

MINUTES

UNIVERSITY MANAGEMENT COMMITTEE

November 21, 2019

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

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, November 21, 2019, in the TAC Lobby Conference Room – Malibu Campus. Vice President of Human Resources and Campus Operations Lauren Cosentino opened in prayer.

II. September 19, 2019 MEETING MINUTES

Upon the motion duly made and seconded, the University Management Committee minutes of the September 19, 2019, meeting were approved as presented.

IV. FEE AUDIT — Action Requested

Associate Vice President for Financial Greg Ramirez discussed the fee and recharge audit. The annual fee audit has three objectives: 1) ensuring that University fees are accurate; 2) ensuring that modifications are approved by the University Management Committee; and 3) ensuring the fees are publically and appropriately published. The FY20 fee audit resulted in three new fees, twenty-three modified changes, and sixteen inactivated fees, totaling forty-two fee changes. The three newly added fees were Caruso School of Law's online MLS Study Tour Fee, Campus Recreation's Crossfit classes, and International Programs student visa fee.

The fees that have been modified include International Programs fees, a housing lockout fee, and cable replacement in the Library.

Associate Vice President Ramirez explained revenue brought in by fees, not including fines, is less than 2% of the University's overall budget. Registrar Le stated his office often receives questions about class fees. Dean Michael Feltner stated these types of questions can be directed to his office, and explained that while industry standards show that it is typical for schools to charge additional fees for specific classes, there is no standard on the magnitude of the charges.

The second audit focused on interdepartmental recharges. There were no new recharges in FY20. The recharges that were removed were not frequently used and

were determined to be absorbable by department budgets, including an IT Software recharge that was removed in the FY19 audit and completed in FY20, as well as the 3% construction project management fee. Associate Vice President Ramirez explained recharges associated with service-providing departments are reimbursements to a department that provided a service to another, except for Endowment Management. He stated that recharges are about 2% of the overall gross operating budget. Dean Feltner inquired whether there was an administrative committee that reviews recharges with the same scrutiny as fees, but Associate Vice President Ramirez confirmed that while there is no such committee, and agreed to review the matter.

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

V. PARKING STUDY — Update

Director of Public Safety Dawn Emrich presented her findings from a parking study performed in conjunction with parking engineers to determine the frequency of use and capacity of parking lots during sampled time periods from April to November 2019. Most of the lots usage increases and decreases depending on the time of day except for Rho, where there is little movement as students park their vehicles and leave them there for extended periods of time. According to the study, Lot U is underutilized and the Main Lot is not as congested as what is observed by those who park in that lot (the maximum capacity was 84%). Director Emrich stated the data collected was consistent with the trends from sample to sample. Senior Vice President Phillips asked if it would be possible to have the parking engineers review our data to see how it relates to theirs to compare and perhaps invite them to a future meeting to answer any questions.

Next, Director Emrich introduced virtual parking permits, a proposed permitting system whereby a vehicle's license plate would serve as an individual's parking permit. This technology, paired with changing the parking flow patterns, could potentially reduce the impact on the faculty and staff parking lots. Director Emrich also explained the process for issuing tickets, events, charged parking, and online vehicle registration.

Director Emrich then introduced Spin - a motorized scooter service - as a proposed solution to assist with diverting students to park in alternative areas by providing them with convenient access to the main campus via scooter. She explained the procedures around area limitations, time of day limitations, scooter charging, and collection procedures. Director Emrich spoke to potentially offering benefits for students who do not use their vehicles and use the Spin scooters instead. This implementation has the potential to reduce the amount of vehicles in Rho by 250. The committee discussed concerns about students' reduced walking time, injury liabilities, and traffic and pedestrian patterns. A member asked Director Emrich to find more information about contract length options and if it would be possible to do a pilot during the spring. Senior Vice President Phillips affirmed that the proposed options are simply ideas for further discussion.

At this time, Director Emrich left the meeting.

VI. RD PARKING SPACE — Action Requested

Associate Vice President Lance Bridgesmith and Director of Housing Operations Robin Gore requested an additional Residential Director parking space be added behind Seaside. Associate Vice President Bridgesmith proposed dedicating three spaces to accessible parking, two spots for electric vehicle charging, two spots for facilities parking, and one residential director parking spot, eliminating one student parking spot. Associate Vice President Bridgesmith explained that appropriate and conforming signage will be placed both on poles and pavement if the proposal is accepted. Director Gore explained the reserved parking space is common practice for all residential directors. Senior Vice President Phillips expressed the need for loading zones for students that will not take away from parking. At this time, Associate Vice President Bridgesmith and Director Gore left the meeting.

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

VII. Wifi CALLING SIGNAGE — Action Requested

Chief Information Officer Jonathan See conducted technology service surveys about limited and dead zones on our campuses and identified over two dozen dead zones where there was a 96% success rate when using Wifi calling. Chief Information Officer See proposed the implementation of signs at the entrances of dead zones to alert people to use Wifi calling while in those areas. The proposed signage would have a QR code that, when scanned, would instruct users on how to turn on and use Wifi calling. Associate Vice President for Integrated Marketing Communications (IMC) confirmed that Information Technology (IT) partnered with IMC in the design of the signs. Chief Information Officer See confirmed our current Wifi capabilities can handle the load of having our community members without affecting the Wifi's effectiveness and answered various questions.

At this time, Chief Information Officer See left the meeting.

The committee discussed whether signage would be necessary at all the locations listed on the proposal.

A committee member moved to approve the request with the modification that the signage should be posted only in specific areas such as the Villa where there are a high number of visitors. The committee left other signage location choice to the discretion of the Information Technology, Integrated Marketing and Communications and Planning

Operations and Construction departments. These designs should be aesthetically tailored to the area where they are being posted. The committee decided against posting the signs outside of the above mentioned areas, but would like for IT and IMC to educate the community on how Wifi calling works and promote Wifi calling usage. The motion was seconded and approved.

VIII. WASTE MANAGEMENT UPDATE — Discussion

Director for Administration and Center of Sustainability Camila Puppato and Executive Director for the Department of Facilities Services Carly Mischke presented an update on the University's waste diversion. Director Puppato explained the laws and mandates applicable to the University. She also explained the Center for Sustainability partners with a consultant to better understand action steps needed to achieve the mandated 70% diversion requirement.

In an effort to reduce cost, Director Mischke and Director Puppato previewed a few upcoming changes, including a cardboard compactor and baler, compaction receptacles for Seaside Residence Hall, and a food compactor. Director Mischke also discussed plans for marketing campaigns to increase community awareness and participation.

At this time, Director Mischke and Director Puppato left the meeting.

IX. ADJOURNMENT

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