

**COLLEGE OF CHARLESTON  
BOARD OF TRUSTEES**

President's Board Room  
College of Charleston  
Charleston, South Carolina

April 16, 2009  
8:30 a.m.

Presiding:  
Marie M. Land, Chair

Members of the Board Present: Mr. J. Philip Bell, Mrs. Demetria Noisette Clemons, Dr. L. Cherry Daniel, Mr. Frank M. Gadsden, Mr. James F. Hightower, Mr. G. Lee Mikell, Mr. Lawrence R. Miller, Mrs. Annaliza O. Moorhead, Mr. Gregory D. Padgett, Dr. Sam Stafford III, Mr. Joseph F. Thompson, Jr., and Mr. John B. Wood, Jr.

Conference Call: Mr. John H. Busch and Mr. William D. Johnson

Absent: Mr. Donald H. Belk

Others in attendance: President George Benson; Drs. Elise Jorgens, Provost; Beverly Diamond, Associate Provost; and Bob Cape, Senior VP for Information Technology; Messrs. Mike Haskins, Executive VP for External Relations; Jack Huguley, Director of Alumni Relations; Joe Hull, Director of Athletics; Sam Jones, Director of Budgeting and Payroll Services; David Hay, President, Alumni Association Board; Steve Osborne, Executive VP for Business Affairs; Daniel Ravenel, Alumni Association Board; Jonathan Ray, Special Events Coordinator; Tom Trimboli, Senior VP for Legal Affairs/General Counsel; George Watt, Executive VP for Institutional Advancement; and Victor Wilson, Executive Vice President for Student Affairs; Mses. Jane Benson, First Lady; Priscilla Burbage, Vice President, Fiscal Services; Sherrye Carradine, Assistant Counsel; Shirley Hinson, Director of Government Relations; Elizabeth Kassebaum, Secretary to the Board of Trustees; Monica Scott, VP for Facilities Planning; Deni Mitchell, Senior Executive Assistant to the President; Seaton Brown, President, Student Government Association (2008-09); and John Capelle, President-Elect, Student Government association (2009-10); Dr. Joe Kelly, Speaker of the Faculty; Mr. Mike Robertson of the Media Communications Office, and Jaryd Rentz, *George Street Observer* Reporter.

(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).

The regular meeting of the College of Charleston Board of Trustees was called to order at 8:30 a.m. by Chair Land.

**WELCOME AND INTRODUCTIONS:**

Chair Land briefly introduced new employees. Detailed bios can be found behind Tab II of the Board Book.

Dan Ravenel will be elected by the General Assembly on Wednesday, April 29, to serve as a member of our Board of Trustees At-Large Seat 13. Dan's Board Member Orientation will be on Tuesday, May 26, and all Board members are welcome to attend.

Deanna Caveney will become Interim Associate Provost for Faculty Affairs effective July 1, 2009.

Beverly Diamond will become Interim Provost effective July 1, 2009. Chair Land expressed the Board's profound appreciation of Elise Jorgens for her service as Provost and Executive VP for Academic Affairs.

Ron Menchaca, Director of Executive Communications.

Ashleigh Parr, Compliance and Student Enrollment Eligibility Officer.

John Capelle, President-Elect of Student Government Association for the 2009-10 academic year.

Judy Steele, Assistant Director of Disability Services, with the assistance of Marnette Bowen, Technology Coordinator in Student Affairs, will present a Power Point Presentation regarding the SNAP Program later in the meeting.

Jaryd Rentz, *George Street Observer*, who will take photos this morning.

**APPROVAL OF MINUTES:**

It was moved (Thompson), and seconded (Bell), that the January 30, 2009 Board Meeting Minutes be approved. All in favor.

## **PRESIDENT'S REPORT:**

President Benson thanked Marie and John Land for the Barbecue Supper at Dixie Plantation last evening.

President Benson presented an update on the Strategic Plan. The draft Umbrella Plan was presented at the last Board meeting. The process includes hearing the presentations of the schools and various individuals. Diane Culhane, volunteer, is helping to facilitate the plan's production. The process will continue into May and the umbrella plan will be rewritten to include information received from the various presentations. The plan should be presented for Board approval in August or September.

President Benson held his first Town Hall meeting for students earlier this month. He plans to hold them every semester in the future. Also, he plans to have these Town Hall meetings for the staff as well once or twice a year.

Effective immediately, the Diversity Office will report to Tom Trimboli and the Office of Legal Affairs. A search will be underway shortly for a Director of Diversity.

The search for an Executive VP for Academic Affairs/Provost is underway. The Search Committee, led by Dean Fran Welch, is working with the search firm Witt/Kieffer. The committee hopes to select semi-finalists by the end of June with finalist interviews on campus in late August to early September.

The search for the Dean of the School of Sciences and Mathematics is well underway. The Search Committee, chaired by Dean Cynthia Lowenthal, has completed its work. Over 50 applications were received, telephone interviews were conducted, and three candidates were invited for campus interviews. One of the three candidates, currently at Cornell University, has been invited back to campus for a second interview in May.

President Benson informed the Board that Jane Benson and Monica Scott accepted the Horticulture Award on behalf of the College at the Charleston Museum on April 13. The Charleston Horticulture Society presents four awards annually to outstanding trees in the community – Residential, Commercial, Public and Ecclesiastical. The College received the "Public" Award category for the Cistern oaks.

And finally, he thanked all trustees for their attendance at basketball games, etc. throughout the academic year.

## **POWER POINT PRESENTATION – SNAP PROGRAM:**

Judy Steele, from the Center for Disability Services, with assistance from Marnette Bowen, presented a Power Point Presentation on the SNAP Program (Students Needing Access Parity).

Chair Land thanked Judy for the great presentation and indicated that she is very proud of what they are doing for our students.

## **EXECUTIVE COMMITTEE:**

Trustees Marie Land (chair), Philip Bell, Cherry Daniel, Lee Mikell and Joe Thompson attended the meeting. Others in attendance were President Benson, Shirley Hinson, Steve Osborne, Monica Scott, Tom Trimboli, Elizabeth Kassebaum, and Betty Craig.

Chair Land presented the following committee report:

### **Voluntary Board of Trustees Outreach Efforts:**

Elizabeth Kassebaum introduced the Board to the new "Voluntary Board of Trustees' Outreach Efforts" that have been established whereby Board members can utilize their experience and professional expertise to become more involved in activities such as:

(1) Speakers in your hometown: Mike Haskins created an "Experts Guide" of speakers on campus. If any Board member is interested in having one of these speakers come to their hometown to speak to a club, i.e., Rotary, in their area, please contact the Board Secretary's office, and they will be happy to coordinate with the speaker.

(2) Mentor Program: Elizabeth is working with the Academic Affairs Office and the Office for the Academic Experience to begin this program in the fall.

(3) Donor Stewardship Program: Most of the Board members may already be doing this. They may be interested in contacting a community leader in their area who would like to host a donor/stewardship event.

(4) Legislative Advocacy Efforts: The College requests the support and participation of the Board members in these efforts to the extent they are able to attend. These include receptions for elected officials to increase their familiarity with our institution.

(5) Participation in Admissions Events: It often requires one-on-one contact to encourage students to attend the College. For example, John Newell is inviting the 40 students accepted into the Honors Program to become members of the William Aiken Fellows Society. If any Board members know any of the students, they are encouraged to contact them because it is important to get the College's name out there early. Chair Land asked that the list of students with contact information be divided among the Board members. The list, separated by in-state and out-of-state students, will be sent to the Board next week. A letter from a Board member might be helpful.

(6) Students, Faculty, Staff Recruitment

(7) Special Committee Assignments to Study Specific Topics

Elizabeth briefly explained the outreach program, but it will be presented in more detail at the August Board meeting. All these activities are voluntary. It is a work in progress that will provide the Board with the opportunity to engage more purposefully in the outreach efforts of the institution to a variety of constituencies. Some of these items will cost a small amount of money, i.e., mileage, etc., but the resources expended will more than make up for it. Plans are to have the program in place by the 2009-2010 academic year.

### **Regulatory Reform Legislation:**

Steve Osborne provided the Board with information regarding the new Regulatory Relief Legislation (H.3365) and the significant impact it may incur on the role of the Board of Trustees in a variety of institutional decisions.

The Legislation includes the following three areas:

- (1) HR
- (2) Capital Improvement Process
- (3) Procurement Code

Status of the bill:

- Passed the House at this point.
- Referred to the Senate Finance Committee: Obstacle facing the bill is that it is behind the Budget Bill in the Senate Finance Committee. Therefore, until the Budget Bill is completed, the Senate Finance Committee won't make any decisions about the Regulatory Relief Bill. There may be possible debate by the Ways and Means Committee.

This new bill will eliminate the Budget and Control Board in the approval process for HR matters (reductions in force, salary increases, etc.). The Board of Trustees will become the final approval authority.

In addition, this new bill will eliminate the Budget and Control Board in the approval process for Capital Improvements and will require the Board of Trustees to become the final approval authority as well. This may require that an occasional telephone Board meeting be scheduled to obtain Board approvals of some of these projects.

Regarding the Procurement Code, small purchases will change from \$2,500 to \$10,000. This will reduce solicitation and advertising which will add cost savings.

### **AUDIT COMMITTEE:**

Trustees Larry Miller (chair), Philip Bell, Marie Land, and Joe Thompson attended the meeting. Staff members attending the meeting included Steve Osborne, Tom Trimboli, Sherrye Carradine, and Gail Long.

Mr. Miller presented the following committee report:

The committee reviewed peer data related to the number of days of cash on hand which was provided by Elliott Davis. This calculation represents the number of days which the College could fund general operations using cash reserves based upon current operating expenditures.

The peers included:

- Appalachian State University (63.0)
- Winthrop University (61.8)
- University of Mary Washington (43.9)
- Northern Iowa University (34.3)

The average number of days of cash on hand for these four institutions at June 30, 2008 was approximately 51 days. The College of Charleston's cash balance was approximately 54 days.

The Committee reviewed the Management Letter issued by Elliott Davis for the June 30, 2008 independent audit. This letter included comments, observations, and recommendations on the financial controls and procedures at the College.

Gail Long reviewed the audit report for the St. Philip Street Parking Garage.

Gail Long reviewed the Audit Plan with the Committee.

**AD HOC COMMITTEE ON INFORMATION TECHNOLOGY:**

Trustees Frank Gadsden (chair), Cherry Daniel and Lee Mikell attended the meeting. Staff members attending the meeting included Bob Cape, Priscilla Burbage, and Andrew Bergstrom.

Mr. Gadsden presented the following committee report:

Priscilla Burbage reviewed the BATTERY Project. The April 6 Flash Report showed the status of the Finance Team was "at risk" tending toward "in jeopardy." The initial vendor consultant for Finance has been replaced and the team has since re-focused and accelerated even more their pace of work. While Finance goes live July 1, Procurement goes live June 1 to enter purchase orders relevant to next fiscal year. Technology is in 'at risk' condition due largely to what is thought to be a yet-to-be resolved performance bug in the code that copies enormous quantities of information from the legacy system to the new BATTERY environment. The duration of this nightly task must be significantly shortened.

The BATTERY Executive Steering Committee has approved change requests to proceed with purchase and implementation of:

- SciQuest, a remote-hosted front end to purchasing that provides user convenience and routine access to highly leveraged pricing for many, but not all, College purchases.
- Star Rez, a housing system as a mandatory replacement for the current housing application that is unsupportable in the new BATTERY complex.
- Clean Address, an application that confirms validity of all addresses input to BATTERY and conforms them to U.S. Postal standards to secure the best possible postal rates.

The Executive Steering Committee continues discussion of a second document imaging change request from Legal Affairs, this for implementation that would store Legal Affairs' document images on a device located in their offices.

Change requests were anticipated in the BATTERY budget from the outset, knowing that the selected ERP vendor could not possibly meet all the College's application requirements.

The BATTERY project is on schedule. The Committee reviewed high-level Gantt charts portraying the Finance go-live schedule as well as the overall timeline extending through 2010 for all the project go-lives.

The Data Center power, cooling, generator and uninterruptible power source project is substantially complete, affording a much improved Data Center environment for hosting the 40+ BATTERY servers.

Information Technology has contributed to the work of the College Privacy Committee, notably in the creation of a standing Information Security Committee to advise the Senior VP/CIO on all matters relating to information security at the College of Charleston. The Committee's goal is to maintain an environment that safeguards institutional information and affords information privacy as set forth in the College Privacy Policy.

The College may elect to address PCI (Payment Card Industry) compliance requirements by contracting with an external vendor for all credit card processing. This would be done under the auspices of an anticipated BATTERY change request.

Bob Cape has been meeting regularly with the CIO's of MUSC and The Citadel to explore ideas for reducing costs, sharing resources, and other forms of mutually beneficial collaboration.

Andrew Bergstrom provided the Committee with a live demonstration of the College's new prototype web pages which are designed for external audiences and incorporate College-strategic themes, uniformly coherent look and feel, strong images, and easy navigation. The web pages afford a very dynamic user experience using social networking tools and links to Facebook, Twitter, and many more.

Bob Cape made a special note of the extraordinarily competent management of the BATTERY project provided by Priscilla Burbage.

#### **FINANCE COMMITTEE:**

Trustees Joe Thompson (chair), Philip Bell, and Frank Gadsden attended the meeting. Staff members present included Steve Osborne, Priscilla Burbage, Sam Jones, Elise Jorgens, Beverly Diamond, Joe Kelly, Norris Preyer (Faculty Senate Budget Committee Chair), and Shirley Hinson.

Mr. Thompson presented the following committee report:

Sam Jones reviewed the budget adjustments reflected through March 31, 2009. There were four adjustments affecting the bottom line budget, the most significant being the 7% state budget reduction authorized by the Budget and Control Board on December 11, 2008. There were also the ordinary realignments within operating divisions which do not affect the bottom line.

**The Finance Committee moves that the resolution to approve the budget adjustments for the quarter ended March 31, 2009 be approved as presented behind Tab VII of the Board Book. All in favor.**

Steve Osborne updated the committee on current capital projects including the Arena, School of the Arts, Science Center, and Randolph Hall. Additionally, he discussed the state budget and stimulus funds.

There was a discussion of the current Convocation Fee and Program. The committee agenda included an item for an increase in the Convocation Fee, however, the increase is still under study. No action was taken.

Steve Osborne discussed two items that will require Board action.

The first is the Identity Theft Protection Program and Red Flag Policy and Procedures. This program is designed to, and is the Policy of the College, to detect, prevent, and mitigate identity theft in connection with the opening and maintenance of College Covered Accounts that are established by and for the benefit of Account Holders who are students, faculty, or administrative staff.

**The Finance Committee moves that the resolution to approve the “Identity Theft Protection Program and Red Flag Policy and Procedures” be approved as presented behind Tab VII of the Board Book. All in favor.**

The second is a resolution to allow Fire Safety Officers to participate in the South Carolina Police Officers Retirement System.

**The Finance Committee moves that the resolution to approve the “Application for College Firefighters Inclusion in the South Carolina Police Officers Retirement System” be approved as presented behind Tab VII of the Board Book. All in favor.**

#### **FACILITIES COMMITTEE:**

Trustees Jimmy Hightower (chair), Cherry Daniel, Dwight Johnson, Marie Land, and Lee Mikell attended the committee meeting. Also attending were Monica Scott; Susan Morrison, Associate Provost; Tom Trimboli; Sherrye Carradine, Legal Affairs; John Cordray, Deputy Director of Engineering; Allyson Goff, Business Affairs; and Ralph Beatty.

Mr. Hightower presented the following committee report:

#### **Monica Scott provided the committee with a current project update:**

- Johnson Center – on schedule for completion in June 2009.
- Cato Center – The roof installation is 90% completed and window installation is in progress. The contractor projects completion by August 12, although mid-September is probably more realistic.
- Dixie Plantation – The survey, environmental analysis, master plan and rezoning are complete. Demolition of the pool and tennis courts is complete. The Strategic Planning Committee has a draft report ready which has been given to President Benson. An update of the Master Plan will begin May 19.
- Craig Cafeteria Renovation – Palmetto Construction Group has been awarded the bid and has come in below the construction estimate. Construction should begin the week of April 20. We are hoping for Platinum Certification which is incorporated into the budget. The area will be used to consolidate all of admissions.
- Randolph Hall/Porter’s Lodge – Mashburn NBM Construction and Blanchard Construction prequalified, and we have pre-qualified four subcontractors. No one has submitted bids for windows and doors to date. One year completion date scheduled for



June 2010, and it will be completed in phases with the Cistern side first. We received final numbers from consultants today and are now constructing base bids.

- Arena – on schedule. There are areas on the basketball floor that need resurfaced. They are mainly high traffic areas and maintenance will be done after the season has ended.
- Sottile Theatre Marquee – the final study is completed and is being reviewed by President Benson.
- 34 George – has been demolished and we are waiting on final approval and summer to construct a parking lot before fall.
- 72 & 74 George – need total renovation. We are getting cost estimates and BAR approvals. A final report with estimated costs will be completed soon. These buildings currently house the English Department.
- Science Center – Building skin is 75% complete with window installation in progress. It is estimated to be completed by November 2009 with classes beginning in January 2010. The quality of work is exceptional.

Some precautions regarding traffic are under consideration – new traffic light at George and Coming as well as an upgraded crosswalk at Coming and Calhoun, similar to that at St. Philip and Calhoun Streets.

**John Cordray provided the committee with the following report:**

- Bell Building – the electrical upgrades have been completed for the BATTERY Project.
- The campus in general has approximately \$100,000,000 in deferred maintenance. The Physical Plant will be ready for dry run with Steve Osborne in the near future.
- Stimulus Money – we are ready to go with a list for the \$439,000 awarded in energy stimulus money; e.g. upgrading lighting systems in the Bell Building and other energy-related projects.

Mr. Hightower informed the Board that this year we plan to rent a stage for the spring commencement. We are looking at designs to purchase one in the future.

Break at 9:55 a.m.

Meeting reconvened at 10:10 a.m.

## **JOINT MEETING OF THE INSTITUTIONAL ADVANCEMENT COMMITTEE AND THE FOUNDATION FUND-RAISING AND ADVANCEMENT COMMITTEE:**

Trustees Greg Padgett (chair), Larry Miller, and John Wood, along with Foundation Board members David Hay, Ted Legasey and Ben Marino. Institutional Advancement Staff in attendance: Tracey Bible, Director of Foundation Financial Services; Cathy Mahon, Interim Associate Vice President of Development; David Masich, Interim Associate Vice President of Development; Nina Marsh-Thomas, Donor Relations Coordinator; George Watt, Jr., Executive Vice President of Institutional Advancement; and Sheila Vanek, Development Administrator.

Mr. Padgett presented the following committee report:

### **End-of-Year Fundraising Reports:**

Total new commitments for the first quarter of 2009 were \$809,923 compared to the \$1.2 million in 2008. New Commitments were down 34%. The reason for this was that in 2008 we booked a \$250,000 pledge from Post & Courier Foundation for Dixie and we had the Legacy Seating Program for the Cougar Club.

Cash receipts for the first quarter, which include restricted and unrestricted dollars, were \$920,186 compared to \$788,308 the first quarter in 2008. Cash Receipts were up 13% primarily due to an increase in pledge payments for the Annual Fund and one of our larger annual gifts of \$75,000 for the Beatty Scholarship came in the first quarter this year, versus second quarter in 2008.

Revocable Planned Gifts for the first quarter of 2009 were \$120,000 – up 20% compared to \$100,000 during the first quarter of 2008.

Tracey Bible reported that the Endowment Portfolio on December 31, 2008 showed a balance of \$39.4 million. By the end of March 31, 2009, the balance was \$37.7 million, leaving a first quarter loss of -5.4%.

The College of Charleston Alumni Association had a little over \$237,000 in an investment account. They voted to place these funds with the Foundation to establish an endowed scholarship.

### **Annual Giving Plan 2009-2010:**

Cathy Mahon presented the committee with her four (4) primary goals for the future - Annual Giving #1, Stewardship, Alignment with Strategic Priorities, Develop Systems and Build Staff. Cathy noted that to accomplish the Campaign goals they must:

- Focus on building our technology resources.
- Financially, the goal is to raise \$1.5M unrestricted dollars.
- Study and build on historical fundraising results, benchmark with other institutions and against national donor trends.
- Present giving opportunity an average of three times this year to “solicitable” donor base, approximately 80,000 alumni friends, corporations and parents.
- Utilize multiple, coordinated and targeted special drives.
- Segment appeals by donor affinity, such as School of Business vs. School of Humanities, Alumni, class year vs. all grads; e-solicitation vs. Cougar Call Center; continuous years of giving vs. “non-donor” appeal. Over 50) appeals scheduled this year using donor-centered approach.

- Increase the number of Development “field officers” making both major and annual gift solicitations to ten compared to four last year.
- Create a hierarchy of contacts to reach out to key stakeholders early.

**Stewardship:**

George Watt presented an update on the Stewardship activities. He stated they would continue with the Cistern Society – our planned giving donors, boost up the 1770 Society, initiate a systematic plan for \$50,000+ cumulative donors of record since 2004. Also for 2009 they plan to create a new recognition society for \$10,000+ annual giving.

**STUDENT AFFAIRS COMMITTEE:**

Trustees Annaliza Moorhead (chairing the meeting) and Sam Stafford were joined by Victor Wilson, Marjorie Thomas (Assistant VP for Student Affairs), Seaton Brown, John Capelle, Deni Mitchell, and Susan Hartman (Assistant to the Executive VP for Student Affairs).

Because Ms. Clemons was absent at the committee meeting, Annaliza Moorhead presented the following committee report:

**Report on March 12 Alcohol and Other Drug Presentation to Senior Administrators:**

Victor Wilson reported that Student Affairs senior administrators from the College of Charleston, The Citadel, Trident Tech, and Charleston Southern discussed alcohol and other drug student issues, resources, and ways that campuses can assist each other. It was also emphasized when incidents occur in downtown Charleston, they are certainly not attributed only to the students at the College of Charleston.

**Student Membership Drive for 100<sup>th</sup> Anniversary of NAACP/Create Chapter for Campus:**

With the Office of Institutional Diversity on hiatus, students consulted Student Affairs in initiating a membership drive while working with the local Charleston branch of NAACP. The formation committee is planning a kick-off of the Chapter in June followed by the beginning of a student organization in August 2009.

**Recreational Sports Facility Update:**

The need for a Recreational Sports Facility is being proposed by Student Affairs in the strategic planning presentation. Also, a meeting with members from the School of Education, Health and Human Performance and Institutional Advancement has prompted a request to consider the need for a feasibility study and also a document to be created should an interest arise from a potential donor. Currently, the East Shore Athletic Club arrangement is still in place for students to work out, but there is an ever-growing need for facilities and intramural fields which would also have a positive affect on recruitment and retention.

**Announcements:**

- Assistant Director of Student Media - This position in Student Life is in the application phase.
- The March 31 ExCel Awards was successful in recognizing students, faculty, staff, and the community in promoting and improving multicultural awareness.
- The Greek Alumni Council was recently formed and aims to attract alumni involvement.

- Town Hall Meeting on April 6 with President Benson offered a valuable exchange of information and was an opportunity for students to speak with the Executive Vice Presidents and Senior Vice Presidents.
- Collaboration with Development Office – Student Affairs continues to build on their relationship with Institutional Advancement, offering many resources and opportunities to attract fund raising in support of student programs.
- Dance Marathon held February 6-7 raised over \$70,000 for MUSC Children’s Hospital.
- Upward Bound sponsored the April 1 Jazz Benefit Concert in support of its programs.

**Annaliza Moorhead made the motion, seconded by Sam Stafford, that the Board approve the resolution regarding crime prevention, “Mutual Agreement with the City of Charleston Police Department,” as presented behind Tab X of the Board Book. All in favor.**

**Student Government Association:**

Seaton Brown introduced John Capelle, President-elect for the Student Government Association, who presented an overview of his platform which specifically includes involvement in continually improving the in-state reputation for the College of Charleston. Other initiatives include each senator personally adopting an issue or grievance for resolution, creating a Think Community for ideas to support students, establishing a 24-hour study area for hours when the Library is not available, and instituting Home Stay, an opportunity for members of the community to host exchange students in their homes, and scheduling an increased number of tailgates.

Seaton Brown reported plans for scheduling the Town Hall Meeting with the President once each semester. The SGA elections for 2009-2010 had a 17% participation rate (up from 13%), but the sophomore elections experienced technical difficulties, causing them to be rescheduled.

A Rave to celebrate the end of the semester is again anticipated for April 30 in the Library. Greek Week ends April 19 and through expansion, the following new colonies were added this year: Phi Gamma Delta and Sigma Alpha Epsilon.

**ACADEMIC AFFAIRS COMMITTEE:**

Trustees Cherry Daniel (chair) and Marie Land attended the meeting, along with Elise Jorgens, Raymond Barclay (Associate VP and Director of Institutional Research), Don Burkard (Associate VP for Enrollment Planning), Sherrye Carradine, Deanna Caveny, David Cohen, Beverly Diamond (Associate Provost for Faculty Administration), Susan Morrison (Associate Provost for Operations and Administration), Ashleigh Parr, Alison Piepmeier, Kay Smith (Associate VP for Academic Experience), Joe Kelly, and Tom Trimboli.

Dr. Daniel presented the following committee report:

**Provost's Report:**

Provost Jorgens announced the winners of several awards which will be presented on Tuesday, April 21:

- The Distinguished Teaching Award will be presented to Deborah Jeter (Math)
- The Distinguished Research Award will be presented to Scott Peeples (English)
- The Distinguished Service Award will be presented to C. Michael Phillips (Library)
- The Distinguished Advising Awards will go to Diane Cudahy (Teacher Education & Teaching Fellows), Liz Jurisich (Math) and Duncan Munro (Biology)
- The Distinguished Teacher/Scholar Award recipient is Susan Farrell (English)

Two faculty members have been awarded a Fulbright Award:

- Scott Peeples (English) received a Fulbright Specialist grant to present his research on Edgar Allen Poe at an international Poe conference
- Robert Westerfelhaus (Communication) will spend a year teaching and doing research at Maria Curie-Sklodowska University in Lublin, Poland.

Thirty-six faculty were granted tenure and/or promotion or renewed as Senior Instructors.

Thirty-two faculty were approved for a Sabbatical in the 2009-2010 academic year.

New Faculty Retirees include eleven who have been extended *emeritus* status plus two additional faculty. Also, the late Dr. Bill Moore was planning to retire this summer.

The General Education proposal did not pass last year, but it did lead to the formation of a General Education Committee which is focusing on whether the courses accomplish the goals and is proposing incremental changes. Two changes in the General Education Curriculum were approved by the Faculty Senate on April 7, 2009.

- The first is the implementation of a four-credit intensive writing class to replace the two-semester, three-credit each, ENGL 101-102, combined literature and composition courses currently offered. This will also lead to a significant reduction in the number of adjuncts employed by the English Department. Research has shown that this is a more effective means of providing a strong basis in writing. A goal for the future is the introduction of a writing-intensive requirement in each major.
- The second change is for the History requirement which will require a student to have one course from the pre-modern period and one from the modern period. These courses can come from a broader selection, including those offered in other departments. They can also be taken in either order and in numerous combinations permitting much more flexibility for a student.

**New Business:**

**A proposal for a new B.A. degree in Women's and Gender Studies** was presented and discussed. Alison Piepmeier, director of the existing minor, stated that no new resources will be required to implement the program since all are currently in place for the Minor. It is anticipated that there will be approximately 20 majors and 80 minors when the major is implemented. There being a lack of a quorum, a motion to approve this major was deferred until the full Board meeting.

**It was moved (Daniel), and seconded (Land), that the Board approve the proposal and resolution for a new B.A. degree in Women's and Gender Studies as presented behind Tab XI of the Board Book. All in favor.**

**A proposal for a new B.A. (and A.B.) major in International Studies** was presented for approval. David Cohen explained that the faculty member has already been hired on a reallocated line for next academic year. There being a lack of a quorum, a motion to approve this major was deferred until the full Board meeting.

**It was moved (Daniel), and seconded (Land), that the Board approve the proposal and resolution for a new B.A. (and A.B.) major in International Studies as presented behind Tab XI of the Board Book. All in favor.**

**A Resolution for awarding undergraduate and graduate degrees** was presented for approval. There being a lack of a quorum, a motion to approve this resolution was deferred until the full Board meeting.

**It was moved (Daniel), and seconded (Land), that the Board approve the resolution for awarding undergraduate and graduate degrees as presented behind Tab XI of the Board Book. All in favor.**

**Report – Changes in Convocation:**

Kay Smith described the proposed changes for Convocation. The author will not participate in the school opening Convocation, but instead be on campus for much more intensive activity approximately six weeks into the semester, corresponding with Parents' Weekend.

Convocation will be on Monday, August 24, 2009, 4:00 p.m., with academic regalia.

The author will speak on Friday, October 2, 2009, 4:00 p.m. – author hasn't been selected yet, but more information will be provided at the next meeting. Dr. Daniel encouraged the Trustees to attend.

**Report – Verification of Lawful Presence:**

Ashleigh Parr (Office of Accountability, Accreditation, Planning and Assessment) reported on the accomplishments to date in the Verification of Lawful Presence implementation. Approximately 7,000 students have been verified to date using data from FAFSA and the College's student employment records.

### **Speaker of the Faculty Report:**

Joe Kelly, Speaker of the Faculty, reported on the work of the Senate and other various faculty issues. Efforts are in progress to reduce the number of Faculty Senators from the current 82 to a more manageable number, to restructure faculty committees to make them more effective and bring the Bylaws and practice into agreement, and to move toward greater shared governance between faculty and administration. Other issues addressed include revival of the Faculty Club, improvement of retirement contributions by the College to optional retirement plans, distance education guidelines, the evaluation of teaching, the future of the Center for Faculty Development, and revisions to the Faculty Administration Manual. He noted that campus morale is fairly good in spite of the budget situation, in part because we have thus far suffered no furloughs or layoffs.

### **Admissions Report:**

Donald Burkard, Vice President for Enrollment Planning, reported that the Office of Admissions has been very aggressive in trying to increase yield of high caliber students by personalized communications with students and their families and by hosting a number of yield receptions as well as a first-ever Accepted Students Day.

And finally, Dr. Daniel noted that the committee toured the GIS Lab and the Hazards Center led by Geology professor Norman Levine. Dr. Daniel suggested that maybe when the new science center opens, they can go look at what the departments do.

### **ATHLETICS COMMITTEE:**

Trustees Dwight Johnson (chair), Philip Bell, and Jimmy Hightower attended the committee meeting. Also present were Deni Mitchell (for the President), Joe Hull (Director of Athletics) and Laura Lageman (Associate Director of Athletics/ SWA), Otto German (NCAA Compliance Coordinator) and Alys Anne Wiedeke (recording secretary).

Mr. Bell, in Mr. Johnson's absence at the full Board meeting, presented the following committee report:

### **Director of Athletics Joe Hull Comments:**

- Mr. Hull talked about Dr. Bill Moore, who passed away unexpectedly on March 25. It is a major loss for the College and the Athletics Department as he was the perfect Faculty Athletics Representative, the only one we ever had, who loved Athletics and had great credibility on campus with faculty. That credibility is very important. Job descriptions are being researched; some faculty members have already expressed an interest in the position; the President will appoint a new Faculty Athletics Representative soon.
- At the Southern Conference Spring meeting in May, Bobby and Susan Marlowe will be recognized with the Distinguished Service Award for the College of Charleston. Also, the SoCon has established a Graduate Scholarship honoring Dr. Bill Moore and the Board of Trustees have written a letter of acknowledgment and thanks to the Conference for that honor.
- The Director of Strength and Conditioning will be leaving the College at the end of May. He has done an excellent job for the College, and our teams are very well-conditioned. A search process is underway and a new director should be named in June.

- The Cougar Club Executive Director position – the search committee received 187 applications, narrowed the field to 65, and interviews should begin soon. The new director should be in place by June 1.
- Impact of the economy on Athletics: The SoCon already produced a Cost Containment package with a long list of items, such as reducing the number and size of championship tournaments, saving travel days with baseball doubleheaders, and more. The direct impact of the economy on C of C Athletics is uncertain at this time, but plans are being made for fundraising, ticket sales and sponsorships to be as profitable as possible; Mr. Hull is meeting with the radio producer next week about changes needed by the station to make the radio broadcasts more profitable.

### **Post-Season Basketball Review:**

After winning 27 men's basketball games, the team's RPI ended at 98. Discussions are being held about how to raise the team RPI and be included in NCAA post-season play; a conscious effort is being made to schedule teams in the top 100 to improve the RPI and post-season chances. The Southern Conference has never gotten a second team into the NCAA tournament. Playing top teams, such as North Carolina here next season, will produce many benefits. The Collegiate Basketball Invitational overall was positive and the cost is very little to play away games.

### **Compliance/APR Review:**

Otto German distributed updated statistics about the Athletics APR (Academic Performance Rate), a complex calculation based on maintaining academic eligibility, retention and graduation of scholarship athletes: the teams that had been penalized last year, Baseball and Men's Basketball, showed significant improvement for the year and C of C teams are going in the right direction. The new academic areas on the first floor of Carolina First Arena are very good for student-athletes' study hall, academic assistance and advising.

### **Sports Banquet April 27:**

The annual Sports Banquet will be held on April 27 in the Carolina First Arena.

### **New Revenue Sources:**

Mr. Hull discussed new revenue sources being developed, including courtside seats, mini-suites, marketing, sponsorships, signage and fundraising improvements.

**Year-to-Date Competition Review:** An up-to-date report on all teams was distributed to members.

### **Questions and Discussion:**

Members discussed the SoCon basketball championship games and the improved level of commitment from C of C athletes; members recalled the many contributions made by Bill Moore, as a volunteer on the public address microphone at more than 500 basketball games over 35 years; Mr. Hull also talked about the upcoming SoCon championships for golf, tennis and track & field.



## **GOVERNMENTAL AFFAIRS COMMITTEE:**

Trustees Lee Mikell (chair), Larry Miller, Greg Padgett, and Joe Thompson attended the committee meeting. Others in attendance include Steve Osborne, Shirley Hinson, and Alyson Goff, recording secretary.

Mr. Mikell presented the following committee report:

### **Local-level Funding Opportunities Update:**

Ms. Hinson informed the committee that Mr. Osborne and she were going to the Charleston County Council meeting this afternoon to discuss the College's application for a portion of the county's accommodation tax. The funds are used to help service the debt on the Carolina First Arena. Ms. Hinson stated it was unclear if County Council planned to eliminate or reduce the College's funding. During the meeting, Mr. Padgett spoke with Council Chairman Pryor who informed him that Council intends to assist the College in anyway it can.

### **Budget Update:**

Mr. Osborne informed the committee that the Senate Finance Committee had not imposed any additional budget cuts for K-12 and higher education in the FY 2009-10 budget. By doing so, the state will remain eligible to receive federal stimulus funds should they become available either by act of Governor Sanford or Congress. Mr. Osborne noted that as a result of no cuts to education, some state agencies received a 27.5% cut in the first Senate version. He also noted for the record that the House version of the budget, which included the federal stimulus funds, would allocate \$5.6 million to the College in FY 2009-10 and FY 2010-11. (Note: Subsequently, the approved amount is \$4.6 million).

### **Legislative Update:**

- **H3365 HEEPA (Higher Education Efficiency & Administrative Policy Act)**

Ms. Hinson noted the enormous efforts in successfully getting this legislation passed in the House. She noted there were three major areas of regulatory relief, which are human resources, facilities, and procurement. She noted the legislation increased the responsibility of the institutional boards. Mr. Miller noted there was some concern over the increased liability on board members. Ms. Hinson stated that General Counsel Tom Trimboli was exploring the issue.

Ms. Hinson stated the bill had been referred to the Senate Finance Committee, chaired by Hugh Leatherman. By all accounts, he has had a favorable response to the legislation. It was noted that it is highly unlikely the bill will pass this year, but there is a much better chance for passage next year.

- **Higher Education Study Committee Report**

Ms. Hinson informed the committee that the Higher Education Study Committee had released its report, which included four major goals for higher education. The plan includes two recommendation sections, one that requires funding and the other that does not. Senator Glenn McConnell has agreed to sponsor legislation to implement the initiatives that do not require funding.

### **ALUMNI RELATIONS COMMITTEE:**

Trustees John Wood (chairman), Frank Gadsden, Annaliza Moorhead and Sam Stafford attended the meeting, along with David Hay (President, Alumni Association Board). Staff members George Watt, Karen Jones and Jack Huguley (staff liaisons), and John Hartman (Assistant to the Director of Alumni Relations), also attended the meeting. Guests in Attendance: Chandra Fripp Vick, '74; Ryan Holmes, '01; and Meredith Chance.

Mr. Wood presented the following committee report:

### **Upcoming Events:**

- “A Charleston Affair” (April 25, 2009)  
The Alumni Reception, billed in 2008 as “A Charleston Affair,” is now considered the signature campus event held in the Cistern Yard. There were 989 registered as of April 16, 2009. In an effort to conserve resources and promote safety, the 2009 “A Charleston Affair” will include beer, wine and champagne only.
- “Doing the Charleston” in Baltimore/Annapolis (October 29, 2009)  
The Baltimore/ Annapolis chapter is one of the newer chapters – approximately 417 members. The most recent “Doing the Charleston” event was held on March 19, 2009 in New York City. There were 82 Alumni, parents, guests and Deans who attended. Mr. Wood thanked Dwight Johnson for attending this event. Also, Chair Land and her daughter attended.
- Student Alumni Associates 25<sup>th</sup> Anniversary Celebration (April 24-25, 2009)  
The Student Alumni Associates (SAA) was founded in 1984 by Tony Meyer. Their purpose was giving campus tours to prospective students and their families. SAA is celebrating its 25th anniversary this year. There are 383 SAA alumni, 22 of whom are on the planning committee.

### **Special bylaws changes meeting of the Alumni Association on March 23, 2009:**

President, President-Elect and Past President can now serve up to two consecutive one-year terms (changed from one to two). Therefore, Mr. David Hay will remain on the Board for another year. Two Vice President slots were added (changed from two to four). A new voting seat for a representative from the Graduate School Alumni Association was added.

### **Update on Alumni Association Chapters:**

There are 19 alumni chapters nationally. Three new chapters were formed in 2008 in Myrtle Beach, New Orleans and Baltimore/Annapolis. As of April 16, 2009, there have been 16 chapter events in 2009, with several more in the pipeline for the coming weeks. There were 46 chapter events in 2008 – 1,367 total attendees. Our most active chapters continue to include DC, New York, the Lowcountry and Atlanta. Chapter members will continue to help host send-off receptions in the fall and will be coordinated with the Admissions Office.

## **New Business:**

### **2009 Alumni Awards Recipients:**

**Alumni Award of Honor:** William V. Moore

Posthumously awarded for his 37 years of service to the College of Charleston as a professor, administrator and voice of the Cougars.

**Distinguished Alumna Award:** Arlinda Locklear, '73

Attorney in DC focusing on federal Indian law. First Native American woman to argue a case before the U.S. Supreme Court.

**Alumna of the Year:** Callie Shell, '83

Official photographer for TIME Magazine's coverage of the Obama campaign, former official photographer for Vice President Al Gore.

**Young Alumna of the Year:** Margaret Anne Florence, '01

Actress, singer. She has two movies soon to be released - one with Kevin Costner that was filmed partly on the College of Charleston campus. Currently, she is singing the lead in *The Fantastics* off-Broadway.

**Pre-Medical Society's Outstanding Service Award in Medicine:** Jonathan L. Cook, '88

Director of Dermatological Surgery, Duke Medical Center.

## **Delphi Society:**

This program will engage 75-100 student leaders determined through an application and interview process. An ideal philanthropic sponsor will be someone willing to fund this program at \$100,000 level over four years.

## **Career Services for Alumni:**

Mr. David Hay expressed the importance of raising awareness of the need for career services for alumni.

## **OLD BUSINESS:**

Elizabeth Kassebaum reminded the Board that the deadline for submitting the Statement of Economic Interest Disclosure form was April 15 and encouraged everyone to submit their forms on-line.

Also, Elizabeth reminded the Board that the special meeting of the Finance Committee is still scheduled for Monday, June 8, in the SCANA Board Room in Columbia, SC – thanks to Lee Mikell.

## **NEW BUSINESS:**

Lee Mikell read a resolution which recognizes Marie Land's years of distinguished service on the Board of Trustees. The resolution can be found behind Tab XV of the Board Book.

**It was moved (Mikell), and seconded (Bell), that the Board approve the resolution recognizing Marie Land's years of distinguished service and her election as first female chair of the Board of Trustees. All in favor.**

In response, Chair Land said, "It is an honor to serve."

Mike Haskins reported on External Relations. Mike has spent a lot of time working with Admissions on yield and retention. Therefore, he briefed the Board on his Power Point Presentation, “In Support of Recruitment, Yield and Retention.” (handout to all Board members).

Elizabeth Kassebaum mentioned a few housekeeping issues:

- It will be documented in the full Board meeting minutes when a Board member leaves/returns to the meeting room with regard to whether or not he/she was present for a particular Board voice vote.
- Mileage issues: If a Board member attends a reception, more specifically the Admissions Yield Receptions in their hometown, we will not automatically forward a mileage reimbursement form to them. However, if the Board members attend a function outside their hometown, we will plan to forward them mileage reimbursement request forms.
- Regarding event attendance during these tight economic times, the College will no longer be able to “comp” Board members’ attendance at athletic events, etc.
- A College Events list is at their places – the list includes the Nationally Competitive Awards Recognition Ceremony and the Reception for the Honors College which will be held at 3:00 p.m. today in Alumni Hall if anyone would like to attend.
- The Graduate School Commencement Ceremony will be held on Friday, May 8, and the Undergraduate Commencement Ceremonies will be held on Saturday, May 9.
- If Board members send an email to Elizabeth Kassebaum or Betty Craig and they don’t receive a response in a day or so, please call us because it may be that their email went into our junk mail.
- Betty Craig participated in an AGB Webinar regarding “Board Book” Professional Services – due diligence and strive for academic excellence. Because the BATTERY Project is coming on-line, we will not employ this company to set the program up for us.
- We are attempting to send electronically, rather than by U. S. Mail, as much information as possible to the Board members.
- Copies of *Crazy Horse* and the *Miscellany* are on the sideboard, and Board members are welcome to take a copy.
- Elizabeth asked Board members to notice the display in the cabinet because it changes with each meeting. This is another one of Jonathan Ray’s great ideas.

Chair Land reminded the Board members that SC-ETV will film a segment of “Making it Grow” on campus on Wednesday, April 22, which will include 57 Coming Street, 6 Glebe Street, and Rivers Green to show the development of landscaping on campus from very intimate to very public.

**At 11:35 a.m. Chair Land asked for a motion to resolve the Board into executive session for the purpose of considering contractual and personnel issues. Joe Thompson so moved. “Is there a second?” Cherry Daniel seconded. “All those in favor signify by saying ‘Aye’; all those opposed by saying ‘No.’”**

Break at 11:35 a.m.

Executive Session resumes at 11:45 a.m.

<sup>1</sup>Note for the Record: Dwight Johnson left the conference call at 11:45 a.m.

It was moved (Thompson), and seconded (Mikell), to come out of Executive Session. All in favor.

Regular session resumes at 1:05 p.m.

Chair Land stated for the record that no action was taken during Executive Session.

Demetria Clemons expressed concern regarding the Regulatory Relief Legislation as it relates to HR. She feels another committee might need to be established to handle issues surrounding the Regulatory Relief Legislation, especially HR issues. Steve Osborne indicated that Demetria is probably right in that we will possibly need additional committees. Chair Land agreed.

There being no further business, it was moved (Thompson), and seconded (Mikell), that this meeting of the Board be adjourned at 1:05 p.m.

<sup>1</sup>Note for the Record (page 21): Dwight Johnson left the conference call at 11:45 a.m.