

UNIVERSITY MANAGEMENT COMMITTEE
MINUTES

October 20, 2022

Attendees: Phil Phillips, Connie Horton, Greg Ramirez, Gary Hanson, Hung Le, Jim Gash, Lauren Cosentino, Maretno Agus Harjoto, Nicolle Taylor, Sean Burnett, Marc Goodman, Danny DeWalt, Michael Feltner, Donna Nofziger Plank, Jay Brewster.

Absent: Lee Kats

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 20, 2022.

II. MEETING MINUTES

Upon the motion duly made and seconded, the University Management Committee minutes of the July 21, 2022 meeting were approved.

III. FINANCE POLICIES

Chief Financial Officer Greg Ramirez and University Controller Laura Ponder presented updated finance policies for review and feedback prior to formal approval. The policies were recently refreshed and memorialized to provide a high level of clarity to stakeholders. Throughout the past several months, many university partners and all area budget managers have been involved in the vetting of the proposed policy enhancements. The policies specifically brought to the Committees' attention were the Travel and Entertainment, University Accounting and Funds, Year-end Banking, and Surplus Sale of Property policies. Discussion ensued around the enhancement of providing an option for a daily per diem for University travel expenses as outlined in the Travel and Entertainment Policy. A recommendation was made to provide a trial period for this optional daily travel allowance, rather than instating it indefinitely without data on cost savings. At the following University Management Committee meeting, this item will return for formal approval.

IV. NARCAN POLICY

Associate Vice President for Administration and Campus Operations Camila Bonavia and Assistant Vice President for Governmental and Regulatory Affairs, Center for Sustainability, and Department of Public Safety Ricky Eldridge sought approval to institute a University-wide Narcan policy. The policy would allow for Narcan to be stored, carried, and administered by trained Department of Public Safety, Resident Director, and Assistant

Resident Director staff. The pair shared statistics on the growing need for the medication, benchmark data, symptoms and side effects, training protocols and procedures, along with cost and operational logistics. Due to the prevalence of fentanyl being laced in other drugs and consumables, there is a risk of ingesting fentanyl even for non- drug-using individuals. However, there is no risk associated with Narcan being administered to individuals with or without the fentanyl in their system. Upon the motion duly made and seconded, the Narcan policy was unanimously approved.

V. SPACE ALLOCATION OF VARIOUS OFFICES

Associate Vice President of Planning, Operations, and Construction Ben Veenendaal, and Associate Provost of University Financial Aid and Dean of Enrollment Management for Seaver College Kristy Collins sought approval to temporarily allocate two currently vacant hoteling offices (TAC 201- I and TAC 201- H), to the Office of International Student Services (OISS) for a six month period, followed by a periodic space usage reevaluation. This temporary space allocation will allow designated school officials to have confidential conversations with international students related to immigration, family finances, and post-graduation visa processes. With the motion duly made and seconded, the temporary space allocation was approved.

VI. FEE AND RECHARGE AUDIT

Director of Financial Planning Nicole Singer presented the annual fee audit to the Committee. In total, there were forty newly added, modified, or inactivated charges within the last year. Newly introduced fees included a Wellness fee, Civil Rights Course Fee, Psychology Clinical SGA Fee, Online MLS & MDR London Study Tour Fee, along with Department of Public Safety (DPS) fines for fraud and license plate obstruction. Several DPS fees were modified, and the Student Health Insurance fee decreased by 3%. Overall, thirteen fees were eliminated, predominantly due to the introduction of the Wellness fee which encompasses a number of health-related services that were previously charged separately. The Recharges Committee, composed of Nicole Singer, Laura Ponder, and Mike Thomas, instated one modified recharge adjusting the Real Estate Operations management fee from a flat monthly fee to a percentage. There have been no new recharges nor inactivated recharges in the last year.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on November 17, 2022.