

**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.