

UNIVERSITY MANAGEMENT COMMITTEE
MINUTES

February 16, 2023

Attendees: Phil Phillips, Greg Ramirez, Hung Le, Jim Gash, Lauren Cosentino, Maretno Agus Harjoto, Nicolle Taylor, Sean Burnett, Marc Goodman, Danny DeWalt, Lee Kats, Donna Nofziger Plank

Absent: Jay Brewster, Gary Hanson, Connie Horton, Michael Feltner

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, February 16, 2023.

II. MEETING MINUTES

Upon the motion duly made and seconded, the University Management Committee minutes of the October 20, 2022 meeting were approved.

III. FINANCE POLICIES

Chief Financial Officer Greg Ramirez and Interim University Controller Katelyn Crowe reintroduced the updated financial policies for review and approval. They highlighted the Travel and Entertainment policy which includes the addition of instituting a per diem allowance for travel expenses (lodging, meals and incidentals) to faculty and staff. Steering members may limit their area's use of the per diem allowance. Further, under the Travel and Entertainment policy, employees would be expected to make reasonable decisions in regard to the most cost-effective travel selections and may pay for upgrades up to \$30. Other changes to the Financial Policies include: 1) raising the threshold for missing receipts to \$35; 2) establishing guidance around mileage reimbursements for remote and hybrid employees; and 3) clarifying the guidelines for alcohol expense approvals. Further, the Surplus Property Sales policy was reviewed and enhanced to promote collaboration with internal information security teams. Upon the motion duly made and seconded, the financial policies were unanimously approved.

IV. PEPPERDINE TRACK

Associate Vice President of Planning, Operations, and Construction Ben Veenendaal sought approval to resurface the Pepperdine track with Pepperdine branding featuring blue and orange hues, and shared the proposal has strong support from Athletics and Integrated Marketing Communications. A ten-year warranty for the updated surfacing material will ensure durability. Known drainage issues at the track are concurrently being resolved.

Upon the motion duly made and seconded, the resurfacing of the Pepperdine Track with University branding was unanimously approved.

V. ADJOURNMENT

There being no further business, the meeting was adjourned. Unless otherwise notified, the next meeting will be held on March 16, 2023.