

UNIVERSITY MANAGEMENT COMMITTEE
MINUTES

April 15, 2021

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

ABSENT: Michael Feltner and Lauren Cosentino

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 Tuesday, April 15, 2021. Vice President and Chief Business Officer Nicolle Taylor opened in prayer.

II. MARCH 23, 2021 MEETING MINUTES

Upon the motion duly made and seconded, the University Management Committee minutes of the March 23, 2021 meeting were approved.

III. COVID-19 SIGNAGE UPDATE

Associate Vice President Matthew Midura and Creative Director Keith Lungwitz shared details of the ongoing COVID-19 Signage Project, which has been a collaboration between Integrated Marketing Communications (IMC), Emergency Services, Print Services, and Student Affairs, among others. The campaign's three goals are to provide: 1) specific and clear instructions for the community to follow; 2) information about how to prevent the spread of COVID-19; and 3) a cohesive and identifiable brand for University. The committee members expressed their appreciation for the successful implementation of approximately 25,000 COVID-19 signs across the University.

At this time, Creative Director Lungwitz left the meeting.

IV. PORTABLE AIR CLEANER (PAC) DRAFT POLICY REVIEW

Executive Director Carly Mischke sought feedback on the draft Portable Air Cleaner (PAC) Policy. She reviewed the policy's purpose, COVID-19 public health guidelines related to potential PAC unit requests, the University's COVID-19 prevention efforts, and a draft process for vetting requests.

A committee member raised the growing use of personal mini-refrigerators and space heaters in offices. The increased power draw could be a potential issue as the University deploys approved PAC units. Executive Director Mischke recommended formalizing a protocol for the use of small appliances in individual offices at a later date. Another

committee member inquired about funding and installation stemming from the University-provided PAC units. Executive Director Mischke advised initial funding will come from the COVID-19 reserve, and maintenance will be tracked and performed by Facilities Services for the duration of the unit's deployment. Another committee member requested collaboration with Housing and Residence Life Director Robin Gore to establish the student request process and communication of the policy to the student body.

Lastly, a committee member requested the addition of a statement regarding an individual's ability to procure and use his or her own PAC unit. Chief Operating Officer Phillips stated the revised Portable Air Cleaner (PAC) Policy would be circulated to the committee for an electronic vote.

At this time, Executive Director Mischke left the meeting.

V. STUDENT AND SPIRITUAL LIFE FACILITY MODIFICATIONS

Chief of Staff Danny Dewalt and Associate Vice President Veenendaal described proposed space changes to the Tyler Campus Center (TCC), the Howard A. White Center (HAWC), and the Thornton Administrative Center (TAC) pursuant to recent reorganization of the Spiritual Life department:

- Relocating the Career Center to the second floor of the TAC.
- Repurposing the Volunteer Center space to house Spiritual Life staff.
- Addition of a small workspace for Student Life interns adjacent to the Sandbar mailroom.
- Creating a spiritual life lounge.
- Relocating Intercultural Affairs (ICA) employees and student interns to the HAWC.
- Creating an ICA lounge in the HAWC.
- Relocating the Student Government Association (SGA) to a converted conference room in the TCC Student Affairs suite.
- Relocating Seaver and George Pepperdine College Alumni Affairs staff to a location near the new Career Center in TAC.
- Creating overflow space for the Office of International Student Services (OISS) to the second floor of TAC.
- Relocating some Alumni Affairs staff from TAC third floor to a space at the Calabasas Campus.
- Renaming the Sandbar "the Hub" to play off of the associated Spiritual Life initiative.

The committee asked questions and discussed related implications of each space change. Upon the motion duly made and seconded, the above-outlined space

modifications to the Tyler Campus Center (TCC), the Howard A. White Center (HAWC), and the Thornton Administrative Center (TAC) were approved as presented.

VI. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on May 20, 2021.