

**CHE Executive Committee**  
**\*Conference Call Meeting**  
**SC Commission on Higher Education**  
**1122 Lady Street, Suite 300**  
**Columbia, SC 29201**

**\*\*TBD**  
**August 23, 2016**

**Agenda**

1. Minutes from the July 21, 2016 Executive Committee Meeting  
Attachment 1 – July 21, 2016 Draft Minutes
2. Chairman's Report
3. Agenda for September 1 CHE meeting
  - A. Operational/Administration
  - B. Committees
    1. Academic Affairs
    2. Access & Equity
    3. Finance & Facilities
    4. Government & Administrative Affairs
  - C. Other Agenda Items
4. Other Business
5. Adjourn

\* Call-in instructions are as follows:

Dial: 800-503-2899; when prompted for the access code, enter: 737-2275

\*\* Members of the Executive Committee will be present at the State Fiscal Accountability Authority meeting starting at 10:00 a.m. on Tuesday, August 23, 2016. The CHE Executive Committee meeting is set to begin 30 minutes after voting has taken place on items 4 and 8 (as needed) of the SFAA's regular session agenda.

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.

**Minutes of the SC Commission on Higher Education**  
**EXECUTIVE COMMITTEE**  
**July 21, 2016**  
**10:00 a.m.**

*In attendance:*

**Executive Committee Members Present**

Mr. Tim Hofferth, Chair  
Ms. Dianne Kuhl, Vice Chair (phone)  
Ms. Allison Dean Love (phone)  
Ms. Terrye Seckinger (phone)  
Mr. Hood Temple (phone)

**CHE Staff Present**

Mr. Gary Glenn, Interim Executive Director  
Dr. John Lane  
Ms. Sarah Hearn

**Executive Committee Member Absent**

Dr. Jennifer Settlemyer (excused)

Chairman Hofferth opened the meeting at 10:00 a.m. It was confirmed that the meeting was being held in accordance with the Freedom of Information Act.

A **motion** was made (Seckinger), **seconded** (Kuhl), and **carried** to approve the minutes of the May 24, 2016 Executive Committee meeting.

Before beginning his Chairman's Report, Chairman Hofferth took time to explain the current agenda, in which there were changes in the organization of the meeting. He explained that the purpose of this change was to recognize the work of the individual subcommittees in an organized manner similar to full Commission meetings. He then explained the new structure of Executive Committee meeting agenda. Vice Chair Kuhl added that there will be two opportunities for needs to be heard, one being Committee Reports and the other being the "Other Business" section of the agenda in which information that is important to know but may not be directly related to the meeting can be brought forth for future planning purposes.

In the Chairman's report, Chairman Hofferth emphasized the need for an updated vetting process through which university projects and programs would be considered and ranked by importance, with health and safety taking top priority at all times. He then shared with the Committee the current rough-layout of the agenda for the Working Session that would be taking place at the Alumni Center in Columbia on August 17-18, 2016.

With regard to the agenda of the August 4, 2016 CHE meeting, Gary Glenn, reporting on the Operational and Administrative staff activities, gave updates on job postings that are current, pending, or awaiting selection. He also spoke about the completed financial report for 2016 and his current work, alongside Karen Woodfaulk, to create a new performance appeal process for students regarding Palmetto Fellows packets.

Chairman Hofferth asked if a guest speaker would be present at the September 1<sup>st</sup> meeting, and John Lane was assigned to look further into having someone in attendance.

Commissioner Seckinger gave her report for the Committee on Academic Affairs and Licensing, stating that the committee is currently working to resolve two issues. The first issue being the task of dealing with for-profit institutions that are under federal investigation and the second issue involving the need to look at statutes to make sure they are being followed by institutions. It was decided that this would be brought up in the "Other Business" section of the full CHE meeting.

The Committee on Access & Equity and Student Services, chaired by Commissioner Settlemyer, had no report.

Mr. Glenn, speaking for the Committee on Finance and Facilities, stated that the Comprehensive Permanent Improvement Plan, to be considered at the August 4, 2016 Finance and Facilities Committee meeting at 12:30

p.m., would also be brought to the full Commission on that date if approved at the Committee level. Discussion continued regarding the current work on retooling the project approval process within the committee.

Mr. Glenn informed the members that the Committee on Finance and Facilities would meet at 12:30 p.m., prior to the CHE meeting, and planned to present one capital project to the full Commission by consent agenda. The committee also planned to bring forth a membership nomination for the Energy Independence and Sustainable Construction Advisory Committee. In addition, the Committee would have two items for information purposes only. One would concern the final budget report for Fiscal Year 2015-2016 and the other was the list of Capital Projects and Leases processed by staff for June and July.

The Committee on Governmental and Administrative Affairs, chaired by Commissioner Kuhl, had no report.

Other topics discussed during the course of this Executive Committee meeting were:

1) The importance of setting the public agenda; 2) Commissioner Kuhl's continuing work on coordinating the scheduling of outside speakers for the Commission meetings; 3) Planning for the Commission's August 17 – 18, 2016 Working Session; 4) Mr. Glenn's report on his meeting with Mr. James Clark, the new President of SC State University; 5) Chairman Hofferth's explanation of the updating of position descriptions that has been taking place; 6) Mr. Glenn's trip to the Southern Regional Education Board conference in June; 7) An update on the work by staff to "go paperless" through using technology to streamline CHE meetings; and 8) The search for a permanent Executive Director.

Following the discussion noted, a **motion** was made (Kuhl), **seconded** (Seckinger), and **carried** to adjourn the meeting at 11:25 a.m.

Respectfully submitted,

*Sarah R. Hearn*

Recording Secretary

*\*Attachments are available upon request and will be filed with the permanent record of these minutes.*