

UNIVERSITY MANAGEMENT COMMITTEE
MINUTES

March 23, 2021

Attendees: Phil Phillips, Connie Horton, Danny DeWalt, Donna Nofziger Plank, Greg Ramirez, Hung Le, Lee Kats, Marc Goodman, Maretno Agus Harjoto, Michael Feltner, Nicolle Taylor, Rick Marris, Gary Hanson, and Jim Gash

Absent: Lauren Cosentino and Matthew Midura

I. UNIVERSITY MANAGEMENT COMMITTEE CALL TO ORDER:

Chief Operating Officer Phil Phillips called the University Management Committee (UMC) meeting to order. The meeting was held via Zoom on Tuesday, March 23, 2021. Chief Financial Officer Greg Ramirez opened in prayer.

II. FEBRUARY 18, 2021 MEETING MINUTES

Upon the motion duly made and seconded, the University Management Committee minutes of the February 18, 2021 meeting were approved with the following amendment to the sexual misconduct policy item:

“Associate Vice President for Human Resources and Business Services Sean Michael Phillips shared that recent updates to the federal Title IX regulations require the University to alter and update its Sexual Misconduct Policy. He reviewed the proposed changes and advised they were also approved by Community Standards, the Title IX Coordinator, General Counsel, and Human Resources. He explained the proposed changes would result in Section 31 of the University’s Policy Manual no longer being applicable ~~and would therefore be removed to complaints implicating Title IX~~. The Committee discussed the rationale for the policy updates and the motion was seconded and approved as presented.”

III. INTRODUCTION OF RECHARGE SUB-COMMITTEE & NEW RECHARGE MODIFICATION PROCESS

Controller Laura Ponder and Assistant Director for Financial Planning Juliano Bonavia introduced the recharge subcommittee which will be composed of Controller Laura Ponder, Assistant Director for Financial Planning Juliano Bonavia, and Interim Chief Marketing Officer Matt Midura. Since no formal process currently exists to examine recharges aside from the annual fee audit, this subcommittee is being formed to conduct an intentional and timely approach of University recharges. The new recharge modification process will entail an area’s budget manager’s submission of a recharge request form, which will be reviewed by the recharge sub-committee. If the request results in a relatively immaterial financial impact and there is unanimous approval

amongst the subcommittee members, the recharge subcommittee may decide to administratively approve the proposal. Otherwise, the subcommittee will refer the request to UMC at the next scheduled meeting. UMC will continue to review all recharges on an annual basis during the annual recharge audit.

A committee member asked whether the results of the recharge audit will be shared with UMC members as part of the budget process so areas can budget accordingly if specific recharges will be increasing. Assistant Director Bonavia confirmed the timing will align. Another committee member asked whether the University would consider moving away from recharges. Chief Financial Officer Greg Ramirez explained one of the recharge subcommittee's main goals will be to determine an appropriate level of recharges and to put in place systems to appropriately manage them.

At this time, Controller Laura Ponder and Assistant Director for Financial Planning Juliano Bonavia left the meeting.

Upon the motion duly made and seconded, the committee's membership and new recharge modification process was approved as presented.

IV. UNIVERSITY VACCINE POLICY

Vice Provost Lee Kats introduced the University's draft vaccine policy and shared the COVID-19 vaccine policy subcommittee considered many variables when drafting this policy, including: expert medical consultation; comments from the Pepperdine community; feedback from key stakeholder groups; benchmarking from other universities; legal and insurance factors; potential equity issues; and existing University policies; among others.

A committee member asked for clarification regarding how to submit proof of full vaccination since the policy states "...those who submit proof of vaccination may be exempt from such precautions." Vice Provost Kats specified that clear instructions will be added to the University's coronavirus website. Committee members discussed the ongoing development of a social media campaign to encourage vaccination. Further, the committee agreed on the need to re-circulate once more the "vaccination notification" form in order to have a more accurate idea of how many community members have been vaccinated.

Upon the motion duly made and seconded, the first draft of the vaccine policy and the process for community feedback were approved as presented.

V. COVID-19 AND HVAC SYSTEM

Executive Director of Planning, Operations, and Construction Carly Mischke presented an overview of applicable coronavirus guidelines for heating, ventilation and air

conditioning (HVAC), a topic raised often by community members. She emphasized HVAC adjustments represent just one of many layers of protection that the University has employed to protect the community, shared state and county guidance on ventilation, and explained the design and sophistication of our buildings are on the high end of what the guidelines ask for. She then showed a useful graphic depicting air circulation in an indoor space; described MERV and HEPA filters and their applicability to our University campuses; defined “ventilation” and “clean air”; described the applicability and criteria for usage of portable air cleaners (PAC); and laid out next steps.

Committee members asked questions about ventilation conditions in specific areas of campus, discussed guidelines for air exchange per hour, and commented on related electrical load implications. Chief Operating Officer Phillips proposed crafting a short policy statement regarding the use and deployment of PAC units on University campuses. The committee agreed and Chief Operating Officer Phillips stated a draft policy statement will be circulated via email to the committee at a later time.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on April 15, 2021.