

UNIVERSITY MANAGEMENT COMMITTEE  
MINUTES

October 15, 2020

ATTENDEES: Phil Phillips, Connie Horton, Lauren Cosentino, Danny DeWalt, Lee Kats, Hung Le, Rick Marrs, Matthew Midura, Michael Feltner, Maretno Agus Harjoto, Marc Goodman, Greg Ramirez, Donna Nofziger, Jim Gash.

ABSENT: Gary Hanson, Nicolle Taylor

I. UNIVERSITY MANAGEMENT COMMITTEE CALL TO ORDER:

Chief Operating Officer Phil Phillips called the University Management Committee meeting to order. The meeting was held via Zoom on Thursday, October 15, 2020. University Registrar Hung Le opened in prayer. Chief Operating Officer Phillips advised the Committee that agenda item C would be presented before agenda item B.

II. CHUMASH LAND ACKNOWLEDGMENT ART APPROVAL

Chief Operating Officer Phillips re-introduced the Chumash Land Acknowledgement Art project and explained the land acknowledgment portion of the request would be postponed to a later meeting. Chief of Staff Danny Dewalt sought feedback for and approval of the artwork installation being placed on the west wall of Waves Café, adjacent to the fireplace in the Wave Cafe, or at a location inside or outside of Payson Library.

Chief of Staff Dewalt noted Wave's Café is the preferred location based on student feedback but acknowledged that planned renovation and construction in that area should be considered in the final decision. Assistant Vice President Ben Veenendaal shared the potential renovation plans for the referenced wall and adjacent area in the Wave's Cafe, including extending the food service area. The Committee discussed the impact and benefits of using a location where no renovation or construction is planned, and artwork already installed in Payson honoring other members of the Pepperdine community. Chief Operating Officer Phillips proposed adding a large photograph of the Pepperdine campus with a description of Native Americans who previously lived in the area to accompany the artwork. Considering all factors, the Committee agreed Payson Library would be the best location, and requested the Department of Planning, Operations, and Construction (POC) work with Payson Library leadership to determine an appropriately significant place to display artwork and other Chumash artifacts within the Library. The motion was seconded and approved.

At this time, Assistant Vice President Veenendaal left the meeting. President Gash explained the land acknowledgment language would continue to be reviewed and vetted.

### III. INTERNATIONAL TRAVEL POLICY UPDATE APPROVAL

Director of Emergency Services Jon Weber reviewed the proposed changes to the University International Travel Policy, which reflect three recent organizational updates: 1) Executive Vice President Gary Hanson be succeeded for these purposes by Chief Operating Officer Phillips as the final approver, 2) update the responsible department to "Office of Emergency Services," and 3) update the reference that the State Department lists the Department of Public Safety (DPS) as the primary University contact to reflect the current contacts, Associate Vice President for Administration Lance Bridgesmith and Director Weber.

Director Weber affirmed the proposed amendments were due to evolving roles and did not substantively change the policy. The Committee requested that Director Weber works with Integrated Marketing Communications (IMC) to ensure the Office of Insurance and Risk and Office of Emergency Services' scopes are appropriately communicated on the website as well as the changes to the International Travel Policy. The motion was seconded and approved.

At this time, Director Weber left the meeting.

### IV. FEE AND RECHARGE AUDIT UPDATE

Chief Operating Officer Phillips prefaced the Fee and Recharge Audit Update with an explanation of the importance and history of the Committee regularly reviewing student fees. He explained the purpose of the audit is to prevent overburdening students with extra expenses in addition to regular tuition. Assistant Director for Financial Planning Juliano Bonavia recognized the Fee Audit Subcommittee members as University Registrar Le, Vice Provost Lee Kats, Chief Financial Officer Greg Ramirez. Assistant Director Bonavia explained the monthly vetting process and reiterated the purpose of the annual fee audit. The Fee Audit Subcommittee opted for a more conservative position to approve new fees or modifications due to COVID-19 and increased scrutiny of student fees.

Assistant Director Bonavia first presented the results of the FY21 fee audit. A total of forty-six fees were changed, consisting of five newly created, thirty-five modified, and two inactivated fees. The Fee Subcommittee approved the five newly created fees with the contingency that courses are held on-ground or there is a requirement that a student pay for an additional service to complete a course. A Committee member raised that student fees should be approved through each school's dean's office before coming to the UMC Fee Subcommittee. Accordingly, the Office of Financial Planning will ensure this approach is followed.

Assistant Director Bonavia then explained discontinued fees and modified fees. He affirmed that while the Fee Audit Subcommittee previously approved most of the modified fees addressed in the audit, those that were not will be revisited to ensure they

follow the appropriate approval process in the future. The Committee discussed the rationale for each of the fees and clarified the rationale for increasing graduate housing fees.

Assistant Director Bonavia explained the recharge audit process and presented the FY21 recharge audit, which included modifications only. There were no new or inactivated recharges. The three modified recharges included a slight increase to the IT network and Frontier phone lines, increases to van services, and West Los Angeles (WLA) Conference Center's new external attendee rate. The Committee discussed the increase in fees for external guests of the WLA campus is due to additional costs only incurred when there are external attendees on site. The Committee raised concerns that the recharge increase for WLA Conference Center will deter potential external conference attendees. Chief Operating Officer Phillips asked that Chief Business Officer Nicolle Taylor discuss concerns around the increased fee in more detail with Committee member Maretno Agus Harjoto.

Chief Financial Officer Ramirez shared the University does not currently have a formal subcommittee to review recharges and sought feedback from the Committee. Committee members agreed that a Recharge Subcommittee would be beneficial and, when formed, it should consider the necessity of recharges altogether. The Committee asked Chief Financial Officer Ramirez to propose membership for the new Subcommittee.

At this time, Assistant Director Bonavia left the meeting.

V. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on November 19, 2020.