

**University Planning Committee  
Meeting Minutes  
January 18, 2017**

**Attendees**

Michael Adams	Keith Hinkle	Jeff Pippin
Andrew Benton	Barbara Ingram	Steve Potts
Carol Chase	Lee Kats	Edna Powell
Mark Davis	Paul Lasiter	Mark Roosa
Michael Feltner	Rick Marrs (chair)	Deanell Tacha
Rick Gibson	Pete Peterson	Deryck van Rensburg
Gary Hanson	Phil Phillips	Helen Williams

**Absent**

Sandra Harrison

**Guest Presenters**

Lauren Cosentino  
Greg Ramirez

**Observers**

Jody Semerau	Marnie Mitze
Lisa Bortman	Ross Canning

**I. Call to order**

Provost Marrs called the University Planning Committee (UPC) to order at 8:35 a.m. on January 18, 2017, in the Seaver Board Room at Pepperdine University - Malibu campus. Chief Business Officer Edna Powell presented the devotional thoughts.

Michael Adams and Michael Feltner moved and seconded approval of the minutes for December 21, 2016, which were adopted.

**II. New Business**

*A. Program Reviews*

The deans commented on their schools' program reviews and memoranda of understanding to close the loop on the five-year review process.

Seaver College

Dean Michael Feltner completed reviews in 15 academic units. Quality of assessment is improving. Academic programs are engaged in many activities including educating the faculty in the program assessment

area. The dean looks forward to leveraging Livetext and focusing on assessment in capstone courses.

The outcomes show that students are learning and the PLOs and SLOs are satisfied. Substantive curricular revision will result and new proposals have already been submitted to the Seaver Academic Council and the University Academic Council for Humanities and Natural Science. PLO and SLO revision for these same two programs is planned.

The program reviews have identified needs that can be addressed with few resources. Other more difficult needs to address include classroom technology refreshment, faculty office space, laboratory space and updates, and covering the teaching load of split faculty/administrator positions.

The program reviews requested twelve new faculty positions which is a challenge for the budget as well as logistics. The dean's office will continue to promote the efforts to decrease the burden of assessment by training faculty to incorporate assessment strategies better into normal operations.

Discussion covered the WSCUC requirement for student involvement in assessments.

#### Graziadio School of Business and Management

Dean Deryck van Rensburg noted that the timeline for program review started in May 2015. Major themes include adopting a multi-year assessment plan and alignment with WSCUC and AACSB standards. The WSCUC Core Competencies have been incorporated including oral and written communication, quantitative reasoning and critical thinking. The full-time program needs revitalization as it has not been updated in 10 Years.

Memoranda of Understanding tend to request more money. Reallocation or new revenue streams are needed to meet these requests. Requests for more faculty come from the 13:1 ratio discrepancies. There is a 70% faculty work load, 20% discipline augmentation and 10% other.

B. ***Employee Benefits Cost and Projected Increases; Employee Compensation and Market Comparison.*** Chief Human Resources Officer Lauren Cosentino gave an overview of employee benefits costs and estimated cost

increases; and she reviewed employee compensation at Pepperdine University including market comparisons with our competitor institutions.

Compensation report: A salary equity study was started last year focusing on gender and diversity. Over 800 job descriptions had to be reviewed. The staff side of the survey has been completed and the faculty side is being reviewed now.

Over 1000 jobs were reviewed and there did not seem to be many discrepancies or areas of concern. Salary is determined by seniority, performance, number of direct reports, training, and education. There are 48 job lines and 16% fell below median while 6% are deemed underfunded. Sixty-two percent were at median or above and 6% are needing to be reviewed

Faculty side data show a paygrade scale should be deployed. Merit increase history shows we are in-line with the market: a 2.6% increase over these years which is right on target with the market.

The market reviewed consists of 64 private higher education, sister schools and aspirational schools. Eight bands including lower level positions and high administrative jobs at the top. A market study is being conducted to compare gender and ethnicity analysis to white male base standards.

#### Benefits discussion

We are in the 17-month time plan to switch over to a calendar year benefits cycle. On August 1, 2016, we started the cycle that will end on December 31, 2017. The benefits plan year began in July but all insurance follows the calendar year.

Medical plan cost increases since FY08 include the skyrocketed cost to the employee. Sixty percent of our employees are with HMOs; 40% of those are with Kaiser and the rest are split among Blue Cross options.

Our loss ratio should be at 85% of the costs for medical coverage. Some of our plans have a loss ratio of 100%.

Medical premium history vs. salary history. Each employee is covering more of the benefit in recent years. The total benefits packages are facing cost escalator for medical costs which are increasing sometimes in the double digits. The university is absorbing as much of the medical rate as it can but the trend is moving upward. Medical premium cost share history: 20/80% today.

Current contributions include heavy-user pay rates for a little more for their coverage out of their pocket expenses.

As much as 50% of our work force will be Millenials by 2020. Pepperdine University is looking into splitting the cost among other small employers.

***C. University Expense Trends and External Cost Environment Review.***

Greg Ramirez, director of the Office of Financial Planning, led a review and discussion regarding the general expense trends and external cost environment in which the University will operate in 2017-2018.

**III. Provost's Closing Remarks.** Provost Rick Marrs concluded the meeting with thanks to the presenters and Committee for their participation.

**IV. Adjournment**

The meeting adjourned at 10:06 AM.

The next meeting of the UPC will convene at 8:30 a.m. on March 15, 2017, in the Seaver Board Room.