



South Carolina Commission on Higher Education

Mr. Tim M. Hofferth, Chair
Dr. Bettie Rose Horne, Vice Chair
Mr. Paul O. Batson, III
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

Mr. Gary S. Glenn
Interim Executive Director

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

FROM: Julie Carullo

DATE: September 25, 2015

RE: Meeting of the Committee on Governmental & Administrative Affairs, October 1, 2015

The Committee on Governmental & Administrative Affairs (GAAC) is scheduled to meet on **Thursday, October 1, upon adjournment of the Commission meeting and will go no longer than 4:30 pm. The meeting will be held in the Commission on Higher Education's Main Conference Room, 3rd Floor.** An agenda and materials are attached.

Please note that the Commission meets at 8:00 am on October 1 and will go immediately into executive session for purposes of discussing personnel matters relating to the executive director search. It is anticipated that the Commission will convene its regular business meeting following the executive session at 1:00 pm. If the executive session runs past 1:00 pm, the regular business meeting of the Commission will be one hour after adjournment of the Executive Session. Should the Commission meeting run longer than anticipated, the meeting of the Governmental and Administrative Affairs Committee will be rescheduled.

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

Enclosures

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

CHE Executive Leadership Team

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
COMMITTEE ON GOVERNMENTAL AND ADMINISTRATIVE AFFAIRS
CHE Main Conference Room, 3rd Floor
1122 Lady Street, Columbia, SC 29201
Thursday, October 1, 2015
Upon adjournment of CHE Business Meeting

**Attachment*

- 1) **Introductions**
- 2) ***Approval of Minutes of September 3, 2015**
- 3) ***Consideration of CHE Annual Meeting Calendar for 2016**
- 4) **Update and Discussion, Review of CHE Authorities**
The Committee may go in to Executive Session pursuant to §30-4-70(a)(2) to receive legal advice.
- 5) **Staff Update, Policy Manual Compilation**
- 6) **Discussion of 2016 Legislative Priorities**
(Continued from September Meeting)
- 7) ***Next Meetings and Review of Meeting Schedule**
- 8) **Other Business**
- 9) **Adjournment**

Pending Approval of the Committee

**South Carolina Commission on Higher Education
Committee on Governmental & Administrative Affairs
Palmetto Conference Room
1122 Lady Street, Suite 300, Columbia, SC 29201
8:30 am
September 3, 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. Sandra Carr, CHE
Ms. Julie Carullo, CHE
Ms. Renea Eshleman, CHE
Mr. Gary Glenn, CHE
Ms. Allison Dean Love, Commissioner
Ms. Tanya Rogers, CHE
Ms. Trena Houpp, CHE
Mr. Will Jordan, Sowell Gray
Ms. Amy Hill, Sowell Gray

Chair Admiral Munns called the meeting to order at 8:31 am.

1. Introductions

2. Approval of minutes of June 4, 2015

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

3. Discussion, Review of CHE Authorities

Chair Munns distributed a diagram as a working template for discussion of activities and as related to the review of CHE's authorities. Chair Munns shared that he believes the authority/responsibility memo could serve three purposes:

- Provide for an activity assessment to show responsibilities that the Commission is doing, that it should not be doing, or vice versa.
- Inform briefs that may inform or be requested by the General Assembly
- Aid in development of position papers on various areas of CHE initiatives

He also raised for discussion consideration of what action was needed once the responsibility memo is completed. Chair Munns suggested that the Commission consider what goals it wants to achieve

Pending Approval of the Committee

and for what purpose and then look at those goals along with the responsibility memo and determine whether or not the Commission has the authority to do those things. He also suggested that the committee have position papers on topics such as academic program reviews, capital approvals, fiscal assessments, and new initiatives, as determined, to be completed.

After discussion regarding the Chair Munns's suggestions regarding the position papers, process and assessment, the committee went into executive session to include CHE staff for purposes of receiving legal advice from attorney Ms. Amy Hill regarding the review of CHE's authorities.

After coming out of executive session, Chair Munns reviewed the committee's action items as follows:

- By September 15 committee members should send, to Ms. Carullo, questions and comments stemming from Governmental and Administrative Affairs Committee review of Ms. Hill's responsibility memo that was discussed in executive session. The questions and comments should include a copy to Ms. Hill, as discussed. Ms. Carullo will coordinate with Ms. Hill in seeking responses.
- Committee members should nominate a few big issues that the Committee may decide to address through position papers. The paper would lead to staff actions and inclusion in the policy manual. The items would be considered in October. The goal is to have an agreed upon list of top three priorities for position papers. The paper would lead to staff actions and inclusion in the policy manual as appropriate.
- CHE staff will conduct an activity assessment in comparison to Ms. Hill's responsibility memo.
- Chair Munns will draft the first iteration of a position paper addressing academic program reviews as a template for consideration.

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 3rd meeting)**
- c. **Other**

Agenda Item 4 was not taken up due to time constraints.

5. Next Meetings and Review of Meeting Schedule

- a. **October 1, 2015**

It was decided that since Chair Munns will not be available for the October 1, 2015 meeting the committee will meet briefly in October as scheduled in order to review the questions and comments provided to Ms. Carullo and to identify the top three priorities for position papers. Ms. Terrye Seckinger, the committee's vice chair, will preside over the meeting in Chair Munns absence.

6. Other Business

7. Adjournment

There being no other business, the meeting was adjourned at approximately 9:21 a.m.



**South Carolina Commission on Higher Education
Schedule of Commission Meetings* – 2016**

January 7	1 st Thursday	10:30 a.m.
February 4	1 st Thursday	10:30 a.m.
March 3	1 st Thursday	10:30 a.m.
April 7	1 st Thursday	10:30 a.m.
May 5	1 st Thursday	10:30 a.m.
June 2	1 st Thursday	10:30 a.m.
July		
July 7 is the 1 st Thursday. A business meeting has not typically been held in July. Consider scheduling of CHE Planning Retreat after the June meeting and not later than mid-July.		
August 4	1 st Thursday	10:30 a.m.
<i>TO BE DETERMINED – CHE Planning Retreat held in August (13th & 14th) in prior year. Consider of moving retreat earlier (see note above) and holding meetings with presidents for presentations as conducted in the past in August.</i>		
September 1	1 st Thursday	10:30 a.m.
October 6	1 st Thursday	10:30 a.m.
November 3	1 st Thursday	10:30 a.m.
December 1	1 st Thursday	10:30 a.m.

NOTE: Two of CHE's business meetings, one in the fall and one in the spring, will be scheduled offsite at an institution. The meetings and offsite locations are to be determined.

*Annual schedule of regular business meetings of the Commission. Unless otherwise announced, these meetings are held at CHE's office in the main conference room, 1122 Lady St., Suite 300, Columbia, SC. The agenda and materials for each meeting are typically available one week in advance and posted online at <http://www.che.sc.gov/MeetingsEvents.aspx>.

2015

S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	Th	W	T	F	Sa
JANUARY							FEBRUARY							MARCH							APRIL						
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MAY							JUNE							JULY							AUGUST						
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31														30	31						30	31					
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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27	28	29	30				25	26	27	28	29	30	31	29	30					27	28	29	30	31			

CHE Meetings : (Highlighted Yellow - 2015 Schedule. Special or called CHE meetings highlighted in light yellow)

CHE: Typically 1st 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 and Sept 3, 2015. October 1 meeting being rescheduled. (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 Sept 9.

General Assembly: Convenes 2nd Tuesday in January and Adjourns Sine Die 1st Thursday in June

2015 State Holidays: (Shaded Blue)

- New Year's Day - Thurs, Jan 1
- Martin Luther King, Jr. Day - Mon, Jan 19 (3rd Mon in Jan)
- George Washington's Birthday / President's Day - Mon, Feb 23 (3rd 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 (4th 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

S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa				
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29	30	31					26	27	28	29	30	26	27	28	29	30	28	29	30	31	28	29	30	31							
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER										