



## Commission on Higher Education

1333 Main Street, Suite 200  
Columbia, South Carolina 29201  
Web: [www.che.sc.gov](http://www.che.sc.gov)

Conrad D. Festa  
Executive Director

Tel. 803-737-2260  
Fax. 803-737-2297

### MEMORANDUM

**DATE:** December 22, 2003

**TO:** Members, Commission on Higher Education

**FROM:** Conrad D. Festa, Executive Director

Enclosed is the agenda for the meeting of the Commission on Higher Education to be held at **10:30 a.m. on Thursday, January 8, 2004, in the Commission Conference Room (1333 Main Street, Suite 200)**. Included are minutes from the November 13 meeting, the December 9 conference call, and a copy of the document to be considered for final approval.

Parking spaces for the Commission Meeting are available in the Municipal Parking Garage (corner of Washington and Assembly Streets) near the Washington Mutual Building. The entrance to the parking garage is on Washington Street between Assembly and Main Streets. Lunch will be provided for Commission members at 12:00 noon.

Encl.

Notified of availability of materials on the web at: [www.che.sc.gov](http://www.che.sc.gov)

Ms. Inez Tenenbaum  
Presidents, Public Colleges and Universities  
Dr. James L. Hudgins  
Mr. Jim Byrd