



# South Carolina Commission on Higher Education

Brig Gen John L. Finan, USAF (Ret.), Chair  
Dr. Bettie Rose Horne, Vice Chair  
Mr. Paul O. Batson, III  
Mr. Tim M. Hofferth  
Ms. Dianne C. Kuhl  
Ms. Allison Dean Love  
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  
  
Ms. Julie J. Carullo  
Interim Executive Director

Please note that the time of the meeting has been changed.  
The meeting will begin at **8:30 am** in CHE's main conference room

**TO:** Admiral Charles L. Munns, Chair, and Members Hofferth, Kuhl, Parker, Seckinger, and Settlemyer, Committee on Governmental & Administrative Affairs

**FROM:** Julie Carullo

**DATE:** August 28, 2015

**RE:** Meeting of the Committee on Governmental & Administrative Affairs, September 3, 2015

The Committee on Governmental & Administrative Affairs (GAAC) is scheduled to meet on **Thursday, September 3 at 1:30 p.m. (or upon adjournment of the meeting of the Committee on Academic Affairs and Licensing) in the SC Commission on Higher Education's Main Conference Room, 3<sup>rd</sup> Floor.** An agenda and materials are attached.

If you have questions, please contact me at (803) 737-2292.

*Enclosures*

cc: *Chairman Finan and Commissioners Batson, Horne, Love, Lynn, Phillips, Temple and Whitaker*

*CHE Executive Leadership Team*

Please note that the time of the meeting has been changed.  
The meeting will begin at **8:30 am** in CHE's main conference room

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION**

**COMMITTEE ON GOVERNMENTAL AND ADMINISTRATIVE AFFAIRS**

**CHE Main Conference Room, 3<sup>rd</sup> Floor**

**1122 Lady Street, Columbia, SC 29201**

**Thursday, September 3, 2015**

**~~1:30 p.m.~~**

**~~(or upon adjournment of the Committee on  
Academic Affairs & Licensing)~~**

*\*Attachment*

- 1) **Introductions**
- 2) **\*Approval of Minutes of June 4, 2015**
- 3) **Discussion, Review of CHE Authorities**  
*The Committee is anticipated to go in to Executive Session pursuant to §30-4-70(a)(2) to receive legal advice from CHE counsel, Ms. Amy Hill.*
- 4) **Discussion of 2016 Strategy for Legislative Items**
  - a. **Bond Bill**
  - b. **State Authorization Reciprocity Agreement, (pending outcome of item as considered by CHE at its September 3<sup>rd</sup> meeting)**
  - c. **Other**
- 5) **\*Next Meetings and Review of Meeting Schedule**
  - a. **October 1, 2015, 1:00 pm**
- 6) **Other Business**
- 7) **Adjournment**

*Pending Approval of the Committee*

**South Carolina Commission on Higher Education  
Committee on Governmental & Administrative Affairs (GAA)  
Palmetto Conference Room  
1122 Lady Street, Suite 300, Columbia, SC 29201  
1:00 p.m. (or 30 minutes after adjournment of the CHE meeting, whichever is later)  
June 4, 2015**

**Committee Members in Attendance:**

Admiral Charles Munns, Chair  
Mr. Tim Hofferth  
Ms. Diane Kuhl  
Mr. Clark Parker  
Ms. Terrye Seckinger (by phone)  
Dr. Jennifer Settlemyer

**Others in Attendance:**

Dr. Argentini Anderson, CHE  
Ms. Beth Bell, Clemson University  
Ms. Sandra Carr, CHE  
Ms. Julie Carullo, CHE  
Ms. Renea Eshleman, CHE  
Mr. Gary Glenn, CHE  
Ms. Tanya Rogers, CHE  
Dr. Karen Woodfaulk, CHE  
Dr. John Lane, CHE  
Ms. Lane Goodwin, CHE  
Mr. Mike LeFever, SC Independent Colleges & Universities

Chair Admiral Munns called the meeting to order at 2:02 pm.

**1. Introduction**

**2. Approval of minutes of May 7, 2015**

It was moved by Commissioner Seckinger, seconded by Commissioner Parker and voted to accept the minutes.

**3. 2015 Legislative Review**

Chair Munns asked the committee members if they felt that the Commission needed to have a strategy for addressing the General Assembly over the summer; if so, what are the criteria for making the decision. Commissioner Hofferth suggested that internal knowledge and vetting should be handled initially, and then a SWOT analysis should be conducted in order to get clarification on what is needed. Commissioner Seckinger suggested that the Commission should let the legislators know

that we are aware of the problems and they are being addressed. However, we should have a plan in place prior to addressing them.

Chair Munns summarized the committee's discussion in regards to advocacy in the legislative area for this summer:

- The committee will concentrate on the Commission's authority
- There is no need for general marketing or a defense of CHE
- Handle crises or inquiries as they occur
- Handle General Assembly's panels and forums, etc. if/when CHE is invited

In response to a question, Ms. Carullo shared with the committee that the ad hoc committee of House Education and Public Works (HEPW) which is tasked with considering higher education governance has held one organizational and is expected to begin meeting in the middle or end September. She indicated that they have indicated that CHE will be asked to present and that they also anticipate presentations from other institutions.

In preparation for the September meeting, Commissioner Settlemyer suggested that the Commission should find out the primary things that the legislature wants from the Commission. Commissioner Seckinger added that the Commission should come to the meeting with prepared questions for the legislators.

Chair Munns concluded that the Executive Director and the staff will compose questions inquiring about the wants of the legislators and present them to the HEPW subcommittee. This will be addressed in either August or September by the Commission.

Commissioner Seckinger suggested that the commissioners have informal conversations with legislators that they know.

Ms. Carullo explained to the committee the reason for the meeting with the subcommittee. She explained that the HEPW subcommittee wants to hear from CHE how it is structured and what CHE does. The subcommittee has been charged with looking at governance. Some of the members want to start the process by looking at the current statute.

Commissioner Seckinger suggested that the Commission does its homework and have clarity as to what the role of the Commission is. Commission Hofferth stated that the Commission is seeking definition and clarity for policy and operations.

#### **4. Discussion, Strategy for Review of Authorities**

Chair Munns explained that process will include taking what the staff has created and take what the general assembly plans to do and then get the CHE general counsel representative to review and add his/her point of view and then have the committee conduct a SWOT analysis. Chair Munns would like to have these completed prior to the August retreat.

Ms. Carullo shared that it was suggested that some of the legislators participate in a panel at the retreat. Commissioner Seckinger indicated that she was against that idea.

The committee discussed the retreat and the pending agenda. Chair Munns explained to the committee that the retreat was not on the agenda. He also shared with the committee that the committee's suggestions for the agenda had been submitted to Commissioner Finan and the final agenda is forthcoming.

## **5. Discussion, Policy Manual Review**

Chair Munns indicated that the committee is not prepared to vote on the policy manual. He also suggested that the Commission should first review the policy manual to determine which model to be used, Carver or hybrid? Should the committee review it first then submit it to the Commission?

The committee discussed having a professional consultant review the policy manual.

During discussion regarding policy the committee determined that 1) a manual is needed and 2) the purpose of CHE is both internal efficiency and external. Ms. Carullo explained that some of the policies for CHE are from various sections in state law, such as procurement for example, and CHE must follow those provisions. She also added that those policies, as well as the bylaws, can be incorporated into the policy manual draft. The committee decided to review the drafted policy manual at the full commission level after the staff has reviewed it and removed the irrelevant sections.

The committee's plan in regards to the drafted policy manual is to address the policy of the commission, clean up the draft and then forward the "clean" copy to the attorney for review. After the retreat, the commissioners will review the draft by assignment.

## **6. Status Updates: Trustee Conference**

*(Item not discussed.)*

## **7. Next meetings and Review of Meeting Schedule:**

- a. October 1, 2015, 1:00 p.m.

## **8. Other Business**

## **9. Adjournment**

There being no other business, the meeting was adjourned at approximately 3:18 p.m.

## 2015

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**CHE Meetings : (Highlighted Yellow - 2015 Schedule. Special or called CHE meetings highlighted in light yellow)**  
CHE: Typically 1<sup>st</sup> Thursday. In 2014, meetings in Jul, Sept, and Dec are not planned unless press of business requires.  
 A planning retreat is scheduled in August and in 2015 was held on Aug. 13 & 14  
GAAC: Discussed initially meeting 3 times per year in Jan/Feb, June and Oct. In 2015 met on Feb 2, Apr 2, May 7 and scheduled to meet Sept 3 and Oct 1  
Finance & Facilities: Typically meets monthly in morning before the CHE meeting  
CAAL: Scheduled to meet Jul 15, 2015, Sept 3, 2015 and Oct 1, 2015. (Typically meets Jan, Apr, Jul, Oct; afternoon of CHE; Schedule is under review for 2016)  
Access & Equity & Student Services: Typically meets three times per year. In 2015, met on Mar 11, May 12 and scheduled on Sept 9.

**General Assembly: Convenes 2<sup>nd</sup> Tuesday in January and Adjourns Sine Die 1<sup>st</sup> Thursday in June**

**2015 State Holidays: (Shaded Blue)**  
 New Year's Day - Thurs, Jan 1  
 Martin Luther King, Jr. Day - Mon, Jan 19 (3<sup>rd</sup> Mon in Jan)  
 George Washington's Birthday / President's Day - Mon, Feb 23 (3<sup>rd</sup> Mon in Feb)  
 Confederate Memorial Day - Mon, May 11 (observance)  
 National Memorial Day - Mon, May 25 (Last Mon in May)  
 Independence Day - Fri, Jul 3  
 Labor Day - Mon, Sept 7 (First Mon in Sept)  
 Veterans Day - Wed, Nov 11  
 Thanksgiving Day - Thurs, Nov 26 (4<sup>th</sup> Thurs in Nov)  
 Day after Thanksgiving Day - Fri, Nov 27  
 Christmas Eve - Wed, Dec 24  
 Christmas Day - Thurs, Dec 25  
 Christmas Day After - Mon, Dec 28

# 2016

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**CHE Meetings : (2016 Calendar Not Yet Considered. First Thursdays are highlighted yellow for information only)**

CHE: Typically 1<sup>st</sup> Thursday. In 2015 meetings were not held in Mar, Jul, or Dec (not scheduled). CHE reduced its meeting schedule in 2014 to defer three meetings unless press of business requires. A planning retreat is in the fall and held in August in 2015.

GAAC: Not yet determined

Finance & Facilities: Typically meetings monthly in morning before CHE

CAAL: Not yet determined

Access & Equity & Student Services: Not yet determined

**General Assembly: Convenes 2<sup>nd</sup> Tuesday in January and Adjourns Sine Die 1<sup>st</sup> Thursday in June**

**2016 State Holidays: (Shaded Blue)**

New Year's Day - Fri, Jan 1

Martin Luther King, Jr. Day - Mon, Jan 18 (3<sup>rd</sup> Mon in Jan)

George Washington's Birthday / President's Day - Mon, Feb 15 (3<sup>rd</sup> Mon in Feb)

Confederate Memorial Day - Mon, May 10 (observance)

National Memorial Day - Mon, May 30 (Last Mon in May)

Independence Day - Mon, Jul 6

Labor Day - Mon, Sept 5 (First Mon in Sept)

Veterans Day - Fri, Nov 11

Thanksgiving Day - Thurs, Nov 24 (4<sup>th</sup> Thurs in Nov)

Day after Thanksgiving Day - Fri, Nov 27

Christmas Eve - Fri, Dec 23

Christmas Day - Thurs, Dec 26

Christmas Day After - Mon, Dec 27