embrace responsibility for the spaces we occupy, and it is our duty to maintain the functionality as well as the beauty of facilities on all University campuses. These guidelines seek to actualize this responsibility while

balancing occupants' personal interest with an interest the University maintains in its spaces. He also explained that faculty offices, due to their nature and student interaction, would not be included in the guidelines.

Vice President of Student Affairs Connie Horton expressed that, much like faculty offices, Student Affairs offices are more casual, so these guidelines would need to be flexible for different types of spaces. Vice President Rick Gibson expressed the way these guidelines are communicated to employees will be key. Director of Human Resources Sean Michael Phillips joined the discussion, mentioning that, much like the attire of the employees, work spaces affect how employees feel and how they perform.

Vice President Phillips suggested Human Resources could launch a campaign to guide and assist supervisors in making necessary changes in their respective areas. Vice President Mitze agreed this coaching would empower supervisors. The Committee agreed with keeping the document within Human Resources to guide supervisors when needed. The Office of the Vice President for Administration and Human Resources will collaborate and return to the Committee with a draft guideline document.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on February 15, 2018.