



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: February 19, 2016

RE: Meeting of the Committee on Governmental & Administrative Affairs on February 22, 2016

The Committee on Governmental & Administrative Affairs (GAAC) is scheduled to meet on **Monday, February 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**

**Monday, February 22, 2016
1:00 p.m.**

*** Attachment**

- 1) Introductions**
- 2) Approval of Minutes of January 19, 2016 ***
- 3) Report from the Chair** **Dianne Kuhl**
- 4) Legislative Update** **Julie Carullo**
- 5) Commission Meeting Time** **Gary Glenn**
Explanation of Finance Committee Timing
- 6) CHE Policies and Procedures Manual:** **Dianne Kuhl**
Discussion and Consideration of Policies *
- 7) Commissioner Orientation Process** **Dianne Kuhl**
- 8) Calendar Considerations, Review of Committee Meeting Schedule**
 - a. Next Meeting**
 - b. Other Dates**
- 9) Other Business**
- 10) 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

**Committee on Governmental & Administrative Affairs
South Carolina Commission on Higher Education
3rd Floor Conference Room
1122 Lady Street, Suite 300, Columbia, SC 29201**

**Minutes of the Meeting
January 19, 2016**

Committee Members in Attendance:

Ms. Dianne Kuhl
Admiral Charles Munns
Mr. Clark Parker (by phone)
Ms. Terrye Seckinger

Committee Members Absent:

Ms. Allison Dean Love

Others in Attendance:

Dr. Argentini Anderson, CHE
Mr. Clay Barton, CHE
Ms. Julie Carullo, CHE
Ms. Lane Goodwin, CHE
Dr. John Lane, CHE
Ms. Tanya Rogers, CHE

Chair Kuhl called the meeting to order at 1:10 pm.

1. Introductions

2. Approval of minutes of November 5, 2015

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

3. Report from the Chair

Chair Kuhl shared with the committee that after doing extensive research, she met on January 7 with Mr. Butch Bowers, CHE counsel, to discuss agency policies and governance models. Mr. Bowers agreed that rather than attempting to exclusively follow any specific model, it is best to work with a blend of several models in order to best meet the agency's needs.

4. Legislative Update

Ms. Carullo informed the committee that staff has updated the website with legislation information for this Session and will be posting summaries each week on the website for information. She also shared with the committee updates on various legislation under consideration this session, including a bill filed to enable participation in SARA and bills relating to veterans' tuition, North Carolina/South Carolina border clarification, teaching of the foundational documents, University of Charleston, and the bond bill among others. She informed the committee that a tracking sheet of bills of interest

would also be made available. Finally, she shared with the committee information about the Governor's recently released FY 2016-17 budget recommendations for higher education and CHE.

5. Consideration of Revisions of CHE Bylaws, Rules, and Procedures

Chair Kuhl moved to delete "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." from Section V, Item 2 of the South Carolina Commission on Higher Education Bylaws.

After a brief discussion, Commissioner Munns advanced an amended motion to include deletion of the sentence and consideration for legal review. The amended motion as stated below was seconded by Commissioner Seckinger and passed.

"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." will be deleted from Section V, Item 2 of the South Carolina Commission on Higher Education Bylaws, pending counsel agreeing that it's legal through the state system.

Chair Kuhl stated that the change, if confirmed legal, would be advanced to the Commission for consideration at the February meeting.

6. Discussion on Agenda Topics for Commission Meetings

After discussion and review of the submitted list, it was determined that the committee would forward the list of recommendations to the Executive Committee of the Commission for review and prioritization.

7. Commissioner Orientation Process

Commissioner Love was unavailable so Chair Kuhl presented to the committee the recommendations made by Commissioner Love. The current orientation handbook for commissioners was also discussed briefly. Chair Kuhl asked the committee to review the recommendations and handbook and forward to Ms. Carullo their suggestions and/or comments by January 29, 2016 in preparation for a vote, if necessary, at the committee meeting to be held on February 4, 2016.

8. CHE Policies and Procedures Manual

Chair Kuhl presented a draft of the Table of Contents for the CHE Policy Manual. She noted that the tab for the Disciplinary Policy was accidentally omitted, and that it will be added to Section Two. Sections Three and Four will deal with operational and internal policies, and will primarily be staff driven. Chair Kuhl shared with the committee that Mr. Bowers recommended policies be as simple and straightforward as possible. She explained that he also stressed that all policies be enforceable and closely followed once passed, as failure to do so could open the Commission to liability issues. Chair Kuhl advised that Mr. Bowers is currently reviewing the text for Sections One and Two, and that she will forward this material to the committee once she receives his comments. She asked the committee to review the information once received, and email to her any suggestions and/or comments by January 28, 2016, in preparation for the February 4 committee meeting.

9. Calendar Considerations, Review of Meeting Schedule

The next committee meeting will be on February 4, following the Commission meeting. The committee plans to meet again on March 3, following the Commission meeting. The committee discussed a possible time change for the full Commission meeting due to time constraints faced in the

past few Finance and Facilities Committee meetings. It was determined that the committee would revisit this item after seeking more information from the Finance and Facilities Committee.

10. Other Business

Commissioner Munns reminded the committee about the ethics documents previously discussed by the Commission. Chair Kuhl informed the board that the ethics information is in the policies. She commented that Mr. Bowers recommended that “code of conduct” should be used instead of “code of ethics” because “ethics” has legal ramifications. She further noted that he also suggested that rather than signing this document individually, commissioners should sign a document stating that they have received and read the entire set of policies. She also pointed out that there is some duplication or overlap of the document and the SC State Code of Laws regarding ethics, which the committee should review, and Mr. Bowers will advise regarding this issue.

11. Adjournment

There being no other business, the meeting was adjourned at 2:26 pm.

