

February 2, 2017, 4:30 p.m. (BC)

(Approved at February 3, 2017 Special Executive Committee Meeting)

(Approved by full Board on Friday, April 21, 2017)

**COLLEGE OF CHARLESTON  
UNIVERSITY OF CHARLESTON, SC**

Board of Trustees Meeting  
Randolph Hall Boardroom<sup>1</sup>  
January 27, 2017  
9:00 a.m.

Presiding:  
David M. Hay, Chair

**Board Members Present:** Trustees Donald H. Belk, John H. Busch, Demetria Noisette Clemons, L. Cherry Daniel, Frank M. Gadsden, Henrietta U. Golding, Randy R. Lowell, Annaliza O. Moorhead, Gregory D. Padgett, Toya D. Pound, Renee B. Romberger, Penny S. Rosner, Jeffrey M. Schilz, Brian J. Stern, Joseph F. Thompson, Jr., Michael Todd Warrick, Ricci Land Welch, and John B. Wood, Jr.

**Others Present:** President Glenn McConnell, Michael Adeyanju (Director, Executive Communications), Mark Berry (Executive Director, Division of Marketing and Communications), Divya Bhati (Associate VP, Institutional Effectiveness and Strategic Planning), Jeri Cabot (Dean of Students/Associate VP, Student Affairs), Alicia Caudill (Executive VP, Student Affairs), Peggy Cieslikowski (Senior Development Officer), Betty Craig (Executive Assistant to the Board of Trustees), Michael Faikes (President, Student Government Association), Trisha Folds-Bennett (Dean, Honors College), Jimmie Foster (Assistant VP, Admissions and Financial Aid), Sarah Franciscus (Director, Fraternity and Sorority Life), Godfrey Gibbison (Dean, School of Professional Studies), Jerry Hale (Dean, School of Humanities and Social Sciences), Debbie Hammond (Senior Executive Administrator for the President), Sylvia Harvey (Trustee Emeritus), Shirley Hinson (Director of Government Relations), Timothy Johnson (Interim Dean, School of Languages, Cultures, and World Affairs), Sam Jones (VP, Fiscal Services), Elizabeth Kassebaum (Executive Secretary to the Board of Trustees/VP, College Projects), Jeff Kinard (Chair, Foundation Board of Directors), Edward Longe (President, Graduate Student Association), Brian McGee (Executive VP for Academic Affairs/Provost), Todd Mc Nerney (Speaker of the Faculty/Associate Professor, Department of Theatre and Dance), Deni Mitchell (Institutional Ombudsperson), Valerie Morris (Dean, School of the Arts), Angela Mulholland (General Counsel), Steve Osborne (Executive VP for Business Affairs), Paul Patrick (Vice President for Administration and Planning), Ann Pryor (Vice President, Alumni Affairs), Jonathan Ray (Director of Institutional Events and Chef Concierge), Robert Reese (Chief of Police), Matt Roberts (Director of Athletics), Mike Robertson (Senior Director of Media Relations), Monica Scott (Director of Facilities Planning), Alan Shao (Dean, School of Business), Mark Staples (Chief Information Officer/Senior VP), Alexa Thacker (Facilities and Events Support), David Watson (Trustee Emeritus), George Watt (Executive VP for Institutional Advancement), and Fran Welch (Dean, School of Education, Health and Human Performance). Also attending were Timothy Buttram (Graduate Student/IT Support), Greg Fisher (IT Support), Ben Powers (Telecommunication Coordinator), and Roy Snipe (Audio Visual Events Coordinator); Reese Moore (Photographer); Student presentations: Alternative Break Leaders – Katie Joiner and Lacey Key; Bonner Leaders – Kionnie Epps and Stephen “Joey” Baldwin; and three staff members – Stephanie Visser (Director, Center for Civic Engagement), Domenico Ruggerio (Associate Director, Center for Civic Engagement), and Christopher Ciarcia (Associate Director, Center for Civic Engagement). Also in attendance because of their interest in the College were Neil Hunt and Paula Brady, residents of Charleston residing at 12 George Street.

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<sup>1</sup>In accordance with requirements of the *S. C. Freedom of Information Act*, news media was notified of the time, location, and agenda for this meeting.

## **WELCOME AND INTRODUCTIONS**

First, Chair Hay recognized employees who are new to campus or have new positions:

- Professor Timothy Johnson, Interim Dean, School of Languages, Cultures, and World Affairs;
- Wood Marchant, Director of Collegiate Recovery Program; and
- Matt Roberts, Director of Athletics

Next, Chair Hay introduced the student-athletes who are the Fall 2016 Award Winners. Coaches Ralph Lundy (Men's Soccer), Christian Michner (Women's Soccer), and Jason Kepner (Volleyball), joined them on stage.

Men's Soccer:

- Leland Archer – CAA First Team – junior majoring in International Business, from Trinidad.
- Nico Rittmeyer – CAA Third Team – senior majoring in Exercise Science, from Savannah, GA.
- Cornell Holland – CAA All-Academic – sophomore majoring in Sociology, from London.

Women's Soccer:

- Lauren Killian – CAA Second Team – senior majoring in Public Health, from Blythewood, SC.
- Laura Ortega – CAA Third Team – sophomore majoring in Exercise Science, from Spain.
- Mary Kate Bowers – CAA All-Academic – junior majoring in Marketing, from Raleigh, NC.

Volleyball:

- Maddie Hills – CAA Second Team and All Academic – senior majoring in Exercise Science, from Canada.
- Allison Beckman – CAA Third Team – sophomore majoring in Public Health or Exercise Science, from Apex, NC.

Finally, Chair Hay introduced two of our Bonner Leaders and two of our Alternative Break Leaders. Stephanie Visser (Director, Center for Civic Engagement), Domenico Ruggerio (Associate Director), and Chris Ciarcia (Associate Director). These students will speak for a minute or so following the President's Report at the Board meeting.

Bonner Leaders:

- Kionnie Epps – freshman majoring in Public Health, from Kingstree, SC.
- Stephen "Joey" Baldwin – senior majoring in Computer Science, from North Augusta, SC.

Alternative Break Leaders:

- Katie Joiner – junior majoring in Spanish and Urban Studies with a concentration in Urban Planning and Administration, from Columbia, SC.
- Lacey Key – sophomore majoring in Biology and a minor in Environmental Studies, from Charleston, SC.

*[Board members moved to the Boardroom to continue the Board of Trustees meeting.]*

The regular meeting of the College of Charleston Board of Trustees was called to order at 8:55 a.m. by Chair Hay noting that the meeting notice had been posted and the press notified as required by the Freedom of Information Act.

Chair Hay stated that he is honored to be serving his alma mater and thanked Trustee Greg Padgett for his leadership as Chair during the past six years.

At the recommendation of Trustee Joe Thompson, Chair Hay called for a “moment of silence” in memory of the loss of Trustee Eddie Thomas in November.

Finally, Chair Hay recognized Alexa Thacker who will leave the College in a couple of weeks to go to Virginia with marriage plans in the future and presented her with a small token of appreciation.

### **APPROVAL OF MINUTES:**

**It was moved by Trustee Demetria Clemons, and seconded by Trustee Renee Romberger, that the minutes of the October 21, 2016 Board Meeting be approved as presented. The Chair called for the yeas and nays, and the Minutes were approved by voice vote.**

**It was moved by Trustee John Wood, and seconded by Trustee Randy Lowell, that the minutes of the December 1, 2016 Special Board Meeting be approved as presented. The Chair called for the yeas and nays, and the Minutes were approved by voice vote.**

### **PRESIDENT’S REPORT:**

President McConnell provided a brief update on the following topics:

- First, he welcomed Matt Roberts, the new Director of Athletics.
- He is rooting for the Cougars to go the NCAA Tournament.
- Charleston Bridge Program – collaboration with Trident Technical College
- Admissions and Recruitment
- Increase in diversity numbers
- Faculty Senate approved the new Bachelor of Professional Studies Concentration in Hospitality Operations Management and changing the name of the Real Estate Program to Commercial Real Estate Finance.
- Core values plaque has been created and will be displayed all around campus.
- On-line education has been a priority of the Board of Trustees for years. We are now looking at available alternatives.
- Budget presentations will be held in Columbia next week.
- Reaffirmation process is moving along – On-site visit in March.
- Quality Enhancement Plan will be reviewed by SACSCOC in March.
- Trustee Penny Rosner represented the Board of Trustees at the SACSCOC Annual Meeting in Atlanta, December 3-6.
- He attended Alumni Receptions in Atlanta, Charlotte, Greenville, and Spartanburg. Other trips are scheduled for 2017.
- 250<sup>th</sup> Anniversary in 2020 – several subcommittees will be established.
- Report from Institutional Diversity (handout) – Dr. Renard Harris has brought energy to the Diversity Office, and President McConnell thanked him for his efforts.

## **REMARKS BY BONNER LEADERS AND ALTERNATIVE BREAK LEADERS:**

Alicia Caudill introduced Stephanie Visser (Director, Center for Civic Engagement). Stephanie recognized other staff members, Domenico Ruggerio and Chris Ciarcia, and introduced Bonner Leaders (Kionnie Epps and Stephen “Joey” Baldwin) and Alternative Break Leaders (Katie Joiner and Lacey Key) who shared their experiences with their respective programs.

Chair Hay thanked the students for the wonderful presentations.

## **CAREER CENTER REPORT:**

Jim Allison, Director of the Career Center, presented a Power Point Presentation, “Moving the Needle on the Job, Internship and Graduate School Outcomes.”

*[David Watson joined the meeting at 10:40 a.m.]*

## **COMMITTEE REPORTS:**

### **EXECUTIVE COMMITTEE:**

**Committee members present:** Trustees David Hay (Chair) and Demetria Clemons

**Committee members participating by conference call:** Trustees Frank Gadsden, Renee Romberger, and Jeff Schilz

**Other Board members present:** Trustee Penny Rosner

**Other Board members participating by conference call:** Trustees Randy Lowell, Annaliza Moorhead, Greg Padgett, Brian Stern, Ricci Welch, and John Wood

**Other Board members absent:** Trustees Don Belk, John Busch, Cherry Daniel, Henrietta Golding, Toya Pound, Joe Thompson, and Todd Warrick

**Others present:** President Glenn McConnell, Divya Bhati (Associate VP, Institutional Effectiveness and Strategic Planning), Alicia Caudill (Executive VP, Student Affairs), Deanna Caveny-Noecker (Associate Provost, Faculty Affairs), Betty Craig (Executive Assistant to the Board of Trustees), Mercedes Fabers (Assistant General Counsel), Michael Faikes (President, Student Government Association), Greg Fisher (IT Support), Debbie Hammond (Senior Executive Administrator for the President), Elizabeth Kassebaum (Executive Secretary to the Board and VP for College Projects), Angela Mulholland (General Counsel), Steve Osborne (Executive VP, Business Affairs), Paul Patrick (VP for Administration and Planning), Ben Powers (Telecommunications Coordinator), Jonathan Ray (Director of Institutional Events/Chef Concierge), Mike Robertson (Senior Director, Media Relations), Alexa Thacker (Facilities and Events Support), and George Watt (Executive VP, Institutional Advancement)

Chair Hay presented the following committee report:

The Executive Committee met on Thursday, January 12, 2017, and approved the minutes of the October 4, 2016 Executive Committee meeting.

The Committee received brief informational updates on a number of topics, all of which have been covered in the President’s Report or will be covered in the various upcoming committee reports.

You may recall, at the special meeting of the Board of Trustees on December 1, the President explained that the SACSCOC Preliminary Report found the College “Non-Compliant” on eight SACSCOC standards. Several of them were Board of Trustees related standards. Therefore, it was determined Board action was needed on SACSCOC offsite committee members’ concerns.

The one addressed by the Executive Committee was Comprehensive Standard 3.2.2.3. Due to Comprehensive Standard 3.2.2.3. regarding the institution’s policy development, the Executive Committee approved the Campus-Wide Policy Formation Procedures at its meeting on January 12 and will present it for approval by the full Board. The policy has been followed for years but no written record could be found that the policy or revisions had been formally adopted by the Board of Trustees.

**The Executive Committee moves that the Campus-Wide Policy Formation Procedures (originated in June 2009, reformatted in August 2015, and revised further since that time) be adopted by the Board of Trustees for use by the College, and further, that the administration, faculty, staff and students shall follow this procedure until further action by the Board or by the President of the College with approval by the Board of Trustees. The Chair called for the yeas and nays, and the Campus-Wide Policy Formation Procedures was unanimously approved by voice vote. [Campus-Wide Policy Formation Procedures, as approved, can be found at the end of these minutes.]**

*[Due to the SACSCOC Offsite Committee Report, the minutes of today’s Board of Trustees meeting will be approved at a special meeting of the Executive Committee (via conference call) at 10:00 a.m. on Friday, February 3, to be included in the focused report. In Chair Hay’s absence, Vice President Gadsden will chair the meeting.]*

Chair Hay thanked Trustee Penny Rosner for representing the Board of Trustees at the SACSCOC Annual Meeting with President McConnell and Divya Bhati in Atlanta, December 3-6.

**ACADEMIC AFFAIRS COMMITTEE:**

**Committee members present:** Trustees Randy Lowell (Chair), Don Belk, Demetria Clemons, Cherry Daniel, Toya Pound, Renee Romberger (conference call), Penny Rosner, and Jeff Schilz

**Other Board members present:** Trustees David Hay (Chair), Frank Gadsden, Greg Padgett, Joe Thompson, and Ricci Welch

**Staff Liaisons present:** Brian McGee (Provost/Executive VP for Academic Affairs)

**Others present:** President Glenn McConnell, Michael Adeyanju (Director, Executive Communications), Mark Berry (Executive Director, Division of Marketing and Communications), Divya Bhati (Associate Vice President, Institutional Effectiveness and Strategic Planning), Alicia Caudill (Executive VP for Student Affairs), Deanna Caveny-Noecker (Associate Provost for Faculty Affairs), Jim Deavor (Associate Dean, School of Sciences and Mathematics), Jocelyn Evans (Associate Dean, School of Business), Mercedes Fabers (Assistant General Counsel), Greg Fisher (Assistant Field Support Manager, Information Technology), Trisha Folds-Bennett (Dean, Honors College), Jimmie Foster (Assistant VP, Admissions and Financial Aid), Sarah Franciscus (Director, Fraternity and Sorority Life), Godfrey Gibbison (Dean, School of Professional Studies), Gayle Goudy (Instructor, Art and Architectural History), Jerry Hale (Dean, School of Humanities and Social Sciences), Debbie Hammond (Senior Executive Administrator for the President), Renard Harris (Interim Associate VP/Chief Diversity Officer), Zach Hartje (Director of Teaching, Learning, and Technology), Clara Hodges (Administrative Assistant to the Provost), Tim Johnson (Interim Dean, School of Languages, Cultures and World Affairs), Elizabeth Kassebaum (Executive Secretary to the Board of Trustees/VP

for College Projects), Todd McNerney (Speaker of the Faculty/Associate Professor, Department of Theatre and Dance), Valerie Morris (Dean, School of the Arts), Steve Osborne (Executive VP for Business Affairs), Paul Patrick (VP for Administration and Planning), Jim Posey (Associate VP, Institutional Research, Planning, and Information Management), Mark Staples (Chief Information Officer/Senior VP), George Watt (Executive VP, Institutional Advancement), Fran Welch (Dean, School of Education, Health and Human Performance), and John White (Dean of Libraries)

Trustee Randy Lowell presented the following committee report:

Trustee Lowell called the meeting to order and noted that the meeting notice had been posted and the press notified in accordance with the Freedom of Information Act.

Provost's Report:

- Changes in SAT scores:  
Applications are up on freshman for Fall 2017 and freshman and transfers for Spring 2017. Showing good growth in South Carolina and specific out-of-state markets for Fall 2017. There have been some changes in SAT scores nationally which will make our numbers look higher than in previous years. We will not know where we fall until the acceptance process is final. Our acceptance numbers look higher than usual, but that is largely due to working hard to process and send out more acceptances earlier.
- Brief discussion of Bridge Program  
Provost McGee outlined some of the challenges, including residence halls and classroom space. The College is looking at data management and cross-office coordination with trident Technical College. A particular academic challenge is addressing students who bring substantial dual enrollment.

Trustee Lowell requested the Academic Deans to identify their primary program needs. Each Dean was allotted two minutes for his/her presentation.

Trustee Lowell developed a task list for April Board of Trustees meeting:

- He proposed a dashboard for the Academic Affairs Board Committee to include the enrollment and retention data, along with comparative data. He plans to circulate a "rough cut" of that to the committee by April.
- He also proposed revisiting the mission and vision of the Graduate School. He requested that the ad hoc committee have a preliminary report circulated to the Academic Affairs Committee by April 2<sup>nd</sup> so the committee can have a substantive discussion of the mission of the Graduate School.
- He requested a proposal for an online graduate program for discussion at the April 2017 Board meeting. The program is to be launched in Fall 2018.
- Trustee Jeff Schilz requested a report on distance education offerings and a list of all of the College's accreditors.
- Trustee Frank Gadsden requested talking points on the Bridge Program from Provost McGee.

At yesterday's committee meeting, the Academic Affairs Committee unanimously approved the Resolution to change the name of a previously approved program to Commercial Real Estate Finance and will now present it for the full Board's approval.

**The Academic Affairs Committee moves that the Resolution of the Board of Trustees to approve the Proposal for a Change in Name for the Previously Approved Bachelor of Science Degree Program in Real Estate to Commercial Real Estate Finance be approved as presented. The Chair called for the yeas and nays, and the Resolution was unanimously approved by voice vote.**

**COLLEGE OF CHARLESTON  
UNIVERSITY OF CHARLESTON, SOUTH CAROLINA  
RESOLUTION OF THE BOARD OF TRUSTEES  
PROPOSAL FOR  
A CHANGE IN NAME FOR THE PREVIOUSLY APPROVED  
BACHELOR OF SCIENCE DEGREE PROGRAM IN  
REAL ESTATE**

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**January 27, 2017**

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**WHEREAS**, upon the recommendation of the President, the Provost, the Dean of the School of Business, and the Faculty Senate, the Board previously approved a Bachelor of Science degree program in Real Estate (the “Program”);

**WHEREAS**, the College plans to commence the Program in the 2017 Fall Semester, contingent on the final date of receipt for all necessary approvals, and the Program will be sited in the School of Business;

**WHEREAS**, the Board has also been advised that representatives of the South Carolina Commission on Higher Education (the “Commission”) would prefer a name for this Program that emphasizes its complex commercial and financial content;

**WHEREAS**, the President, the Provost, and the Dean of the School of Business are supportive of a change in the name of this Program to Commercial Real Estate Finance, in light of the Commission’s feedback, and will work in the coming weeks to secure support for the revised Program name from the Faculty Senate; and

**WHEREAS**, the President and the Provost have taken steps to make possible the initiation of this Program with the revised name in the 2017 Fall Semester, contingent on the receipt of all necessary approvals;

**NOW THEREFORE BE IT - - -**

**RESOLVED**, that the President and the Provost, or either of them, are hereby authorized to secure approval of this Program, with its revised name, from the South Carolina Commission on Higher Education, pursuant to S.C. Code Ann. § 59-103-35, and from the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”), along with such other approvals and notification as may be required under controlling law or regulation; and

**RESOLVED**, that the College may take such further actions as may be necessary or appropriate to secure approval of the Program from such Commission and SACSCOC and to implement the new Program, as described herein and presented to the Board through its Committee on Academic Affairs by the Provost.

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The Academic Affairs Committee unanimously approved the Proposal for a Bachelor of Professional Studies, Hospitality Operations Management Concentration, and will now present it for the full Board’s approval.

**The Academic Affairs Committee moves that the Resolution of the Board of Trustees to approve the Proposal for a Bachelor of Professional Studies, Hospitality Operations Management**

**Concentration, be approved as presented. The Chair called for the yeas and nays, and the Resolution was unanimously approved by voice vote.**

**COLLEGE OF CHARLESTON  
UNIVERSITY OF CHARLESTON, SOUTH CAROLINA  
RESOLUTION OF THE BOARD OF TRUSTEES  
PROPOSAL FOR  
A BACHELOR OF PROFESSIONAL STUDIES  
HOSPITALITY OPERATIONS MANAGEMENT CONCENTRATION**

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**January 27, 2017**

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**WHEREAS**, upon the recommendation of the President, the Provost, the Dean of the School of Business, the Dean of the School of Professional Studies, and the Faculty Senate, the Board has been requested to approve a Bachelor of Professional Studies concentration in Hospitality Operations Management (the “Program”);

**WHEREAS**, the Board has been advised that the new Program is designed to prepare graduates with a knowledge base related to hospitality and tourism, particularly in the South Carolina Lowcountry, and will prepare them for employment in the hospitality industry;

**WHEREAS**, the College plans to commence the Program in the 2017 Fall Semester pending the final date of receipt for all necessary approvals, and the Program will be sited in the School of Professional Studies; and

**WHEREAS**, the Board has also been advised that there is sufficient student demand for such a Program, and that adequate resources are available, or are likely to become available, to finance the operations and management of the new Program effectively and efficiently.

**NOW THEREFORE BE IT - - -**

**RESOLVED**, that the President and the Provost, or either of them, are hereby authorized to submit the new Program to the South Carolina Commission on Higher Education pursuant to S.C. Code Ann. § 59-103-35 and to the Southern Association of Colleges and Schools Commission on Colleges (“SACSCOC”) for such approvals and notification as may be required under controlling law or regulation; and

**RESOLVED**, that the College may take such further actions as may be necessary or appropriate to secure approval of the Program from such Commission and SACSCOC and to implement the new Program, as described herein and presented to the Board through its Committee on Academic Affairs by the Provost.

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Speaker of the Faculty's Report:

Todd McNerney, Speaker of the Faculty, spoke briefly to the full Board regarding faculty work and activities during the current semester.

Professor McNerney noted that his term as Speaker of the Faculty will expire on June 30 and that he will attend the April and June Board meetings.

He expressed his support for the Faculty Shadowing Program and encouraged everyone to participate in the program. Trustee Renee Romberger noted that she shares Todd's thoughts and encourages everyone's participation as well. Todd expressed thanks to Lynn Cherry for her efforts in initiating the program.

Staff Advisory Committee to the President Report:

Sarah Franciscus, Chair of the Staff Advisory Committee to the President, spoke briefly on behalf of the staff. She noted that they are gearing up for elections in February and also the awards program in May.

*[Break at 10:30 a.m.]*

*[Meeting reconvened at 10:45 a.m.]*

**ALUMNI RELATIONS COMMITTEE:**

**Committee members present:** Trustees Toya Pound (Acting Chair), Demetria Clemons, and Todd Warrick

**Committee members absent:** Trustee Ricci Welch (Chair)

**Staff Liaison present:** Ann Pryor (VP, Alumni Relations)

**Others present:** Greg Padgett (Trustee), Mark Berry (Executive Director, Marketing & Communications), Sylvia Harvey (Trustee Emeritus), Debbie Hammond (Senior Executive Administrator for the President), and Sherwood Miler (President, Alumni Association)

In Chair Ricci Welch's absence at the Committee meeting, Trustee Toya Pound presented the following committee report:

The Committee discussed a number of initiatives underway. Some highlights:

- Four Cougar Trail pre-game events will take place this basketball season at away games in key cities. The first one was held last night at Towson in Baltimore. There are three more Cougar Trail events coming up – tomorrow at Drexel in Philadelphia; February 18 at Northeastern in Boston; and February 11 at William & Mary in Williamsburg.
- More than 1,000 alumni and guests attended Fall Alumni Weekend in November. The annual Awards Gala was the largest in history with nearly 350 attendees. Wednesday, February 1, is the deadline to submit nominations for the 2017 Alumni Awards.
- Spring Alumni Weekend will be held May 5-7. The Class of 1967 will celebrate its 50<sup>th</sup> reunion on Friday evening at the President's House. The Career Center is planning a business-networking event for alumni and students on Friday evening. The Alumni Champagne Brunch will be held on Saturday morning on Rivers Green. A Charleston Affair will be held across

campus on Saturday evening. This year, the event will return to a one-night format. Tickets will go on sale in March.

- President McConnell traveled to South Florida, New York, Atlanta, and Charlotte late last year to thank alumni, parents, and friends for donating to the Boundless Campaign. Each event set a new attendance record for its alumni chapter. These chapters and many others are interested in hosting events for President McConnell in the coming year.
- Emails have been sent to nearly 20,000 South Carolina alumni inviting them to participate in CofC Day at the State House on February 8.

### **ATHLETICS COMMITTEE:**

**Committee members present:** Trustees Jeff Schilz (chair), John Busch, Frank Gadsden, and Randy Lowell

**Committee members absent:** Trustee Renee Romberger

**Others present:** David Hay (Chair, Board of Trustees), Vince Benigni (Faculty Athletics Representative), Mark Berry (Executive Director, Division of Marketing and Communications), Alicia Caudill (Executive VP, Student Affairs), Derek Davis (Assistant Director, Cougar Club), Michael Duncan (Director, Higdon Student Leadership Center), Jimmie Foster (Assistant VP, Admissions and Financial Aid), Otto German (Assistant Athletics Director for Compliance), Debbie Hammond (Senior Executive Administrator for the President), Laura Lageman (Associate Director of Athletics), Todd Mc Nerney (Speaker of the Faculty), Paul Patrick (VP for Administration and Planning), Matt Roberts (Director of Athletics), Gene Sessoms (Director of Campus Recreation Services), Kate Tiller (Director of Academic Services), and George Watt (Executive VP, Institutional Advancement)

Trustee Jeff Schilz presented the following committee report:

#### **Student-Athletes:**

Matt Roberts introduced senior men's and women's golfers, Parker Derby and Laura Fuenfstueck.

#### **Competitiveness:**

Matt Roberts shared a Power Point presentation that contained fall sports recaps. Sailing will host championships (Regatta) in Charleston on May 22-June 2 and expects to compete for the Fowle Trophy.

#### **Academic Report:**

Matt Roberts introduced Kate Tiller, the new Director of Academic Services. The fall term average GPA was 3.014 for athletic teams.

#### **Compliance Report:**

Matt Roberts announced that the Michael Buckner Law Firm has been hired to conduct an independent audit of Compliance operations, policies, procedures, and guidelines. The results will be shared at the April Board of Trustees meeting.

#### **Recreation/Intramurals Report:**

Gene Sessoms reported on the status of the intramural fields.

## **AUDIT AND GOVERNANCE COMMITTEE:**

**Committee members present:** Trustees Henrietta Golding (Chair), Don Belk, Greg Padgett, Joe Thompson, and John Wood

**Committee members absent:** Trustee Todd Warrick

**Others present:** President Glenn McConnell, Divya Bhati (Associate VP, Institutional Effectiveness and Strategic Planning), Gail Long (Internal Auditor), Elizabeth Kassebaum (Executive Secretary to the Board and VP for College Projects), Steve Osborne (Executive VP, Business Affairs), and Jamey Rudisell (Chief Information Security Officer); Lindsay Ball, Howie Houston, and Molly Waring from Elliott Davis Decosimo

Trustee Henrietta Golding presented the following committee report:

### **Call to Order:**

Trustee Henrietta Golding called the meeting to order noting that the meeting notice has been posted and the press notified as required by the Freedom of Information Act.

Howie Houston (shareholder), Lindsay Ball (Senior Manager), and Molly Waring (Audit Manager) from our external auditing firm, Elliott Davis Decosimo, discussed areas of work that were performed for the 2015-2016 fiscal year.

- Audit of financial statements (Comprehensive Annual Financial Report)
- Audit of Federal Financial Awards
- Other:
  - Agreed-upon procedures report for NCAA requirements
  - 2017A and 2017B Bond offering procedures

Their audit reports reflected unmodified opinions and no significant findings.

The College expects to receive a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. The College has received this award for the past 23 years. Trustee Greg Padgett spoke regarding the significance of a CAFR. It reflects how the College manages its finances, and it is a tribute to the entire institution.

Steve Osborne gave an overview of the College's process for obtaining and reviewing the proposal for a new contract for external audit services for 2017-2021. The contract with Elliott Davis Decosimo has ended.

The Audit and Governance Committee approved the Resolution that requires all Board members to sign a Disclosure of Ethics Compliance Form annually and will now present it to the full Board for approval. This certification is evidence of our compliance with State and College ethics policies and regulations.

**The Audit and Governance Committee moves that the Resolution to approve the annual completion of the Disclosure of Ethics Compliance Form by every Board member, certifying each respective member's full compliance with the State Ethics Act and all related procedures and regulations, including related College of Charleston policies and procedures, be adopted by the full Board as presented. The Chair called for the yeas and nays, and the Resolution was unanimously approved by voice vote.**

**COLLEGE OF CHARLESTON  
UNIVERSITY OF CHARLESTON, SOUTH CAROLINA  
RESOLUTION OF THE BOARD OF TRUSTEES**

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**January 27, 2017**

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**WHEREAS**, the Board of Trustees (“Board”) has been advised of the need to provide sufficient evidence of each Board member’s compliance with the South Carolina Ethics, Government, Accountability, and Campaign Reform Act of 1991 (“State Ethics Act”), cited in Title 8, Chapter 13 of the South Carolina Code of Laws.

**NOW, THEREFORE, BE IT - - -**

**RESOLVED**, that the Board hereby approves the annual completion by every Board member of the Disclosure of Ethics Compliance Form, attached hereto as Exhibit A, certifying each respective member’s full compliance with the State Ethics Act and all related procedures and regulations, including related College of Charleston policies and procedures.

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**Exhibit A**

**DISCLOSURE OF ETHICS COMPLIANCE FORM**

I, the undersigned member of the College of Charleston Board of Trustees, do hereby certify that I:

1. Have timely filed my Statement of Economic Interests with the South Carolina State Ethics Commission.
2. Have read and understand the Ethics Policy of the College of Charleston.
3. Have not in the past 12 months been fined by the South Carolina State Ethics Commission for violation or noncompliance with the South Carolina Ethics, Government, Accountability, and Campaign Reform Act of 1991 (“State Ethics Act”).
4. Have read and fully complied with the State Ethics Act and its regulations.
5. Am not nor have been the subject of any formal criminal proceedings in any state or federal courts within the last 12 months, other than minor traffic infractions.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*[Elizabeth Kassebaum distributed the form to all Board members and collected the signed forms. The Board members must sign the Compliance Form at every January Board meeting.]*

**BUDGET AND FINANCE COMMITTEE:**

**Committee members present:** Trustees Frank Gadsden (Chair), Henrietta Golding, Annaliza Moorhead, Greg Padgett, Brian Stern, Joe Thompson, and Ricci Welch

**Other Board members present:** Trustees David Hay, Don Belk, and Demetria Clemons

**Others present:** President Glenn McConnell, Michael Adeyanju (Director of Executive Communications), Divya Bhati (Associate VP, Institutional Effectiveness and Strategic Planning), Alicia Caudill (Executive VP, Student Affairs), Deanna Caveny-Noecker (Associate Provost for Faculty Affairs), Mercedes Fabers (Assistant General Counsel), Greg Fisher (IT Support), Trisha Folds-Bennett (Dean, Honors College), Jimmie Foster (Assistant VP, Admissions and Financial Aid), Gail Goudy (Chair, Faculty Curriculum Committee), Godfrey Gibbison (Dean, School of Professional Studies), Debbie Hammond (Senior Executive Administrator for the President), Zach Hartje (Interim Chief Information Officer/Director of Teaching, Learning, and Technology), Shirley Hinson (Director of Government Relations), Timothy Johnson (Interim Dean, School of Languages, Cultures, and World Affairs), Sam Jones (VP for Fiscal Services), Elizabeth Kassebaum (Executive Secretary to the Board of Trustees/VP for College Projects), Brian McGee (Provost/Executive VP, Academic Affairs), Todd Mc Nerney (Speaker of the Faculty/Associate Professor, Department of Theatre and Dance), Valerie Morris (Dean, School of the Arts), Amy Orr (Business Director for Housing), Steve Osborne (Executive VP for Business Affairs), Paul Patrick (VP of Administration and Planning), Ed Pope (VP, Human Resources), Robert Reese (Chief of Police/Director, Public Safety), Mark Staples (Chief Information Officer), and William Veal (Chair, Senate Budget Committee)

Trustee Joe Thompson presented the following committee report:

Steve Osborne updated the Committee on several capital projects that will be covered in the Facilities Committee report.

Sam Jones reviewed the budget adjustments reflected through December 31, 2016. **The Budget and Finance Committee moves that the Resolution to approve the budget adjustments for the quarter ended December 31, 2016 be approved by the full Board as presented. The Chair called for the yeas and nays, and the Resolution was unanimously approved by voice vote.**

**COLLEGE OF CHARLESTON  
RESOLUTION OF THE BOARD OF TRUSTEES  
BUDGET ADJUSTMENTS**

\_\_\_\_\_  
January 27, 2017  
\_\_\_\_\_

**WHEREAS**, College management has reviewed its projections of revenues and expenses for the year 2016-2017 and, based on that review, has recommended certain reallocations and adjustments to the budget previously approved by the Board; and

**WHEREAS**, those recommended reallocations and adjustments were presented to the Board's Budget and Finance Committee and were determined to be reasonable and appropriately supported by College management.

**NOW THEREFORE**, be it

**RESOLVED**, that the Board hereby approves the recommended reallocations and adjustments to the approved budget for year 2016-2017, as presented by College management to the Budget and Finance Committee and as further detailed in the table captioned "College of Charleston 2016-2017 Revenue and Expense Budget Adjustments December 31, 2016" contained in the Board of Trustees briefing materials dated January 27, 2017; and

**RESOLVED**, that all actions of College management to effectuate these reallocations and adjustments prior to the effective date of this Resolution are hereby ratified and affirmed.

\*\*\*\*\*

Steve reviewed the request for an increase in the Undergraduate Student Orientation fee. **The Budget and Finance Committee moves that the Resolution to approve the increase in the Undergraduate Student Orientation Fee from \$75 to \$100 be approved by the full Board as presented. The Chair called for the yeas and nays, and the Resolution was unanimously approved. 19 yeas; 0 nays.**

**COLLEGE OF CHARLESTON  
RESOLUTION OF THE BOARD OF TRUSTEES  
Undergraduate Student Orientation Fee Increase**

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January 27, 2017

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**WHEREAS**, every year, the College of Charleston's Office of New Student Programs introduces over 3,000 incoming freshmen, transfer students and their families to the campus;

**WHEREAS**, the Office of New Student Programs strives to make this adjustment to student life successful;

**WHEREAS**, the costs for mailings, publications, intern salaries, meals, and housing associated with providing this experience have increased;

**WHEREAS**, through careful budgeting and cost containment, the Office of New Student Programs has been able to avoid an increase in this fee since 2008;

**NOW THEREFORE**, be it –

**RESOLVED**, that the Board hereby approves an increase to the Undergraduate Student Orientation fee of \$25 per student, taking the fee from \$75 to \$100, effective for the summer 2017 orientation sessions.

\*\*\*\*\*

The members of the Budget and Finance Committee were informed that the FY 2016 Comprehensive Annual Financial Report had been issued. A copy of the report is at each Board member's place. The Executive Secretary to the Board of Trustees will mail copies to any members not in attendance.

Steve updated the Committee on the Series 2017A and Series 2017B bond refunding issues. The College received bond ratings from Moody's Investors Services and Fitch Ratings. The Moody's rating remained unchanged at A1. The Fitch rating, which was our first public rating by Fitch, was A+ (equivalent to Moody's A1) for the bond issue. Fitch assigned a AA-rating to the college's implied general revenues pledge. This is the highest rating that the College has ever received, to our knowledge. The Series 2017A and Series 2017B refunded the Series 2007C and Series 2007D bonds. The TIC (true interest cost) of the reissues were 3.136% and 3.129% respectively. Interest rates on the original issues are 4.78% and 4.79% respectively. Actual cash savings of \$13,385,814 will be realized over the twenty-year refunding period. The refunding did not extend the amortization of the original bonds which was 30 years.

Steve updated the Committee on a timeline for the institutional budget process for FY18. The process will be much like that of previous years, and would include the prioritized annual plan items to be developed in March and April, a budget workshop in May to review a preliminary budget, a Budget and Finance Committee meeting in May to agree on a final budget to be brought to the full Board at the June meeting. Steve noted several items that will likely impact the budget for 2017-2018. These include the impact of legislative action last year to allow military personnel and their dependents to pay in-state tuition and fees, potentially \$600K+, the impact of a potential increase in retirement contributions, the impact of any salary increase by the legislature, the QEP, and the Collegiate Recovery Program.

In an update on enrollment for spring 2017, Steve informed the Committee that we are on track to meet the projections used in the budget.

Steve noted that the BEA reported revenue, through December, is running slightly ahead of projections. There will likely be some excess revenue for allocation through the Capital Reserve Fund. The BEA projects 3.8% growth in revenue for FY 2017-2018. Lottery revenue is running significantly ahead of projections, but it will be needed to offset additional students receiving state scholarships. At this point, it does not appear likely that there will be any budget cuts for the current fiscal year.

**DEVELOPMENT COMMITTEE (Meeting at 2:15pm, Thursday, January 26, 2017):**

**Committee members present:** Trustees Renee Romberger '81 (chair) (via conference call), Frank Gadsden '80 (Acting Chair), Henrietta Golding '74, Greg Padgett '79, and John Wood '83

**Committee members absent:** Trustee Randy Lowell '95

**Other Board members present:** Trustee David Hay '81 (Chair)

**Volunteer Board Liaisons present:** Jeff Kinard '77 (Foundation Board), Sherwood Miler III '74 (Alumni Association)

**Others present:** Ashley Earnhart (Administrative Assistant, Development), Peggy Cieslikowski (Director of Planned Giving), Maureen Hays (Associate Dean, School of Humanities and Social Sciences), Tom Martin (Executive-in-Residence, Department of Communication), Brian McGee (Provost/Executive VP, Academic Affairs), Valerie Morris (Dean, School of the Arts), Ann Pryor '83 (VP, Alumni Affairs), and George Watt (Executive VP, Institutional Advancement)

*[Trustee Frank Gadsden called the meeting to order on behalf of Trustee Romberger who attended the committee meeting via conference call.]*

Following an overview of the agenda items to be presented to the Committee, George Watt, EVP, Institutional Advancement, called on Ms. Peggy Cieslikowski, Director of Planned Giving Programs, to present the first six months of fiscal year fundraising performance.

Ms. Cieslikowski presented the College's total fundraising results for the first half of the fiscal year 2017 (July 1-December 31, 2016). She reported that approximately \$6.1M was raised in new philanthropic commitments. Included in this total is \$3.3M in outright cash gifts. The total number of donors and number of alumni donors is trending higher than at this time in the previous fiscal year. Ms. Cieslikowski also highlighted a few recent commitments including a \$100,000 gift from the Norman J. Arnold Charitable Trust to endow two scholarships for the Jewish Studies Program; a \$100,000 grant from Google, Inc. to continue funding for the Race and Social Justice Initiative; a \$350,000 gift from seven alumni to support geology student field research; a \$45,000 gift from David and Susan Knox to support the Knox Global Scholarships Fund; and a \$50,000 endowed scholarship from School of Education, Health, and Human Performance faculty member, Dr. Thomas Langley; and a \$10,000 College of Charleston Fund gift from Dr. Harold "Bobby" Burg '84.

Mr. Watt reminded the committee members and others present that the commitments for the first six months of FY17 have already exceeded the total commitments for the *entire year* of FY09. He then asked Renee Romberger to introduce the guest presenter, Mr. Tom Martin, Executive-in-Residence, who then presented an overview of the role and impact of the Department of Communications Advisory Council.

Mr. Martin provided the background of the Advisory Council and the direct impact it has on students at the College of Charleston through personal mentorships, student interactions, and philanthropy. He also highlighted the four initiatives that the Advisory Council supports which include the Bully Pulpit Initiative, spring break trips, the John Palmer Fund, and the Martin Scholars Program. Following questions of Mr. Martin, and following the thanks of the committee for his volunteer leadership, Interim Chair Gadsden then asked for an update from Mr. Jeff Kinard '77 and Mr. Sherwood Miler III '74 for the CofC Foundation Board and CofC Alumni Board, respectively.

Prior to adjournment, George Watt presented a quarterly and year-to-date report on the CofC Foundation Funds and Endowment. There being no further business or actions required of the committee, Interim Chair Gadsden called for adjournment at 3:15 pm.

In her report to the full Board on Friday morning, January 27, Trustee Romberger noted the partnership and leadership of campus advisory boards that serve the College of Charleston. Elizabeth Kassebaum responded that last year the Board members mentioned the idea of inviting advisory boards to Board meeting functions. She noted that we plan to invite the Alumni Association Board to the Thursday evening social at the April Board meeting.

Trustee Romberger then turned the floor over to EVP George Watt who told the full Board that the great privilege of his role is working with enthusiastic volunteer leaders, and he introduced Jeff Kinard, Chair of the Foundation Board, who provided information regarding three "Foundation Board Volunteer Spotlights."



- Justin McLain '98 – Justin is Managing Director of Duart Mull and Executive Chairman of Onepath. He is a member of the College of Charleston's Foundation Board and currently serves as Chair of the Investment Committee. He also serves on the School of Business Board of Governors. He earned a bachelor's degree in Business Administration, with a minor in Economics, as well as a bachelor's in Biology, from the College of Charleston.
- A. J. Heath – A.J. is a multi-lingual lawyer and consultant. He has been a member of the College of Charleston Foundation Board since 2009 and currently chairs the Governance Committee. Formerly the Foundation Secretary, he also serves on the Nominating and Property Committees. In addition, A.J. is a member of the School of Languages, Cultures, and World Affairs Advisory Board. He and his wife Susie are past presidents of the Parent Advisory Council and proud parents of two CofC grads.
- Stephen Kerrigan – Steve retired as CEO of Coinmach Service Corporation and is currently a private investor and consultant. He is Treasurer of the Foundation Board, Chair of the Finance Committee, and a member of the Investment Committee. He also serves on the School of Business Board of Governors and the Investment Program Advisory Board. Steve and his wife Maureen are parents of a CofC Grad and provide philanthropic support to a number of campus programs and initiatives, to include the Bonner Leaders.

Mr. Kinard invited the Board of Trustees to attend any and all quarterly Foundation Board meetings, the next one being Friday morning, February 24.

Trustee Romberger thanked Mr. Kinard for his leadership and expressed how much she appreciates President McConnell's commitment to fundraising. She asked all Board members to please consider giving annually to the College of Charleston Fund or any other philanthropic purpose on campus.

Trustee Greg Padgett noted that we must decide how best to continue to highlight the Advisory Boards before the full Board.

Trustee John Busch inquired about the next Capital Campaign. President McConnell noted that donors respond to scholarships, and therefore we will continue that momentum, while also identifying programs and other philanthropic opportunities. He mentioned the impact of his recent "Thank You" tours and receptions and the receptivity of the donors to such outreach.

Trustee Greg Padgett thanked President McConnell for his enthusiasm in attending these special meetings. Trustee Renee Romberger will keep the Board of Trustees informed regarding future scheduled events, and Board members are welcome to attend any of the events in his/her area. Trustee Frank Gadsden welcomes the opportunity to attend these events.

**FACILITIES COMMITTEE:**

**Committee members present:** Trustees John Wood (chair), Henrietta Golding, Randy Lowell, Annaliza Moorhead, Brian Stern, and Joe Thompson

**Other Board members present:** Trustee David Hay (Chair)

**Staff Liaison present:** Monica Scott (VP for Facilities Planning)

**Others present:** President Glenn McConnell, Alicia Caudill (Executive VP, Student Affairs), John Cordray (Director of the Physical Plant), Mercedes Fabers (Assistant General Counsel), Trisha Folds-

Bennett (Dean, Honors College), Sam Jones (VP, Fiscal Services), Brian McGee (Provost/Executive VP, Academic Affairs), Todd McNerney (Faculty Speaker), Valerie Morris (Dean, School of the Arts), Amy Orr (Business Director for Housing Administration), Steve Osborne (Executive VP, Business Affairs), Paul Patrick (VP for Administration and Planning), and Jennifer Stevens (Administrative Coordinator, Business Affairs)

Trustee John Wood presented the following committee report:

Current Capital Projects Update:

Monica Scott provided a brief update regarding current capital projects:

- Rita Hollings Science Center – Completion date is scheduled for June 23, 2017.
- Simons Center for the Arts – Phase one conceptual design is complete. Next step is going to the state this summer (August). On January 24, interviews were held with four firms. Will go into contract negotiations with the top choice. Construction is estimated to begin in Summer 2019.
- 176 Lockwood Drive – This project is under construction. Projected finish date is the end of April/early May with the Controller’s Office, Procurement Office, and Riley Institute occupying the space soon after.
- 14 Green Way – Formerly a women’s residence hall. Demolition on the building has started. Completion is scheduled for Summer 2017, and the Office of Sustainability will vacate 284 King Street to occupy 14 Greenway.
- 133 Calhoun Street (Physical Plant) – The College has advertised for construction management and risk management. Initial conversations led the College to the conclusion that we are out of budget. College architects are in the process of reworking the specifications for the project. Major issues include fire safety and code issues.
- 58 George Street Renovation
- Avery Research Center – This includes mechanical upgrades and work on the exterior. It will be advertised in March with work to begin in Summer 2017. The project is estimated to be completed in Fall 2017.
- McConnell Hall HVAC System Replacement – The second phase was sent out to bid and received no bids. The scope and LDs of phase two have been reduced and will go back out to bid for work next summer.
- McAlister Hall – A large portion of this project includes electrical upgrades. The project will be split between Summer 2017 and 2018. It also includes interior and exterior refresh work. This summer will include cosmetic refresh work and minor electrical work. Next summer will include the major mechanical and HVAC work.

The Committee went into Executive Session. No action was taken in Executive Session.

**GOVERNMENTAL AFFAIRS AND EXTERNAL RELATIONS COMMITTEE:**

**Committee members present:** Trustees Joe Thompson (Chair), Don Belk, John Busch, Jeff Schilz, and Brian Stern

**Committee members absent:** Trustee Cherry Daniel

**Staff Liaison present:** Shirley Hinson (Director of Government Relations)

**Others present:** Mark Berry (Executive Director, Division of Marketing and Communication), Steve Osborne (Executive VP for Business Affairs), Paul Patrick (VP for Administration and Planning), and Mike Robertson (Senior Director, Media Relations)

Chair John Busch presented the following committee report:

Budget Update:

Steve Osborne reported that the College's budget hearing will be held in Columbia on Wednesday, February 1. BEA estimates \$7.5 billion in revenue, \$139 million available for Capital Reserve, and \$376.3 million for the state lottery.

Outreach Initiatives:

Shirley Hinson informed the Committee regarding outreach initiatives:

- CofC Day at the State House in Columbia would be held on February 8, 2017.
- Senator Paul Campbell will present a Resolution recognizing Clemson and USC for their support to the College during Hurricane Matthew.

Legislative Update:

To date, more than 50 bills have been introduced which affect higher education, students and/or state employees and Board members. This is not an unusually high number for any legislative year, and it is important to remember that a large number of bills are introduced each year and very few are passed.

Charleston Chamber and Faculty:

A meeting was held on January 6, and the Chamber provided an update on the 2016 Workforce Supply and Demand Analysis. The Career Center is coordinating efforts for the Intern Portal scheduled to launch in Spring 2017.

CofC & MUSC Collaborative Council:

The Provost provided an update for the two 4 + 1 program requests. (1) MUSC made a decision to suspend Biomedical Imaging at the graduate level, and (2) The College does not believe the MUSC plan leading to a Master's degree in neuroscience will be attractive to CofC students. The potential exists for 4 + 1 programming in public health.

External Relations Update:

Mark Berry provided the Marketing and Communications update.

- The Boundless Campaign is completed.
- Early numbers for recruitment are up across categories (resident, non-resident, and students of color).
- The College Today (the institution's main news hub) had more than 600,000 page views, representing a 20% increase from the previous year.

Other Business:

Trustee Don Belk asked for consideration to seek a sponsor for legislation that provides a standardized grading system for higher education and suggested using the grading system currently in place at Clemson.

**INFORMATION TECHNOLOGY COMMITTEE:**

**Committee members present:** Trustees John Busch (Chair), Cherry Daniel, Frank Gadsden, and Penny Rosner

**Staff Liaison present:** Mark Staples (Chief Information Officer) and Zach Hartje (Director of Teaching, Learning and Technology), and Jamey Rudisell (Chief Information Security Officer)  
**Others present:** Divya Bhati (Associate VP, Institutional Effectiveness and Strategic Planning), Andrew Bergstrom (Director, Enterprise Application Management), and Greg Fisher (IT Support)  
Trustee John Busch presented the following committee report:

Chair Busch briefed the Board on a number of items presented at the IT Committee meeting:

- All Board of Trustees' iPads have been updated.
- SACSCOC Compliance Update
- Mark Staples presented an overview of his 100-day assessment
  - Long-term goals and vision
  - Administrative
  - Academic
  - Network and Infrastructure
- On-line Learning Update

Mark Staples informed the Board that he is establishing Academic Advisory Committees that will kick off in the Spring 2017 Semester.

**Board Bylaws Amendment:**

The Information Technology Committee approves recommending adoption of the Board Bylaws Amendment – Section X Information Technology Committee, as follows:

Current Bylaws:

“The purpose of the Information Technology Committee is to monitor and enact policies and procedures to enhance and advance technology throughout the College.”

Amended version of Bylaws:

“The purpose of the Information Technology Committee is to monitor and make recommendations to enhance and advance technology throughout the College.

**The Information Technology Committee moves that the amendment to the Board Bylaws, Section X Information Technology Committee, as recommended by the full committee, be adopted by the full Board as presented. The Chair called for the yeas and nays, and the Board Bylaws Amendment was unanimously approved by voice vote.**

**STUDENT AFFAIRS COMMITTEE:**

**Committee members present:** Trustees Demetria Clemons (chair), Annaliza Moorhead, Toya Pound, Penny Rosner, and Todd Warrick

**Committee members absent:** Trustee Ricci Welch

**Staff Liaison present:** Alicia Caudill (Executive VP for Student Affairs)

**Others present:** Michael Adeyanju (Director of Executive Communications), Emily Beck (Honor Board Chair), Divya Bhati (Associate VP, Institutional Effectiveness and Planning), Frank Budd (Director of Counseling and Substance Abuse Services), Jeri Cabot (Dean of Students and Associate VP for Student Affairs), Michael Duncan (Assistant VP for Student Affairs), Michael Faikes (President, Student Government Association), Sarah Franciscus (Director of Fraternity and Sorority Life), Debbie Hammond (Senior Executive Administrator for the President), Renard Harris (Interim Associate VP and

Chief Diversity Officer), Susan Hartman (Executive Assistant to the Executive VP for Student Affairs), Sylvia Harvey (Trustee Emeritus), Christy Kollath-Cattano (Assistant Professor, Health and Human Performance), Edward Longe (President, Graduate Student Association), William Wood Marchant III (Director of Collegiate Recovery Program), Rachel McNamara (Health Educator), Todd McNeerney (Faculty Speaker), Deni Mitchell (Institutional Ombudsperson), Susan Payment (Director of Student Life), Jordan Ragusa (Chair, Faculty Student Affairs/Athletics Committee), and Stevie Sullivan (Therapist)

Trustee Demetria Clemons presented the following committee report:

First, Trustee Clemons reported that Student Affairs is the heart of the campus. It is important for everyone to know they address all issues.

Further, she thanked Chair Hay for the presentations by the Bonner Leaders and Alternative Break Leaders earlier in the meeting. In addition, she thanked President McConnell for pushing the core values.

Trustee Clemons encouraged everyone to read the Student Affairs' Dashboard in BoardEffect and thanked Alicia Caudill for her leadership in Student Affairs.

Spotlight: Alcohol and Other Drug Prevention and Education Initiatives Overview

Teresa Smith, Director of Multicultural Student Programs and Services (MSPS), shared a slide presentation that provided a summary of the MSPS facility, staff, events and programs. A summary of the SPECTRA 2016 Program was distributed.

Fraternity, Sorority, and Other Organizational Conduct and Educational Initiatives Update:

Jeri Cabot, Christy Kollath-Cattano, Stevie Sullivan, and Susan Payment described the cross-campus, cross-division, and cross-community collaborations that exist in promoting:

- Education and Enforcement;
- Support for Students; and
- Targeted social activities in Late Night Programming and Alternative activities.

Graduate Student Association Update:

Edward Longe, President of the Graduate Student Association, provided the Board with an update regarding a number of GSA initiatives.

Student Government Association Update:

Michael Faikes, President of the Student Government Association, provided the Board with an update regarding SGA initiatives for the Spring Semester.

**NEW BUSINESS:**

Housekeeping Items:

Elizabeth Kassebaum briefed the Board on a number of housekeeping items:

- Since the Legislature will adjourn early this year and Wampee is not available on June 12-13, the Board Meeting/Retreat will likely be changed to the previous week, Monday, June 5, and Tuesday, June 6.
- Information regarding the Spring Faculty Shadowing Program will be distributed in the next week or so.
- Updated Board event calendars, as well as the updated Board Diversity event calendars, are at everyone's places.
- The date is yet to be determined for the Legislative Screening for Third District, Seat #6 – elections will be held after April 1 and will be effective the day of the election.
- Trustee Henrietta Golding recommended an amendment to the Bylaws regarding officer voting procedures at the April Board meeting – notice will be sent 30 days before the April Board meeting.
- Because some Board members have asked about the Trustees Emeriti process, she noted that in keeping with the Board Bylaws, nominations for Trustees Emeriti could be received at the August Board meeting with voting at the October Board meeting.

**EXECUTIVE SESSION:**

**The motion was made by Trustee John Wood, and seconded by Trustee Renee Romberger, to go into Executive Session at 12:10 p.m. for the following purposes: (1) Legal Counsel will consult and provide legal advice on litigation, including actual and potential legal claims; (2) Legal Counsel will consult and provide legal advice on Licensing Issues; (3) Discussion of negotiations incident to proposed contractual arrangements and proposed purchase/lease of property on the peninsula; and (5) Employee Records – legal matters and contract negotiations – personnel matters. All in favor.**

Chair Hay asked the following staff members, in addition to the President, to remain and attend the Executive Session: Mark Berry, Alicia Caudill, Betty Craig, Debbie Hammond, Elizabeth Kassebaum, Brian McGee, Angela Mulholland, Steve Osborne, Paul Patrick, and George Watt.

*[Everyone not requested to attend Executive Session left the Boardroom.]*

*[Lunch was available during Executive Session.]*

*[Trustee Henrietta Golding left the meeting at 1:45 p.m.]*

*[Trustee Toya Pound left the meeting at 1:45 p.m.]*

*[Trustee Joe Thompson left the meeting at 1:45 p.m. and returned at 1:50 p.m.]*

*[Trustee Frank Gadsden left the meeting at 1:50 p.m. and returned at 1:55 p.m.]*

*[Trustee John Busch left the meeting at 2:05 p.m. and returned at 2:10 p.m.]*

At this point, Chair Hay noted that only the Board shall remain and attend Executive Session at this time.

*[At 2:15 p.m., everyone left the Boardroom except the Board of Trustees.]*

**The motion was made by Trustee Renee Romberger, and seconded by Trustee Randy Lowell, to come out of Executive Session at 2:35 p.m. All in favor.**

*[Regular session resumed and everyone returned to the Boardroom.]*

Chair Hay noted for the record that no action was taken during Executive Session.

**The motion was made by Trustee Joe Thompson, and seconded by Trustee John Busch, to approve an honorary degree (posthumously) for Eddie Thomas. All in favor.**

**The motion was made by Trustee Demetria Clemons, and seconded by Trustee Cherry Daniel, that the meeting be adjourned at 2:35 p.m. All in favor.**

## CAMPUS WIDE POLICY FORMATION PROCEDURES

### A. BASIC PRINCIPLES

**1.0 Generally.** A “College Policy” is an approved directive on one or more subjects that are of such importance to the proper functioning of the institution that a knowing violation of the directive would give rise to the immediate consideration of remedial action that may include, but not be limited to, disciplinary measures. Further, any action taken in violation of an existing policy shall be considered void, *Ab Initio*, in addition to subjecting the offending party to the possibility of sanctions or further discipline for such violation.

**2.0 Scope of Coverage.** In order for a directive to be considered for College policy-making it must be of broad application to the College community.

**3.0 Approvals.** In addition, the directive must have been approved by the appropriate College authority (the President or the Board of Trustees, as applicable) and be denominated as a College Policy.

**4.0 Appropriate Subject Matter.** The proponent(s) of a new Policy or a policy change will be expected to demonstrate how the proposal is directly and substantially related to one or more of the following areas, or is otherwise deemed appropriate by the President or Board, as applicable, for consideration as a college-wide policy. Policy proposals may relate to:

- (a) The College mission, purpose, or core values;
- (b) Accreditation requirements;
- (c) Strategic objectives of the College;
- (d) Operational efficiencies;
- (e) Health and safety; or
- (f) Compliance with any applicable, law, rule, or regulation of a governmental entity or otherwise assist in the reduction of institutional legal risk.

**5.0 Procedures.** Any amendment or repeal of an existing College Policy may be subject to the same approval Procedure for making College Policies as may be in effect at the time of the proposed amendment or repeal. In addition, these Procedures may be amended to add special procedures applicable to other types of policy-making.

**6.0 Implementation.** Schools and administrative units are expected to implement College-wide Policies. These entities may also promulgate their own internal “School” or “Unit” policies, provided that those policies are not inconsistent with College-wide Policies. In the event of a conflict, the College-wide policy shall control.

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## **B. PROCESS**

### **7.0 Proposals for Policy-Making.**

7.1 Commencement. For Policy proposals initiated by those other than the President or the Board, the process begins by completing and submitting the [Institutional Policy Request Form](#). While any member of the College Community (students, faculty or staff) may prepare a Form, the Form must be sponsored and signed by one or more of the following:

- (a) The President of the College/University;
- (b) Senior or Executive Vice President;
- (c) Speaker of the Faculty;
- (d) President of a student government organization (SGA, GSA or RHA);
- (e) Chief Executive Office of a College affiliated organization (e.g. the College of Charleston Foundation or Alumni Association); or
- (f) General Counsel.

7.2 Referral. With the exception of [Policy Request Forms](#) dealing with academic matters or proposed changes to the *Faculty Administrative Manual*, a fully completed and signed Form is to be submitted to a designee of the Executive Team appointed by the President for further processing. Those Forms that recommend action on an existing or proposed academic policy or a change to the *Faculty Administrative Manual* that, if adopted, would affect faculty only, shall be submitted to the Provost and President for further action. All Forms received for processing will be date-stamped, numbered, and scheduled for a preliminary review by the President's Executive Management Team or the President, in his sole discretion, or if the proposal deals with academic matters, by the Provost.

### **8.0 Preliminary Evaluation of Proposals.**

8.1 Screening of Forms. The President's Executive Team, the President, in his sole discretion, or the Provost and President, in the case of academic policy matters, shall review the submitted [Policy Request Form](#) to determine if it is properly completed and, if so, whether the proposed action is a suitable matter for policy making under this Procedure.

8.2 Not Suitable for Processing. Matters that may not be suitable for consideration under this Procedure include the following:

- (a) Matter Proposed Abrogates the Authority Vested in the Office of a Senior Executive, General Counsel, or Vice President – The matter being proposed is of a nature that would, if

subject to these Procedures, abrogate the ability of a Senior Executive, General Counsel, or Vice President to timely perform an assigned duty or responsibility of her/his employment position.

(b) Matter Proposed is Not a Proper Subject for Policy-Making – The matter being proposed: (i) is principally a non-substantive operating procedure implementing a preexisting Policy; (ii) does not address any of the listed subjects in Section 4.0 in a meaningful way; (iii) is adverse to the College mission/purpose or its core values, or is clearly inconsistent with Accreditation requirements or Strategic objectives of the College; or (iv) would adversely affect Health and/or safety concerns of the College or the greater community.

(c) Matter Reserved for Presidential Action or Action of the Board of Trustees – The matter being proposed is reserved for action by the Board of Trustees or the President.

(d) Matter Proposed is Contrary to Law or Regulation -- The matter being proposed would be inconsistent with law, rule, or regulation or would otherwise subject the College to unacceptable legal or other risk.

8.3 Consideration of Proposal ---If the matter described in the [Policy Request Form](#) is determined to be suitable for policy making, one or more of the following actions may be taken:

(a) Non-Academic – The President’s Executive Team, or the President, in his sole discretion, may take one of the following actions:

(1) Approved – The Proposal is approved, as submitted, and forwarded for final action to the President or Board, as appropriate.

(2) Disapproved – The proposal is not considered suitable for Policy Making under this Procedure.

(3) To be revised as Noted – The Form should be revised by the author and/or sponsor to comply with the instructions of the Executive Team or the President.

(4) Recommended Approval to BOT or President – The matter will be referred to the Board of Trustees or President, as appropriate, with a recommendation by for final approval.

(5) Forwarded to BOT or President with Comment – The matter will be referred to the Board of Trustees or President without an approval recommendation, but with comment.

(b) Academic Matters – The Provost may take one of the following actions listed in the [Policy Request Form](#):

(1) Approved – The Proposal is approved, as submitted, and forwarded for final action to the President or Board of Trustees, as appropriate.

- (2) Disapproved – The proposal is not considered suitable for Policy Making under this procedure.
- (3) To be revised as Noted – The Form should be revised by the author and/or sponsor to comply with the instructions of the Provost.

#### 8.4 Revised Forms.

In the event that the President’s Executive Team, the President, in his sole discretion, or the Provost in the case of an academic matter, requires that a **Policy Request Form** be revised prior to further consideration, the sponsor of that policy proposal (identified in Section C. of the **Policy Request Form**) shall be responsible for revising the Form or withdrawing the proposal. The failure to revise the Form within 60 days, absent a contrary direction from the Executive Team, the President, or the Provost, will be deemed a withdrawal of the proposal. If the requested revisions are made, the sponsor shall complete a new **Policy Request Form**, mark the box “Revised Form” in the header, and submit the Revised Form accompanied by a copy of the “Preliminary Action” version of the Form.

#### 8.5 Final Forms.

Academic Matters -- **Policy Request Forms** requesting Final Action on academic policy may only be submitted to the President’s Executive Team by the Provost or the President. In the event that the Faculty Senate has determined that the Provost has delayed submission of an academic policy proposal for an unreasonable period of time, or if the Senate should disagree with the determination of the Provost not to submit an academic policy proposal for final action, the Speaker of the Faculty may request that the President review the matter and the President may take such further action as may be appropriate under the circumstances.

### **9.0 Participation of the College Community:**

The President, the President’s Executive Team or, in the case of a proposed academic policy, the Provost, may use any other means considered proper under the circumstances to solicit the views of the College community regarding those matters where such input is deemed appropriate.

### **10.0 Policies that must be Approved by the BOT.**

(a) Standards. The following proposed policy actions must be approved by the Board of Trustees of the College:

- (1) All proposed policies or policy-related actions that require, directly or indirectly, Board approval under relevant law or regulation, court order, or other legal process, or existing College Policy; and

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- (2) All proposed policies or policy related actions that could result in the establishment or acquisition of another legal entity by the College.
  - (3) All proposed policies or policy-related actions expressly requiring Board approval, as directed by the College's regional accreditor.
  - (4) All proposed policies on the power to make or sign binding contracts, leases, sales of real property, intellectual property, building naming, or grievance procedures.
- (b) Determinations. All other determinations not pursuant to (a) shall be made by the President.

### **11.0 Interim Policy Making.**

Nothing contained in this Procedure should be deemed as preventing or limiting the President from promulgating such interim policies as the President may deem to be of immediate need to protect health or safety, to comply with current provisions of law or regulation, or to address other matters that may present an imminent threat to the welfare or well-being of the College or the College Community.

### **12.0 Form of Policy.**

All final policies should be substantially in the form required by the [College of Charleston Official Policy Form](#), and shall bear the date of original adoption, along with the date(s) of any revision(s).

### **13.0 Policy Promulgation, Dissemination, and Maintenance.**

13.1 Promulgation and Dissemination. Once a policy proposal is adopted in final form, it should be disseminated in a manner designed to promote timely and accurate notification to all concerned members of the College Community. Such notification may take one or more of the following forms:

- (a) Notice on the appropriate College web site;
- (b) Dissemination of printed materials;
- (c) Informational meetings; and/or
- (d) Individual notices to all affected persons.

13.2 Maintenance. All approved Policies shall be maintained in a Policy Manual that has a numbering system reasonably calculated to allow for ease in the location of a Policy by subject matter. The review schedule for each such Policy shall be the responsibility of the position designated as the Policy Manager for that particular Policy and should occur approximately every five (5) years.

All changes made to the FAM pursuant to these Procedures will be maintained by the Faculty Senate through its By-Laws Committee in accordance with Article V, Section 3 of the Faculty By-Laws.

**14.0 Amendments.**

This Procedure may be amended by the President at any time, in the exercise of his/her sole discretion, with notice provided to the Board of Trustees.

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*Approved by President: June 2009*

*Revision Approved by President: January 2013*

*Revision Approved by President: August 2015*

*Revision Approved by Board of Trustees: January 2017*