

South Carolina Commission on Higher Education
Access & Equity Advisory Committee Quarterly Meeting
Madren Center at Clemson University
June 24 & 25, 2004
3:00 p.m.

Committee Members:

Mr. Keith Britton
Ms. Precious Cristwell
Ms. Sharon Hanna
Dr. Mary Holloway
Sylvia Holmes
Ms. Croselena Johnson
Mr. Martin Kinard
Mr. Jerry Knighton
Ms. Kelsie Lanier
Ms. Lottie Otto
Mr. Robert Pickering
Ms. Pat Singleton-Young
Ms. Lucille Skaggs
Ms. Myra Smith
Ms. Kena Steeple
Ms. Lynwood Watts
Ms. Jewel Whitney
Dr. Leon Wiles
Ms. Stacie Williams

Guests:

Mr. Reid Yanchar

Staff:

Michael Brown
Lorinda Copeland

1. **Introductions**

Mr. Michael Brown opened the meeting at 3:10 p.m. and introductions were made.

2. **Opening Remarks**

Mr. Brown and Mr. Jerry Knighton of Clemson University, who hosted the meeting, welcomed everyone to Clemson.

3. **Adoption of Minutes**

The motion was made and seconded to approve the minutes as written.

4. **Presentation by Smarthinking (An online student-centered learning assistance)**

Mr. Reid Yanchar, a representative from Smarthinking, gave a presentation of the Smarthinking on-line student assistance program. This program is a supplement to campus tutorial programs and offers students flexibility in accessing tutorial services. Mr. Yanchar stated he could arrange to do presentations on the college campuses. Mr. Brown stated that he would research whether access & equity funds could be used for this tutoring service. Mr. Yanchar stated that Horry-Georgetown Technical College, Orangeburg-Calhoun Technical College, and Coastal University are using the program. Because some institutions are using the program, it was suggested that Access and Equity representatives coordinate a potential purchase with their institution.

5. **FY 2004-2005 Legislative Update (Budget Update, A & E Appropriation and Allocation, and Lottery Allocation)**

Mr. Brown gave an overview of higher education legislation, the budget, and the lottery appropriation as passed. The Access & Equity appropriation experienced a 1% budget reduction. The budget was reduced from \$718,801 to \$711,613. Mr. Brown stated that the 1% reduction will be taken from the competitive grants allocation instead of the institutions. Mr. Brown stated a letter would be emailed stating that funds could be requested after July 2nd and that the hold-back is 5%. Mr. Brown expressed his concern of institutions requesting carry-forwards during a time of budget reductions which could give the perception of a program not needing the money and eventually the money could be taken away. One advisory member stated that programs often will spend the institution's money then request their allocation.

6. **Update of "A Fresh Approach" publication.**

Mr. Brown stated that the publication "A Fresh Approach" will be resurrected. The publication will be a guidelines and procedures manual in addition to including program information and statistical data. An advisory member requested that the committee have an opportunity to review the draft. Mr. Brown stated upon approval of the proposed budget guidelines for the use of access and equity funds, the draft will be disseminated and comments, suggestions, and criticisms are welcomed. Mr. Brown clarified that the publication is a staff document and does not need Commission approval. One advisory member suggested that the publication should reflect to the Commission that it has been reviewed by the Access & Equity Advisory Committee. Mr. Brown stated that this could be done by verbiage within the publication.

The meeting was adjourned at 5:01 p.m.

Friday, June 25 2004

Mr. Brown opened the meeting at 9:15 a.m. Each institution gave an update of their Access & Equity and campus activities.

7. **Approval of A & E Budget Guidelines for FY 2004-2005**

Mr. Brown gave an overview of the proposed budget guidelines for the use of access and equity funds. These guidelines were approved by the Access & Equity Advisory Committee during the March quarterly meeting. During this meeting it was decided to allow expenditures for staff development and not just faculty development because other professional staff oftentimes serve in an advisement role and are a vital linkage.

One advisory member questioned whether the guidelines should address those institutions (SC State University and Denmark Technical College) that receive enhancement funds. It was decided to add **institutional and program enhancements** to the criteria Unique Programmatic Efforts.

Mr. Brown stated that guidelines should reflect accountability as well as flexibility and that the guidelines may need to be amended in the future.

One advisory committee member asked whether heritage and cultural programs are allowed and Mr. Brown stated he could not give a generic approval because requests would have to be

reviewed individually. Several advisory members responded that cultural programs are a recruitment and retention tool and also helps campus climate which is an A & E goal.

It was also asked whether Access and Equity funds can be used to pay student interns. Mr. Brown stated in his opinion student employment should be set up as an assistantship, scholarship, or fellowships because he doesn't want the perception that A & E is for employment. Mr. Brown stated that he often has to provide information regarding A & E programs and that in times of budget cuts programs may need to be justified. Mr. Brown stated funds are dwindling and wording can make a difference.

One advisory member stated the importance of being able to use student interns is that student interns help staff offices that have multiple responsibilities at a lower expense because full-time persons are not affordable. Student internships also allow students to remain in school by offering them employment and at the same time they are gaining experience.

Mr. Brown stated regulations can't address every unique situation and are for a state-wide perspective, not for the uniqueness of an institution. Mr. Brown stated an institution could go before the Commission for an item an institution feels should be approved. One advisory member felt the proposed regulations allow institutions the flexibility to create programs for their institutions.

It was decided to revise Funding/Expenditure guideline #2 to read...**Do not include fringe benefits for consultants or fringe benefits for student employees.** Mr. Brown stated these guidelines will be used for expenditures, request for funds, the budget report and measurable goals. The motion was made and seconded to revise the proposed budget guidelines as stated.

8. **The CHE Access and Equity Audit Process**

Mr. Brown gave an overview of the process and stated the process is not to entrap anyone but to help in assuring that programs, funds and expenditures are in accordance with guidelines.

Discussion of the A & E Competitive Grant Process

Mr. Brown briefly reviewed the competitive grants guidelines and stated once the funds are available, institutions should follow the guidelines when applying. Mr. Brown stated he would let everyone know the deadline date.

9. **Discussion of Measurable Goals (to include adding reporting of the Institution's Tracking and Retention Process/Procedures of Minority Students)**

Mr. Brown stated he is revising the report for next year to capture more data and that he did not bring any revised changes with him. He stated his goal is to capture data on the front end by building a large database to eliminate surveys. The database would differentiate between general population events and specific services to a select few. However, there still may be special requests.

One advisory committee member stated that it would be very helpful if data requests were requested upfront because numbers could be accumulated upfront.

One Advisory member was concerned about the perception of only a few persons showing up for a general population event and whether it would be deemed justifiable to have expended the money. Mr. Brown stated he wants numbers for students that are served continuously

(scholarship recipients, mentoring, etc.) not general events. One advisory member stated program narratives will reflect the intent of the program because no campus is alike and has different needs and that benefits are not always quantitative but qualitative.

10. **Discussion of Next Year's SC-PAAE/Access and Equity Conference**

Mr. Keith Britton, President of SC-PAAE (South Carolina Professional Association for Access & Equity) reported that the next conference will be held in Columbia on March 16 through March 18, 2005.

He also reported that Charleston or Myrtle Beach will be the location for the 2006 conference and is scheduled for March 22 through March 24. Columbia will be the location for the 2007 conference and is scheduled for March 28 through March 30. Mr. Britton stated that the SC-PAAE executive committee decided to hold the conference in Columbia every other year to allow legislative members to participate.

11. **Confirmation of Next A & E Advisory Committee Meeting**

Mr. Brown reported that the tentative date for the next Access & Equity Advisory meeting is September 9, 2004 and starting at 10:30 a.m.

12. **Other Business**

No other business was reported.

13. **Adjournment**

The meeting was adjourned at 11:57 a.m.

Respectfully submitted,

Lorinda Copeland
Recording Secretary