



# South Carolina Commission on Higher Education

Mr. Tim M. Hofferth, Chair  
Ms. Allison Dean Love, Vice Chair  
Mr. Paul O. Batson, III  
Dr. Bettie Rose Horne  
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:** Admiral Charles L. Munns, Chair, and Members Kuhl, Love, Parker, Seckinger, and Settlemyer, Committee on Governmental & Administrative Affairs

**FROM:** Julie Carullo

**DATE:** October 30, 2015

**RE:** Meeting of the Committee on Governmental & Administrative Affairs, November 5, 2015

The Committee on Governmental & Administrative Affairs (GAAC) is scheduled to meet on **Thursday, November 5 during the afternoon** following the CHE business meeting and upon conclusion of lunch and SC State University campus tour. **The meeting will be held in Room 304, SC State University Lowman Hall Boardroom.** 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, Temple and Whitaker*

*CHE Executive Leadership Team*

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

**S.C. State University  
300 College Street, NE  
Orangeburg, SC 29117  
Boardroom, Lowman Hall, Room 304**

**Thursday, November 5, 2015**

**The Committee will meet following the CHE Business Meeting scheduled  
at 10:30 am and upon conclusion of lunch and campus tour.**

**\*Attachment**

- 1) Introductions**
- 2) \*Approval of Minutes of October 1, 2015**
- 3) Election of Committee Chair**
- 4) Election of Committee Vice Chair**
- 5) Update and Discussion, Review of CHE Statutory Authorities**
  - a. Discussion of Legal Paper on CHE Authorities (to be presented at CHE Nov. 5 meeting)**
  - b. Discussion of assignment of analysis actions to CHE standing committees**
    - i. Gaps between Authorities and current practice**
    - ii. Priority actions**
    - iii. Recommended additions/deletions**
  - c. Discussion of GAAC actions on remaining items.**
- 6) Staff Update, Policy Manual Compilation**
- 7) Preparation for 2016 CHE Legislative Agenda**
  - a. Task Force on HE Governance**
  - b. Other**
- 8) \*Next Meetings and Review of Meeting Schedule**
- 9) Other Business**
- 10) Adjournment**

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

**South Carolina Commission on Higher Education  
Committee on Governmental & Administrative Affairs  
CHE Main Conference Room  
1122 Lady Street, Suite 300, Columbia, SC 29201  
Upon adjournment of CHE Business Meeting  
October 1, 2015**

**Committee Members in Attendance:**

Ms. Diane Kuhl  
Mr. Clark Parker  
Ms. Terrye Seckinger (by phone)  
Dr. Jennifer Settlemyer

**Committee Members Absent**

Admiral Charles Munns

**Others in Attendance:**

Dr. Argentini Anderson, CHE  
Ms. Julie Carullo, CHE  
Ms. Allison Dean Love, Commissioner  
Ms. Tanya Rogers, CHE  
Ms. Lane Goodwin, CHE  
Mr. Clay Barton, CHE  
Dr. John Lane, CHE  
Dr. Karen Woodfaulk, CHE

Vice Chair Terry Seckinger called the meeting to order at 2:50 pm. It was noted that Chair Munns was unable to attend the meeting.

**1. Introductions**

**2. Approval of minutes of September 3, 2015**

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

**3. Consideration of CHE Annual Meeting Calendar 2016**

Ms. Carullo described the differences in the suggested calendar from the past year. After a brief discussion, it was moved by Commissioner Kuhl, seconded by Commissioner Clark, and voted to approve the calendar as presented for recommendation to the Commission in November.

**4. Update and Discussion, Review of CHE Authorities**

Agenda Item 4 was not taken up.

**5. Staff Update, Policy Manual Compilation**

Ms. Carullo informed the committee that staff has begun the process of compiling the agency policies in order to put them in a single resource manual. She indicated that staff has also been exploring formats of policy manuals such as those used by other state agencies. Commissioner Love shared

with the committee that she will be in Tennessee in October. She also mentioned that Tennessee's governance model may be of interest. Staff will continue to work on the development of the manual.

#### **6. Discussion of 2016 Legislative Priorities (Continued from September Meeting)**

Ms. Carullo shared with the committee that capital bond funding is still being discussed in the General Assembly with a legislatively appointed study committee anticipated to meet soon. The committee then discussed whether or not the Commission is ready to voice its opinion on this issue or other priorities. It was decided that the Commission did not have a strategic plan in place and that additional information was needed on the bond issue, therefore the committee will wait until more information is available before advancing priorities.

#### **7. Next Meetings and Review of Meeting Schedule**

The committee discussed the need for a meeting in November and determined that it will meet November 5 after the full Commission meeting. The date and time for a December or subsequent meeting will be determined at a later date.

#### **8. Other Business**

#### **9. Adjournment**

There being no other business, the meeting was adjourned at approximately 3:22 pm.

**Agenda Item 8**  
**Committee on Governmental & Administrative Affairs**  
**November 5, 2015**

**2015**

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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
		1	2	3	4	5				1	2	3	1	2	3	4	5	6	7			1	2	3*	4	5	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

\* Dec meeting not scheduled unless the press of business requires. It is anticipated that CHE will meet in Dec.

**2016**

JANUARY							FEBRUARY							MARCH							APRIL														
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								
				1	2						1	2	3	4	5							1	2								1	2			
3	4	5	6	7	8	9	1	2	3	4	5	6		1	2	3	4	5		3	4	5	6	7	8	9									
10	11	12	13	14	15	16	7	8	9	10	11	12	13	6	7	8	9	10	11	12	10	11	12	13	14	15	16								
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24	25	26	27	28	29	30	21	22	23	24	25	26	27	20	21	22	23	24	25	26	24	25	26	27	28	29	30								
31							28	29						27	28	29	30	31		27	28	29	30	31											
MAY							JUNE							JULY							AUGUST														
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8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	7	8	9	10	11	12	13								
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SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER														
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25	26	27	28	29	30		30	31						27	28	29	30				25	26	27	28	29	30	31								

**CHE Meetings : Highlighted Yellow (2016 Calendar Pending Consideration of CHE; 1<sup>st</sup> Thursdays are highlighted)**

**CHE:** Typically 1<sup>st</sup> Thursday. In 2015, meetings held in Mar, Jul, and Dec were not planned unless press of business requires. CHE is anticipated to meet in Dec. The 2015 planning retreat 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, Sept 3, and Oct 1 and will meet on Nov 5.

**Finance & Facilities:** Typically meets monthly in morning before the CHE meeting

**CAAL:** Scheduled to meet in 2016 during the afternoon of CHE meetings on Jan 7, Apr 7, Sept 1, and Nov 3.

**Access & Equity & Student Services:** Typically meets three times per year. In 2015, met on Mar 11, May 12 and 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 – Remaining as of Oct: (Shaded Blue) 2016 State Holidays: (Shaded Blue)**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>Veterans Day - Wed, Nov 11</li> <li>Thanksgiving Day - Thurs, Nov 26 (4<sup>th</sup> Thurs in Nov)</li> <li>Day after Thanksgiving Day - Fri, Nov 27</li> <li>Christmas Eve - Wed, Dec 24</li> <li>Christmas Day - Thurs, Dec 25</li> <li>Christmas Day After - Mon, Dec 28</li> </ul> | <ul style="list-style-type: none"> <li>New Year's Day - Fri, Jan 1</li> <li>Martin Luther King, Jr. Day - Mon, Jan 18 (3<sup>rd</sup> Mon in Jan)</li> <li>President's Day - Mon, Feb 15 (3<sup>rd</sup> Mon in Feb)</li> <li>Confederate Memorial Day - Mon, May 10 (observance)</li> <li>National Memorial Day - Mon, May 30 (Last Mon in May)</li> <li>Independence Day - Mon, Jul 6</li> <li>Labor Day - Mon, Sept 5 (First Mon in Sept)</li> <li>Veterans Day - Fri, Nov 11</li> <li>Thanksgiving Day - Thurs, Nov 24 (4<sup>th</sup> Thurs in Nov)</li> <li>Day after Thanksgiving Day - Fri, Nov 27</li> <li>Christmas Eve - Fri, Dec 23</li> <li>Christmas Day - Thurs, Dec 26</li> <li>Christmas Day After - Mon, Dec 27</li> </ul> |
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