

**DRAFT**

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION**

1122 Lady Street, Suite 300  
Columbia, SC 29201  
10:30 a.m.

***Minutes of the Meeting***  
**December 3, 2015**

**Commission Members Attending**

Mr. Tim Hofferth, Chair  
Ms. Allison Dean Love, Vice Chair  
Mr. Paul Batson  
Dr. Bettie Rose Horne  
Ms. Dianne Kuhl (phone)  
Dr. Louis Lynn  
Mr. Clark Parker  
Ms. Terrye Seckinger  
Dr. Jennifer Settlemyer  
Mr. Hood Temple

**Commission Members Absent**

Admiral Charles Munns  
Mr. Kim Phillips  
Dr. Evans Whitaker

**Staff Attending**

Mr. Gary Glenn, Interim Executive Director  
Ms. Julie Carullo  
Dr. Argentini Anderson  
Mr. Clay Barton  
Ms. Laura Belcher

Ms. Camille Brown  
Ms. Saundra Carr  
Ms. Elizabeth Caulder  
Ms. Lorinda Copeland  
Ms. Renea Eshleman  
Mr. Kevin Glears  
Ms. Lane Goodwin  
Dr. John Lane  
Mr. Frank Myers  
Ms. Yolanda Myers  
Ms. Beth Rogers  
Ms. Peggy Simons  
Ms. Leslie Williams  
Dr. Karen Woodfaulk

**Guests**

Ms. Beth Bell, Clemson University  
Dr. Debra Jackson, Clemson University (phone)  
Mr. Tim Drueke, Winthrop University (phone)  
Ms. Laura Haselden, Clemson University  
Mr. Brett Dalton, Clemson University  
Ms. Sylvia Pruitt, Sister of Ms. Edna Strange  
Ms. Edna Strange, retired CHE Staff

Chairman Hofferth convened the meeting at 10:40 a.m. It was confirmed that the meeting was being held in compliance with the Freedom of Information Act.

**1. Introductions**

**- Argentini Anderson**

Dr. Anderson announced the names of the guests in attendance as listed above.

**2. Approval of Minutes**

**- Tim Hofferth**

A **motion** was made (Temple) and **seconded** (Seckinger) to approve the minutes of the November 5, 2015 CHE meeting. Following Commissioner Love's recommended changes to some wording in the section of the minutes concerning the Update on the Executive Director Search, a **motion** was made (Temple), **seconded** (Horne), and **carried** to approve the November 5 meeting minutes as amended.

**3. Interim Executive Director's Report**

**- Gary Glenn**

Mr. Glenn reported that he had testified before the Joint Capital Bond Study Committee on Monday, November 30, and that that the information he presented had resulted in positive feedback.

Mr. Glenn then recognized retired CHE employee, Ms. Edna Strange, for her forty-plus years of service to the agency and to the state. He commented on the excellent work she did in the licensing area of the

CHE's Division of Academic Affairs and Licensing, commending her for her dedication and her outstanding and persistent service to countless students in South Carolina. Chairman Hofferth also commended Ms. Strange, stating that the longevity of her commitment to the agency was an inspiration to all. Following enthusiastic applause, Chairman Hofferth and Mr. Glenn presented Ms. Strange with a framed certificate of appreciation for her service.

#### **4. Chairman's Report**

**- Tim Hofferth**

Chairman Hofferth began his report by recognizing Clemson University for its football team's outstandingly successful 2015 football season. Commissioner Seckinger also applauded The Citadel football team for its similarly successful 2015 season.

##### **A. Update on House Education and Public Works Higher Education Governance Ad Hoc Committee**

Chairman Hofferth reported that the next meeting of the House Education and Public Works Higher Education Governance Ad Hoc Committee, originally to take place on December 4, had been re-scheduled for December 14, 2015. He provided a summary of CHE activities related to this ad hoc committee, stating that Commissioners and CHE staff have been working hard on the vetting and analysis of CHE statutes in order to determine best practices, policies, and procedures and formulating a vision that will help build a stronger agency. Recommendations are being developed as a result of this work which will be presented to the Ad Hoc Committee at the December 14 meeting.

##### **B. Vice Chair Report on Action Items**

Chairman Hofferth reported that changes to the formatting of future CHE meetings would be forthcoming as would changes to the technology used to broadcast and access the meetings. He stated that plans were to include presentations from institutional presidents, business leaders, and K-12 representatives in an effort to increase collaboration among these entities and move forward unilaterally. He also stated that new protocols would be developed to better expedite the learning curve of new commissioners. He reported that work on these and other elements of restructuring was in process and approximately 90% complete.

Chairman Hofferth reported that a Code of Conduct and Commitment to Excellence for Commissioners was being developed by Vice Chair Love and would be brought forward in the near future for consideration.

Commissioner Batson complimented and thanked Chairman Hofferth for his outstanding job in addressing the attendees of a meeting of the Association of Technical College Commissioners earlier in the week, stating that the message he delivered was very well received.

Vice Chair Love distributed a draft document, a copy of which may be found in **Attachment I**, which outlines a way of tracking the activities of the Commission. She reviewed the overall structure of the document, highlighting some of the entries as examples of how the document would be constructed and referenced. She noted in particular the action item regarding a Code of Conduct and Commitment to Excellence for Commissioners. Commissioner Love stated that this document will help lay out expectations for Commissioners as well as guide behavior and ensure best practices. She then distributed a draft of this document, a copy of which may be found in **Attachment II**, stating that the finalized version will be a part of all Commissioners' orientation sessions and will also be signed by Commissioners annually at the Commission's August retreat/strategic planning session. Vice Chair Love requested that Commissioners review this draft document and submit to her any recommendations or changes by Friday, December 11. She stated that Commissioners would be expected to sign the final version of the document on January 7, 2016, after which it will be framed and

displayed. Vice Chair Love also stated that this document would be reviewed at the beginning or end of each Commission meeting to ensure that the Commission is on track.

Brief discussion followed concerning Commissioners' participation in national higher education organizations and the need for additional resources for the Commission to most effectively complete its statutorily required duties.

Also discussed was the development of a Policies and Procedures Manual to be presented to the full Commission. The importance of including in this manual clear guidelines on board governance was discussed as this will not only fulfill the Commission's obligation to govern itself, but also assist Commissioners with the governance of CHE as an agency. Resources that are aiding in this process include: 1) Reviewing of best practices such as those of the Tennessee Commission on Higher Education; 2) Relying on assistance from Mr. Tom Layzell and the Association of Governing Boards; and 3) Using CHE's 2009 Higher Education Action Plan as a starting point.

## **5. Update on Executive Director Search**

**- Allison Dean Love**

Commissioner Love reported that, since the last CHE meeting, the Search Committee had met on November 10 and also on December 1. She stated that the search was still in process and that the committee had voted not to pursue a relationship with David Gomez and Associates, Inc., the professional search firm selected via the RFP process, at its meeting on December 1.

## **6. Legislative Report**

**- Julie Carullo**

Ms. Carullo reported that the 2016 Session of the General Assembly would begin on January 12. She stated that the House Ways and Means Committee budget subcommittees have begun holding budget hearings. She reported that CHE's budget hearing had been scheduled during the afternoon of January 12 and that Commissioners would be informed of the subcommittee's schedule for such meetings once available. She reported that legislation was in the process of being pre-filed in both the House and Senate and that a report on these items as well as other legislation brought forward from the prior session would be provided. With regard to the State Authorization Reciprocity Agreement (SARA) initiative, Ms. Carullo stated that work was taking place to draft proposed legislation that will provide for South Carolina's participation. Ms. Carullo also reported that CHE's Agency Restructuring Report, a report required of all state agencies and due the first day of Session, will be prepared and brought to the Commission as information at the January 7 CHE meeting. There was a brief discussion about the genesis of the report, which was a new requirement last year, and for which reports were prepared during 2015 for both the House and Senate. Ms. Carullo informed the Commissioners that it is expected that a single report will be required in meeting this requirement for 2016 and that instructions for the report had been recently sent to agencies.

## **7. Committee Reports**

### **7.01 Report of the Executive Committee**

**- Tim Hofferth**

Chairman Hofferth reported that, in addition to meeting for the purpose of preparing the CHE meeting agendas, the Executive Committee meetings will include other conversations related to the activities of the CHE committees as well as additional dialogue about the status of various CHE initiatives.

### **7.02 Report of the Committee on Academic Affairs and Licensing**

**- Terrye Seckinger**

There was no report from the Committee on Academic Affairs and Licensing. Commissioner Seckinger commented on a productive meeting she had had with CHE Academic Affairs staff, and stated that the committee would have a report to deliver at the January 7 CHE meeting.

**7.03 Report of Committee on Access & Equity and Student Services - Jennifer Settlemyer**

There was no report from the Committee on Access & Equity and Student Services. Commissioner Settlemyer reported that the committee would be scheduling its next meeting during conversation over lunch following the adjournment of this CHE meeting.

**7.04 Report of Committee on Governmental and Administrative Affairs - Dianne Kuhl**

There was no report from the Committee on Governmental and Administrative Affairs. Commissioner Kuhl stated that the committee would be meeting in January and that progress was being made on the development of the CHE Policies and Procedures Manual. She also stated that the committee hoped present an update on the status of their work on this project to the full Commission at its January 7 meeting.

**7.05 Report of Committee on Finance and Facilities - Hood Temple**

**CONSENT AGENDA**

**A. Interim Capital Projects**

- |                             |   |   |
|-----------------------------|---|---|
| 1. Medical University of SC | - | Clinical Sciences Building Roof Replacement                 |
| 2. Clemson University       | - | Emerging Technology Building (ETC 103) Building Acquisition |

**B. Leases**

- |                       |   |   |
|-----------------------|---|---|
| 1. Clemson University | - | Clemson Computing and Information Technology (CCIT) |
| 2. Clemson University | - | Design Center in Charleston                         |

**C. List of Capital Projects & Leases Processed by Staff for November 2015**  
(For Information, No Action Required)

Commissioner Temple stated that **Agenda Item 7.05 A and B** were presented to the full Commission for approval by consent agenda. He provided brief comments about these items, after which the **motion** to approve them was brought to the table and **carried**.

Commissioner Temple stated that **Agenda Item 7.05 C** was provided for information only. Details about **Agenda Items 7.05 A, B, and C** may be found in **Attachment III**.

**8. Other Business**

It was not necessary for the Commission meeting to go into Executive Session.

**9. Update on Commission Action Items - Allison Dean Love**

Information from Commissioner Love on this item had been delivered during the report of the Chairman in **Agenda Item 4 B**.

**10. Adjournment of Business Meeting**

As there was no other business to consider, Chairman Hofferth thanked all for their willingness to hold a CHE meeting in December which in recent years has not been a scheduled meeting. He reminded everyone of the December 14, 2015, 10:00 a.m. meeting of the House Education and Public Works

Higher Education Governance Ad Hoc Committee and encouraged as many Commissioners to attend if their schedules permitted.

A **motion** was made (Temple), **seconded** (Parker), and **carried** to adjourn the meeting at 12:13 p.m.

Respectfully submitted,  
***Beth B. Rogers***  
Beth B. Rogers  
Recording Secretary

**Attachments (III)**

\*Attachments are not included in this mailing but will be filed with the permanent record of these minutes and are available for review upon request.

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