



South Carolina Commission on Higher Education

Mr. Tim M. Hofferth, Chair
Ms. Allison Dean Love, Vice Chair
Mr. Paul O. Batson, III
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Ms. Dianne C. Kuhl
Dr. Louis B. Lynn
Vice Admiral Charles Munns, USN (ret.)
Mr. Clark B. Parker
Mr. Kim F. Phillips
Ms. Terrye C. Seckinger
Dr. Jennifer B. Settlemyer
Mr. Hood Temple
Dr. Evans Whitaker

Mr. Gary S. Glenn
Interim Executive Director

TO: Commissioner Dianne Kuhl, Chair, and Members Munns, Love, Parker, and Seckinger, Committee on Governmental & Administrative Affairs

FROM: Julie Carullo

DATE: January 15, 2016

RE: Meeting of the Committee on Governmental & Administrative Affairs, on January 19, 2016

The Committee on Governmental & Administrative Affairs (GAAC) is scheduled to meet on **Tuesday, January 19 at 1:00 p.m. The meeting will be held in the Commission's main conference room.** An agenda and materials are attached.

If you have questions or need to access the meeting by teleconference, please contact me at (803) 737-2292.

Enclosures

cc: Chair Hofferth and Commissioners Batson, Horne, Lynn, Phillips, Settlemyer, Temple, and Whitaker

CHE Executive Leadership Team

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
COMMITTEE ON GOVERNMENTAL AND ADMINISTRATIVE AFFAIRS**

**Main Conference Room
SC Commission on Higher Education
1122 Lady St., Ste. 300
Columbia, SC 29201**

**Tuesday, January 19, 2016
1:00 p.m.**

*** Attachment**

- 1) Introductions**
- 2) Approval of Minutes of November 5, 2015 ***
- 3) Report from the Chair** **Dianne Kuhl**
- 4) Legislative Update** **Julie Carullo**
- 5) Consideration of Revision to CHE Bylaws, Rules, and Procedures:
Section V, Item 2 *** **Dianne Kuhl**
- 6) Discussion on Agenda Topics for Commission Meetings** **Charles Munns**
- 7) Commissioner Orientation Process** **Allison Dean Love**
- 8) CHE Policies and Procedures Manual:
Discussion and Consideration of Structure and Format** **Dianne Kuhl**
- 9) Calendar Considerations, Review of Meeting Schedule *** **Dianne Kuhl**
 - a. Next Meeting: February 4 following CHE meeting in the morning**
 - b. Other Dates**
- 10) Other Business**
- 11) Adjournment**

Note: If needed, the Committee may go into Executive Session pursuant to §30-4-70 and in public session take action on Executive Session matters, if needed.

Draft Pending Approval of the Committee

**South Carolina Commission on Higher Education
Committee on Governmental & Administrative Affairs**

**South Carolina State University
300 College Street, NE
Orangeburg, SC 29117
Boardroom, Lowman Hall, Room 304
Upon adjournment of CHE Business Meeting
November 5, 2015**

Committee Members in Attendance:

Admiral Charles Munns
Ms. Dianne Kuhl
Ms. Terrye Seckinger
Dr. Jennifer Settlemyer
Ms. Allison Dean Love

Committee Members Absent:

Mr. Clark Parker

Others in Attendance:

Dr. Argentini Anderson, CHE
Ms. Julie Carullo, CHE
Ms. Tanya Rogers, CHE
Ms. Lane Goodwin, CHE
Dr. John Lane, CHE
Ms. Yolanda Myers, CHE
Mr. Gary Glenn, CHE
Ms. Sandra Carr, CHE
Ms. Beth Bell, Clemson (on the phone)
Mr. Ed Patrick, South Carolina State University

Chair Munns called the meeting to order at 3:30 pm.

1. Introductions

2. Approval of minutes of October 1, 2015

It was moved by Commissioner Settlemyer, seconded by Commissioner Kuhl and voted to accept the minutes.

3. Election of Committee Chair

It was moved by Commissioner Seckinger, seconded by Chair Munns and voted to accept the nomination of Commissioner Kuhl as the committee chair.

4. Election of Committee Vice Chair

It was moved by Commissioner Seckinger, seconded by Commissioner Kuhl and voted to accept the nomination of Chair Munns as the committee vice chair.

5. Update and Discussion, Review of CHE Statutory Authorities

- a. Discussion of Legal Paper on CHE Authorities, assignment of analysis actions to CHE standing committees (Gaps between authorities and current practice, priority actions, recommended additions/deletions), and GAAC actions on remaining items**

After a lengthy discussion, it was determined that the committee will authorize staff to suggest priorities and forward those to the committees.

Chair Munns then summarized the committee's discussion regarding the priority list and actions related to it. Staff will use the draft template that was shared for organizing the statutory analysis by functional area (Attachment 1) to make recommendations to the CHE standing committees under the authority of the GAA committee. The committees will move forward with priorities, gap analysis, and recommendations and subsequently, return those to Mr. Gary Glenn who will then organize the items and forward the information to the Executive Committee. It was stressed that this process needs to be completed in the next 14 days. Priorities will be determined by funding.

6. Staff Update, Policy Manual Compilation

Due to time constraints this item was not addressed. Staff is currently working on the manual.

7. Preparation for 2016 CHE legislative Agenda

- a. Task Force on CHE Governance**
- b. Other**

Due to time constraints this item was not addressed. Chair Munns recommended that the committee think about the legislative agenda and be prepared to advocate in case it should be necessary.

8. Next Meetings and Review of Meeting Schedule

The next meeting is scheduled for January.

9. Other Business

10. Adjournment

There being no other business, the meeting was adjourned at approximately 4:06 pm.

Consideration of Bylaw Revision: Section V, Item 2

Section V of the SC Commission on Higher Education Bylaws, Rules and Procedures, as amended November 6, 2014, (Bylaws) is copied below. A change to Section V, Item 2 is being recommended for discussion to enable reimbursement as allowable by state laws and regulations.

Excerpted ByLaws*

V. Reimbursement for Members of the Commission on Higher Education

1. Members of the Commission will be reimbursed on a per diem basis for mileage and expenses incurred on official Commission business or for any public activity on behalf of the Commission, as provided for in the annual Appropriation Act.
2. In traveling on official business, the miles traveled will be calculated from the member's city of residence, using the current state highway system map. When using a personal automobile in traveling on official business, the traveler must proceed by the most direct major route practicable, and substantial deviations from the distances shown on the current state highway map of the South Carolina Highway Department should be explained.

The Commission cannot reimburse the travel expenses of a member whose residence or office is in the greater metropolitan area in which the meeting is held.

3. To obtain reimbursement, the member will complete and sign the requisite State of South Carolina expense voucher. Normally the staff will distribute these forms at the meeting. The Commission's accounting staff will process the official travel voucher which will be forwarded to the State Comptroller General, who will provide a check for reimbursement. The accounting staff will mail the check and a copy of the official voucher to the member. The voucher should be retained for reference when filing income tax returns, as no other record of payment is provided.

*(*Note: To access full text of CHE's Bylaws, Rules, and Procedures, as amended November 6, 2014, see http://www.che.sc.gov/CHE_Docs/infocntr/legisl/CHE_Bylaws-Rules-Procedures_rev20141106.pdf)*

