

## MINUTES

### UNIVERSITY MANAGEMENT COMMITTEE

September 20, 2018

ATTENDEES: Phil Phillips (chair), Lauren Cosentino, Donna Nofziger, Marc Goodman, Nicolle Taylor, Michael Feltner, Connie Horton, Agus Harjoto, Hung Le, Rick Marrs, Lee Kats, Rick Gibson, Joan Singleton, Marnie Mitze

ABSENT: Gary Hanson

#### 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, September 20, 2018 in the TAC Lobby Conference Room - Malibu Campus. Chief Financial Officer Joan Singleton opened in prayer.

#### II. July 19, 2018 and August 27, 2018 MEETING MINUTES

Upon the motion duly made and seconded, the minutes of the July 19, 2018 and August 27, 2018 meetings were approved as presented.

#### III. UNIVERSITY R&R

Associate Vice President for Planning, Operations, and Construction and Public Safety, Lance Bridgesmith, presented an update on the University's renewal and replacement (R&R) annual plan. He defined R&R as the investment it takes to extend the useful life of an existing asset for its current use, and shared the University's strategy for R&R management, including how his department identifies, prioritizes, and addresses the renewal and replacement needs of the University with the highest levels of stewardship. He provided examples and answered questions.

At this time, Associate Vice President Bridgesmith left the meeting.

#### IV. HAZARDOUS MATERIALS POLICY

Chief Human Resources Officer Lauren Cosentino presented a draft hazardous materials policy. She specified there will not be any changes to existing procedures - this policy will simply formalize the process. A committee member asked if the community will know what "universal waste" means, and Chief Cosentino explained that members who refer to this policy will know this definition. Another committee member asked if the natural science division works with the Office of Insurance and Risk to ensure compliance. Chief Cosentino confirmed the department works closely with Professor Daphne Green for proper disposal of hazardous waste.

A committee member moved to approve the hazardous materials policy as presented. The motion was seconded and approved.

#### V. DRONE POLICY

Chief Human Resources Officer Lauren Cosentino presented a draft drone policy. The policy states that the unauthorized operation of an Unmanned Aircraft System (UAS), including any type of drone, is not permitted on any Pepperdine University campus or property. This is due to safety and privacy concerns and Federal Aviation Administration regulations.

A committee member moved to approve the drone policy as presented. The motion was seconded and approved.

#### VI. INTERNATIONAL TRAVEL POLICY

Chief Human Resources Officer Lauren Cosentino presented proposed updates to the University's international travel policy to reflect recent changes to the State Department lists of high-risk countries. A committee member moved to approve the international travel policy with an amendment to clarify wording in the section describing destinations requiring review and approval, and with the addition of language to cover the ambiguity of the State Department website's language. The motion was seconded and approved.

VII. WAREHOUSE STORAGE POLICY

Chief Human Resources Officer Lauren Cosentino presented proposed changes to the University's storage policy. The proposed additions were as follows:

- Certain items can be stored short term and will be reviewed regularly.
- Stored boxes will need to be labeled with a description and photo of the contents, as well as point of contact, packing list, and future destruction date.
- Items must be packed with packing materials to avoid breakage.

A committee member moved to approve the changes to the warehouse storage 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 October 18, 2018.