

MINUTES

UNIVERSITY MANAGEMENT COMMITTEE

September 19, 2019

ATTENDEES: Phil Phillips, Connie Horton, Lauren Cosentino, Danny DeWalt, Gary Hanson, Joan Singleton, Lee Kats, Hung Le, Maretno Agus Harjoto, Rick Marrs, Matthew Midura, Michael Feltner, Nicolle Taylor, Donna Nofziger

ABSENT: Marc Goodman

I. UNIVERSITY MANAGEMENT COMMITTEE CALL TO ORDER:

Senior Vice President for Administration Phil Phillips called the University Management Committee meeting to order. The date was Thursday, September 19, 2019, in the TAC Lobby Conference Room – Malibu Campus. Vice President of Student Affairs Connie Horton opened in prayer.

II. JULY 18, 2019 MEETING MINUTES

Upon the motion duly made and seconded, the University Management Committee minutes of the July 18, 2018, meeting were approved as presented.

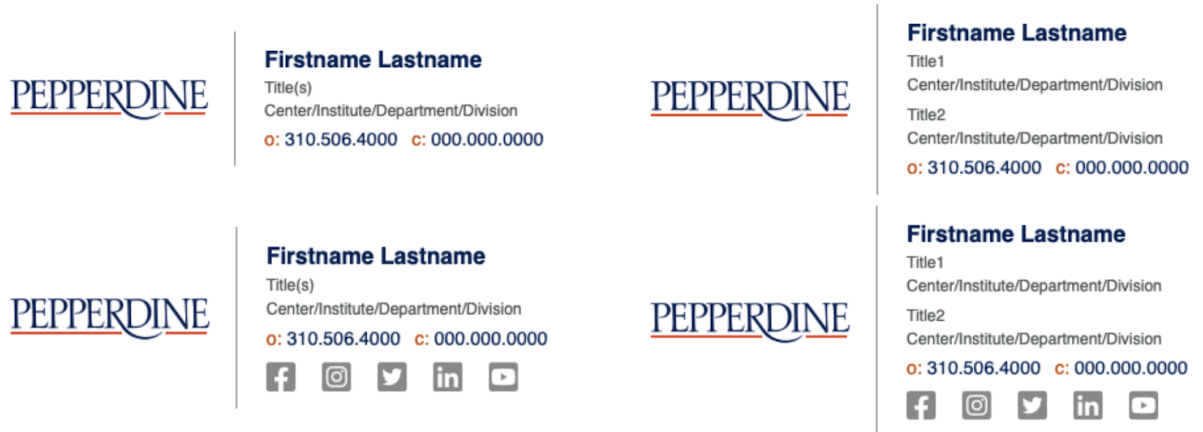
III. AUGUST 29, 2019 MEETING MINUTES

Upon the motion duly made and seconded, the University Management Committee minutes of the August 29, 2018, meeting were approved as presented.

IV. UNIFIED EMAIL SIGNATURE PROJECT/POLICY — Update

Associate Vice President of Integrated Marketing Communications (IMC) Matthew Midura and Director of Communications and Brand Development Nate Ethell presented a proposal for a unified email signature. This fiscal year, IMC is focusing on utilizing and growing the Pepperdine brand via our communications. All employees play a role in this goal through the use of Pepperdine-affiliated email inboxes. Therefore, a unified email signature policy is critical, as it promotes professionalism and credibility, and shows a unified brand presence in the online world.

IMC seeks for all employees to have a standard unified signature - the proposed signature blocks are as follows:



The committee discussed various topics including the differentiation of Athletics signature blocks from the remainder of the University; whether it would be reasonable to have supervisors of each department determine adoption of the University signature block for their departments; whether implementation of unified signatures may prevent spam and hacking; and the idea of allowing employees to choose a signature from a menu of options. IMC will continue to explore gradual approaches to roll out the email signature policy.

At this time, Director Ethell left the meeting.

V. TRANSIT SOFTWARE — Update

Vice President for Campus Operations and Human Resources Lauren Cosentino introduced GMV Syncromatics - the transit software used for shuttle logistics and reporting - and explained we recently changed providers because the previously used software was costly and inefficient.

So far, GMV has improved the University's GPS shuttle-tracking which, in a joint effort with IMC, has been integrated with the Pepperdine app. GMV has the ability to count passengers, allow the drivers to perform pre-trip inspections, track drivers' speed, and communicate messages to drivers. These functions will assist with streamlining processes such as scheduling and maintenance of the vehicles. Simultaneously, Transit Services will soon be replacing the existing 15-seat passenger vans with new 10-seat vans that are more comfortable, efficient, and supportive of the Pepperdine brand.

Additionally, Vice President Cosentino explained she is in the process of hiring more drivers to extend evening services to accommodate students going to and from Seaside, Drescher, and Payson Library. Transit Services will also be hosting focus groups to discuss how the department can better serve the students and the community.

The committee members expressed support for the changes and progress made so far. At this time Associate Provost of Finance Jody Semerau entered the meeting.

VI. PART-TIME VERSUS FULL-TIME ADJUNCT STATUS — Action Requested

Provost and Chief Academic Officer Rick Marrs proposed raising the faculty benefit eligibility from .50 FTE to .75 FTE. He explained this proposal only affects faculty, and the deans of each school are supportive. Associate Provost of Finance Jody Semerau explained that currently, Pepperdine assesses benefit eligibility differently for staff and faculty, and the proposed change would mitigate the discrepancy. Currently, faculty teaching 16 units per year counts as .50 FTE, which makes them eligible for full benefits. Teaching 16 units per year is equivalent to teaching two courses (8 units) in the fall and two courses (8 units) in the spring. Adjuncts teaching two courses only work a maximum of 24 hours per week, but this is considered full time based on faculty equivalency. Adjunct faculty who are currently deemed .50 FTE also must be paid as a full-time employee which costs Seaver \$437,626 annually.

Raising the benefit eligibility to .75 FTE as proposed would increase the units to 24 per academic year and 32 hours per week, which complies with the 2015 Health Care Reform Act. The proposed change would also impact retiring faculty in that they would need to work .50 FTE, and .25 FTE would be release time on their contract to ensure they have continued benefits. Similarly, faculty on sabbatical would need to adjust their release time to .75 FTE to retain benefits. Accepting this proposal aligns with past practices and would be put into practice at the start of the next fiscal year.

Upon the motion duly made and seconded, the proposal to raise the full-time faculty benefit eligibility from .50 FTE to .75 FTE was approved as presented.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on November 21, 2019.