

MINUTES

UNIVERSITY MANAGEMENT COMMITTEE

March 15, 2018

ATTENDEES: Phil Phillips (chair), Rick Gibson, Edna Powell, Lauren Cosentino, Lee Kats, Donna Nofziger, Rick Marrs, Gary Hanson, Marc Goodman, Hung Le, Nicolle Taylor, Michael Feltner, Connie Horton

ABSENT: Marnie Mitze

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, March 15, 2018 in the TAC Lobby Conference Room – Malibu Campus. Dr. Donna Nofziger opened in prayer.

II. February 15, 2018 MEETING MINUTES

Upon the motion duly made and seconded, the minutes of the February 15, 2018 meeting were approved as presented.

III. ATHLETICS STORAGE — Update

Vice President for Administration Phil Phillips briefed the committee on the decision to place Athletics storage containers in the baseball field parking lot instead of in the Firestone Fieldhouse parking lot, as requested during February's meeting. Additionally, he confirmed Athletics and Planning, Operations, and Construction will work together to determine long-term storage options.

IV. BENEFITS UPDATE — Update

Chief Human Resources Officer Lauren Cosentino briefed the committee on the results of the 2018 benefits enrollment changes. According to a Human Resources University-wide survey, 50% of Pepperdine employees migrated to a different plan during the 2018 open enrollment period. The University also achieved the goal of reducing Kaiser plan participants – enrollment in Kaiser went from 50% to 37%. Hearing aid coverage was cited as a main reason some people did not migrate out of Kaiser; the benefits staff will look into adding this coverage to other plans to further incentivize migration.

Additionally, Chief Cosentino showed sample comments and employee thoughts regarding the University plans and offerings employees would like to have. She explained the following issues were encountered during open enrollment:

- a) There was a United States Postal Service delivery delay when sending out the open enrollment packages.
- b) Some Kaiser coverages were terminated prematurely due to an issue with how Kaiser processed the enrollment file.
- c) Anthem had a delay in the issuance of new identification cards.
- d) Anthem encountered a system set-up issue which prevented pharmacy providers from being able to verify the new HSA PPO plan's RX coverage.
- e) Anthem is not currently showing RX claims in the HSA Portal.
- f) Anthem's HSA Portal is not user-friendly, and no user guide exists.

The University's benefits team is working diligently to address all of these issues. The committee will make 2019 benefits decisions in July and August.

V. LOS ANGELES WAREHOUSE — Update

Chief Human Resources Officer Lauren Cosentino showed the committee photos of the various items found at the 17,000 square foot Los Angeles Warehouse with the goal of relocating or disposing of all unnecessary items stored there. Human Resources is organizing "clean out days" in May. Transit services will transport interested employees to the warehouse to sort through their respective departments' items. General Counsel and Library Archives staff will be on site to assist with record retention procedures; moving crew will be present to assist with moving heavy objects; and Human Resources will provide food, balloons, and prizes. Lastly, there will be a garage sale day on the Malibu campus where miscellaneous items will be sold at low prices.

VI. ANNUAL STUDENT HEALTH INSURANCE REVIEW — Action Requested

Vice President of Student Affairs Connie Horton and Vice President and Head of Student Health Insurance with USI (formerly Wells Fargo) Brian Judy provided a summary of recent Pepperdine student health insurance enrollment numbers, usage rates, and trends. They presented the University Student Health Insurance Committee's unanimous recommendation to approve renewal with Anthem, with the same coverage plan for the 2018-2019 academic year. The renewal includes an increase for undergraduates of 2.3% (annual increase of \$59 for a new rate of \$1321 per term) and a decrease for graduate and law students of 2% (annual decrease of \$82 with a new rate of \$2018 per term).

A member made a motion to approve the student health insurance plan changes as presented. The motion was seconded and approved.

VII. CONFLICT OF INTEREST POLICY — Action Requested

General Counsel Marc Goodman proposed deleting “\$5,000 or more of spending authority on any” from the following sentence in the University Conflict of Interest policy (section 5.4):

“In addition, on an annual basis, by no later than March 31st, each University employee that holds: (i) a title that includes “director,” (ii) requisition approver status, or (iii) ~~\$5,000 or more of spending authority on any~~ a University issued credit card, is required to complete a Conflict of Interest and Outside Activities reporting form.”

A member made a motion to approve the changes to the conflict of interest policy as presented. The motion was seconded and approved.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on April 19, 2018.