

(Approved at October 23, 2015 Board of Trustees Meeting)
COLLEGE OF CHARLESTON BOARD OF TRUSTEES
UNIVERSITY OF CHARLESTON, SC
Randolph Hall Boardroom¹
College of Charleston, Charleston, South Carolina
August 7, 2015
9:00 a.m.

Presiding:
Gregory D. Padgett, Chair

Board Members Present: Mr. Donald H. Belk, Mr. John H. Busch, Mrs. Demetria Noisette Clemons, Dr. L. Cherry Daniel, Mr. Frank M. Gadsden, Mrs. Renee B. Goldfinch, Ms. Henrietta U. Golding, Mr. David M. Hay, Mr. Randy R. Lowell, Mr. G. Lee Mikell, Mr. Jeffrey M. Schilz, Dr. Edward L. Thomas, Jr., Mr. Joseph F. Thompson, Jr., Mrs. Ricci Land Welch, and Mr. John B. Wood, Jr.

Board Members Participating by Conference Call: Trustees Pansy King-Reid, Annaliza O. Moorhead, Toya D. Pound, and Renee B. Romberger

Others Present: President Glenn McConnell; Drs. Mike Auerbach (Dean, School of Sciences and Mathematics), Jeri Cabot (Interim Executive VP for Student Affairs), Bob Cape (Senior Vice President/Chief Information Officer), Alicia Caudill (Executive VP, Student Affairs), Amy McCandless (Dean, The Graduate School), Brian McGee (Interim Provost and Executive VP for Academic Affairs), Deanna Caveny-Noecker (Associate Provost/Faculty Affairs), Messrs. Michael Adeyanju (Director of Executive Communications), Mark Berry (Executive Director, Division of Marketing and Communications), Joshua Bloodworth (Vice President, Graduate Student Association), Michael Faikes (Vice President, Student Government Association), Sylvia Harvey (Trustee Emeritus), Jack Huguley (Director of Alumni Relations), Joe Hull (Director of Athletics), Sam Jones (Associate VP, Budgeting and Payroll Services), Todd McNerney (Speaker of the Faculty/Associate Professor, Department of Theatre and Dance), Steve Osborne (Executive VP for Business Affairs), Paul Patrick (Vice President for Administration and Planning), Mike Robertson (Senior Director of Media Relations), and George Watt (Executive VP for Institutional Advancement); Mses. Divya Bhati (Associate VP, Institutional Effectiveness and Strategic Planning), Priscilla Burbage (Vice President, Fiscal Services), Betty Craig (Executive Assistant to the Board of Trustees), Conseula Francis (Associate Provost for Curriculum and Institutional Resources and Associate Professor, English and African American Studies), Debbie Hammond (Senior Executive Administrator for the President), Shirley Hinson (Director of Government Relations), Elizabeth Kassebaum (Executive Secretary to the Board of Trustees and VP for College Projects), Valerie Morris (Dean, School of the Arts), Angela Mulholland (General Counsel), Ashleigh Parr (Chair, Staff Advisory Committee to the President), Dan Ravenel (President, Alumni Board), Monica Scott (VP for Facilities Planning), Teresa Smith (Director, Multicultural Student Programs and Services), JoAnn Throckmorton (Administrative Assistant), Katie Walker (Deputy General Counsel), and David Watson (Trustee Emeritus). Also attending were Greg Fisher (Information Technology), Liza Gearhead (Audio Visual Events Support Staff), Leslie McKellar (Photographer, College Publications), Ben Powers (Telecommunication Coordinator), and Roy Snipe (Audio Visual Events Coordinator).

¹In 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

Today in Alumni Hall, Chair Padgett introduced students from the SPECTRA Program, along with Teresa Smith (Director of Multicultural Student Programs and Services), and Joshua Hall, Class of 2014, one of the Head SPECTRA LEADERS. Joshua graduated with a B.S. in Elementary Education and was in the “Call Me Mister” Program.

- Preya Desai from Fort Mill, SC,
- Taylor-Ann Vega from Goose Creek, SC,
- Javier Polo from Elgin, SC,
- Kory Roberts from Anderson, SC, and
- Shambria Washington, a Lady Cougar.

Also, Chair Padgett introduced Stephanie Auwaerter, Director of Orientation; and Rebecca Starkes, an Orientation Intern. Rebecca is a Senior Communication major from Myrtle Beach, SC.

[Leslie McKellar took a group photo of Chair Padgett, President McConnell, Teresa Smith, Stephanie Auwaerter, and the students.]

And finally, Chair Padgett recognized the following employees/students:

- Divya Bhati, Associate Vice President, Institutional Effectiveness and Strategic Planning
- Alicia Caudill, Executive Vice President for Student Affairs
- Conseula Francis, Associate Provost for Curriculum and Institutional Resources
- Matt Heath, Baseball Coach
- Amy Orr, Director of Residence Life and Housing
- Michael Faikes, Vice President of the Student Government Association. Michael is a senior from Irmo, SC, majoring in Economics.
- Joshua Bloodworth, Vice President of the Graduate Student Association. Joshua, from Cope, SC, received his B.A. degree in Political Science with a Pre-Law Minor from Coastal Carolina and is currently earning his M.P.A. at the College.

[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 9:00 a.m. by Chair Padgett noting that the meeting notice has been posted and the press notified as required by the Freedom of Information Act.

Chair Padgett noted that, in an effort to allow Board members to exchange ideas and information with other members with whom they may not have regular contact, it was recommended that the Board table seating be adjusted. While the Executive Committee will continue to sit at the front of the table at today’s meeting, the other Board members are seated alphabetically by first name. At the October Board meeting, the Board members will be seated by years of service. Different seating arrangements will be determined for each Board meeting.

Chair Padgett welcomed everyone attending the meeting and noted that all Trustees were present except Trustees Pansy King-Reid, Annaliza Moorhead, Toya Pound, and Renee Romberger, who will participate by conference call.

Also, Chair Padgett acknowledged Sylvia Harvey and David Watson, Trustee Emeriti, who joined today’s meeting.

APPROVAL OF MINUTES:

It was moved by Trustee Lee Mikell, and seconded by Trustee Frank Gadsden, that the minutes of the June 15, 2015 Board Meeting be approved. The Chair called for the yeas and nays, and the Minutes were approved by voice vote.

It was moved by Trustee Don Belk, and seconded by Trustee Joe Thompson, that the minutes of the June 15-16, 2015 President/Board Retreat be approved. The Chair called for the yeas and nays, and the Minutes were approved by voice vote.

It was moved by Trustee Demetria Clemons, and seconded by Trustee Cherry Daniel, that the minutes of the June 24, 2015 Special Board Meeting be approved. 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:

- Back-to-School Picnic
- Convocation
- Top 10% Pilot Program
- South Carolina General Assembly Updates
- Mother Emanuel AME Church Tragedy
- Campus Safety and Emergency Preparedness
- New Financial Model
- North Campus
- Dixie Plantation
- BOUNDLESS Campaign
- Search Updates
 - Vice President of Alumni Relations
- Collaboration with the Student Government Association
- Organizational Restructuring
 - Residence Life will become two separate operational entities – a business function and a programmatic function
- Athletics

PRESIDENT'S DIVERSITY CAMPUS REVIEW COMMITTEE:

Trustee John Busch presented an update on the work of the President's Diversity Campus Review Committee. He reported that the committee meets monthly and has discussed the Emanuel AME tragedy and how the College can respond to our neighbors in trying to improve race relations.

It was proposed that the Committee create on-going dialogue to engage thought leaders to come together to decide what the College can do in this regard. The Committee is making progress and is waiting to hear from everyone on campus.

COMMITTEE REPORTS:

EXECUTIVE COMMITTEE:

Committee members present: Trustees Greg Padgett (Chair) and David Hay

Committee members participating by conference call: Trustees Demetria Clemons, Cherry Daniel, and Lee Mikell

Other Board members participating by conference call: Trustees Don Belk, John Busch, Frank Gadsden, Pansy King-Reid, Randy Lowell, Jeff Schilz, Eddie Thomas, and John Wood

Others present: President Glenn McConnell, Mark Berry (Executive Director, Division of Marketing and Communications), Jeri Cabot (Associate VP for Student Affairs/Dean of Students), Alicia Caudill (Executive VP, Student Affairs), Debbie Hammond (Senior Executive Administrator for the President), Shirley Hinson (Director of Government Relations), Elizabeth Kassebaum (Executive Secretary to the Board and VP for College Projects), Todd McNerney (Speaker of the Faculty and Professor, Department of Theatre and Dance), Angela Mulholland (general Counsel), Steve Osborne (Executive VP, Business Affairs), Paul Patrick (VP for Administration and Planning), Ben Powers (Telecommunications Coordinator), Katie Walker (Deputy General Counsel), JoAnn Throckmorton (Administrative Assistant), and Betty Craig (Executive Assistant)

Chair Padgett presented the following committee report:

The Executive Committee met on Wednesday, July 22, and approved the minutes of the April 7, 2015 and May 20, 2015 Executive Committee meetings.

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

ACADEMIC AFFAIRS COMMITTEE:

Committee members present: Trustees Cherry Daniel (Chair), John Busch, Demetria Clemons, Frank Gadsden, Renee Goldfinch, Toya Pound, and Jeff Schilz.

Other Board members present: Trustees David Hay, Randy Lowell, Greg Padgett, Eddie Thomas, Joe Thompson, and Ricci Welch

Staff Liaisons present: Brian McGee (Interim Provost and Executive VP for Academic Affairs)

Others present: President Glenn McConnell, Mike Auerbach (Dean, School of Sciences and Mathematics), Divya Bhati (Associate Vice President, Institutional Effectiveness and Strategic Planning), Jeri Cabot (Dean of Students), Bob Cape (Senior VP, Information Technology/Chief Information Officer), Alicia Caudill (Executive VP for Student Affairs), Deanna Caveny-Noecker (Associate Provost for Faculty Affairs), Andrea DeMaria (Assistant Professor, Department of Health and Human Performance/Faculty Student Affairs and Athletics Committee), Beverly Diamond (Senior Vice Provost), Trisha Folds-Bennett (Dean, Honors College), Jerry Hale (Dean, School of Humanities and Social Sciences) (?), Debbie Hammond (Senior Executive Administrator for the President), Elizabeth Kassebaum (Executive Secretary to the Board of Trustees), Amy McCandless (Dean, The Graduate School), Todd McNerney (Speaker of the Faculty/Associate Professor, Department of Theatre and Dance), Steve Osborne (Executive VP for Business Affairs), Angela Mulholland (General Counsel), Paul Patrick (VP for Administration and Planning), Antonio Tillis (Dean, School of Languages, Cultures, and World Affairs), Alan Shao (Dean, School of Business), Katie Walker (Deputy General Counsel), George Watt (Executive VP for Institutional

Advancement), and Fran Welch (Dean, School of Education, Health and Human Performance), and John White (Dean of Libraries)

Trustee Cherry Daniel presented the following committee report:

Chair Daniel 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.

Interim Provost's Report

- Dr. Brian McGee congratulated Professor Todd Mc Nerney on his re-election as Speaker of the Faculty.
- He welcomed Dr. Alicia Caudill, Executive VP for Student Affairs; and Dr. Divya Bhati, Associate Vice President for Institutional Effectiveness and Strategic Planning.
- He distributed a list of new roster faculty hired for the current academic year. The list includes 38 new faculty in tenure-stream positions or who hold the rank of instructor.
- No curricular proposals were presented, but Dr. McGee discussed approval of the MFA program in creative writing by a CHE committee, with full CHE approval anticipated in September; along with a proposed undergraduate major in real estate.
- Faculty/Administration Manual changes include the addition of the University Professor honorary rank and the inclusion of adjunct faculty in the College's governance structure for the first time, among others. Adjunct faculty provide one-third of the instruction provided at the College.
- He reviewed plans for Convocation and The College Reads! Program – a writing assignment is now part of The College Reads! Program.
- He informed the Committee that the Budget and Finance Committee will be considering a tuition adjustment for the Master of Science Program in Historic Preservation, a joint program of the College of Charleston and Clemson University.
- Grant funding has increased with the National Science Foundation being the largest source of funding.

Speaker of the Faculty's Report:

Todd Mc Nerney, Speaker of the Faculty, spoke briefly to the full Board regarding the tenure and promotion process.

Staff Advisory Committee to the President Report:

Ashleigh Parr, Outgoing Chair of the Staff Advisory Committee to the President, spoke briefly on behalf of the staff.

ALUMNI RELATIONS COMMITTEE:

Committee members present: Trustees Ricci Welch (chair), Don Belk, Demetria Clemons, Toya Pound, Renee Romberger (via conference call), and John Wood

Committee members absent: Trustee Pansy King-Reid

Staff Liaisons present: Jack Huguley and Karen Jones

Trustee Ricci Welch presented the following committee report:

Karen Jones updated the Committee regarding the backgrounds and professional expertise for the ten new members of the Alumni Association's Board of Directors.

Ms. Jones reviewed the sponsorship packet for the Alumni Awards Gala scheduled for November 19, 2015 at the newly renovated Gaillard Center.

Jack Huguley provided a summary report regarding the success of “A Charleston Affair” in May 2015. Plans for the 2016 “A Charleston Affair” are underway with an expanded footprint to include George and St. Philip Streets.

Further, Ms. Jones reported that the Alumni Association Board and the Alumni Relations staff closed the fiscal year with 100% participation in the College of Charleston Fund. And finally, she noted that Jack Huguley is leaving the College on October 2.

ATHLETICS COMMITTEE:

Committee members present: Trustees Jeff Schilz (chair), John Busch, Frank Gadsden, Randy Lowell, Renee Romberger (via conference call), Eddie Thomas, and Ricci Welch

Other Trustees present: Trustee David Hay

Others present: President Glenn McConnell, Vince Benigni (Faculty Athletics Representative), Mark Berry (Interim Executive Director, External Relations), Andrea DeMaria (Assistant Professor, Health and Human Performance), Darren Guensch (Assistant Women’s Basketball Coach), Debbie Hammond (Senior Executive Administrator for the President), Matt Heath (Head Baseball Coach), Joe Hull (Director of Athletics), Nola Henry (Women’s Basketball Student Athlete), Weston Ijames (Director of Business Operations for Athletics), T.J. Isaacs (Associate Director of Athletics/External Affairs), Elizabeth Kassebaum (Executive Secretary to the Board of Trustees/VP for College Projects), Laura Lageman (Associate Director of Athletics/Senior Women’s Administrator), Jackie Luna-Castro (Women’s Basketball Student Athlete), Todd McNerney (Speaker of the Faculty/ Associate Professor, Department of Theatre and Dance), Keith Merritt (Director of Academic Services for Athletics), Jessica Rodgers (Director of Marketing for Athletics), and George Watt (Executive VP, Institutional Advancement)

Trustee Jeff Schilz presented the following committee report:

Student Athletes:

Jackie Luna-Castro and Nola Henry of Women’s basketball spoke regarding their experiences at the College.

Guest Speaker:

Matt Heath, Head Baseball Coach, spoke regarding the importance of his players reaching their maximum potential.

Spring Wrap-Up:

Laura Lageman reported on the Spring 2015 season successes.

Athletic Director’s Comments:

Joe Hull presented an outlook for Fall 2015. Volleyball expects to compete for another CAA championship, and the soccer programs are expected to be more talented and more successful in a very challenging conference.

Patriots Point Update:

T. J. Isaacs presented an update on Patriot’s Point fundraising efforts.

Athletics Marketing:

Jessica Rodgers reported on the drive for greater student attendance. While last year's student attendance is down, the average is still near capacity for Men's basketball when they are on campus.

Academic Report:

Keith Merritt spoke regarding the Athletics Department's academic performance during the last five semesters. In the Fall Semester last year, there were 18 student-athletes with a 4.0 GPA and 260 student-athletes with at least a 3.0 GPA.

AUDIT COMMITTEE:

Committee members present: Trustees Henrietta Golding (chair), Don Belk, Joe Thompson, and John Wood (via conference call)

Committee members absent: Trustee Pansy King-Reid

Other Board Members present: Trustee Greg Padgett

Others present: Gail Long (Internal Auditor), Brian McGee (Interim Provost/Executive VP for Academic Affairs), Todd Mc너ney (Speaker of the Faculty/ Associate Professor, Department of Theatre and Dance), Angela Mulholland (General Counsel), Steve Osborne (Executive VP, Business Affairs), Paul Patrick (VP for Administration and Planning), and Katie Walker (Deputy General Counsel).

Trustee Henrietta Golding provided the following committee report:

Gail Long reviewed the following audit reports:

- Purchasing Cards, 1st Quarter, 2015
- Petty Cash Counts
- Central Stores' Physical Inventory Certification

Steve Osborne provided an update on the IRS payroll audit.

Brian McGee provided an update on the revisions to the Ethics Policy. The revised Ethics Policy has been posted on the Policy Website. Employees will be notified of the changes and reminded of the importance of adhering to the Ethics Policy.

Gail Long reviewed the status of the Audit Plan.

The Committee went into Executive Session to discuss an audit report involving employee reporting issues. No action was taken during Executive Session.

BUDGET AND FINANCE COMMITTEE:

Committee members present: Trustees Lee Mikell (chair), Henrietta Golding, David Hay, Eddie Thomas, Joe Thompson, and Ricci Welch

Committee members absent: Trustee Annaliza Moorhead

Other Board members present: Trustees Greg Padgett, Don Belk, Demetria Clemons, Cherry Daniel, Frank Gadsden, and Renee Goldfinch

Others present: President Glenn McConnell, Michael Adeyanju (Interim Director of Executive Communications), Jan Brewton (Director of Business and Auxiliary Services), Priscilla Burbage (VP for Fiscal Services), Jeri Cabot (Dean of Students), Alicia Caudill (Executive VP, Student Affairs), Julia Eichelberger (Professor, Department of English), Trisha Folds-Bennett (Dean,

Honors College), Debbie Hammond (Senior Executive Administrator for the President), Shirley Hinson (Director of Government Relations), Sam Jones (Associate VP for Budgeting and Payroll), Amy McCandless (Dean, The Graduate School), Brian McGee (Interim Provost and Executive VP for Academic Affairs), Todd McNerney (Speaker of the Faculty/Associate Professor, Department of Theatre and Dance), Valerie Morris (Dean, School of the Arts), Angela Mulholland (General Counsel), Steve Osborne (Executive VP for Business Affairs), Paul Patrick (VP for Administration and Planning), Mike Robertson (Senior Director, Media Relations), Katie Walker (Deputy General Counsel), and William Veal (Associate Professor, Teacher Education)

Trustee Lee Mikell presented the following committee report:

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

Steve Osborne reviewed the new contracts policy which rescinds and replaces all previous policies and delegations of authority relative to contracts. This policy sets forth the signatory authority and review requirements for contracts entered into on behalf of the College. Trustee Henrietta Golding asked that the Office of Legal Affairs develop a plan to notify vendors and/or other third parties of the new policy. **The Budget and Finance Committee moves that policy 2.3.1.1 “Authority to Contract and Required Review of Contracts” be approved as presented behind the Budget and Finance Committee tab. The Chair called for the yeas and nays, and the following Resolution was unanimously approved by voice vote. [Copy of Contracts Policy can be found at the end of these meeting minutes.]**

Steve Osborne and Brian McGee reviewed the joint Master of Science in Historic Preservation proposal for the setting of tuition for 2015-2016. As part of the Memorandum of Understanding, the Board of Trustees of both Clemson University and the College of Charleston are required to approve the tuition for the program. Clemson’s Board approved this tuition increase of 5% at its July 2015 meeting. In follow-up to that action, **the Budget and Finance Committee moves that the Resolution to change the tuition for Master of Science in Historic Preservation be approved as presented behind the Budget and Finance Committee tab. The Chair called for the yeas and nays, and the following Resolution was unanimously approved by voice vote.**

**COLLEGE OF CHARLESTON
UNIVERSITY OF CHARLESTON, SOUTH CAROLINA
RESOLUTION OF THE BOARD OF TRUSTEES
CHANGE IN TUITION FOR MASTER OF SCIENCE IN HISTORIC PRESERVATION**

August 7, 2015

WHEREAS, the College of Charleston (hereafter, “College”) and Clemson University jointly offer a Master of Science degree program in Historic Preservation (hereafter, “program”);

WHEREAS, a Memorandum of Understanding exists between the College of Charleston and Clemson University that addresses the operation of this joint degree program;

WHEREAS, the Memorandum of Understanding requires that the Board of Trustees for each institution must approve any increase in the tuition for the program;

WHEREAS, the program previously has charged a separate graduate tuition rate, consistent with management estimates of its actual costs for both institutions;

WHEREAS, the Clemson University Board of Trustees approved at its July 2015 meeting a tuition increase for the program; and

WHEREAS, the students of the program have already been advised that a tuition increase is anticipated for the 2015-2016 academic year;

NOW THEREFORE BE IT ---

RESOLVED, that, consistent with the previous action of the Clemson University Board of Trustees and effective with the 2015-2016 academic year, the tuition for the program leading to the Master of Science in Historic Preservation shall be \$14,700 per semester; and

RESOLVED, that College management shall provide timely notice of this approved tuition rate to the new and continuing students in the program, to the management of Clemson University, and to the academic leadership of the program for the University of Charleston, South Carolina, and for Clemson University.

Steve Osborne updated the Committee on the state budget revenue. The June 2015 General Fund revenue grew 13.2% over June 2014. June 2015 represented the largest revenue collections in state history. The June 2015 numbers reflected \$141 million excess over expected revenues. It is anticipated that there will be excess recurring revenues to start the FY 17 budget process. The College has already had preliminary conversations with House Ways and Means staff and is getting ready to begin work on the HWM presentation for FY 17.

Brian McGee reminded the Committee that there were ongoing discussions relative to the development of a potential proposal to institute program or school fees for two of the higher – cost schools. It is anticipated that a proposed plan will be presented at the October Board of Trustees meeting. It was requested by Board members that the information be distributed well in advance of the meeting in order to give members time to familiarize themselves with the details of the proposal.

Steve Osborne reviewed an updated presentation of “Bond Funding at the College of Charleston.” This outlines the types of bonds the College has used in financing various capital projects throughout the years. It addresses the current outstanding bonds, the annual debt service associated with these issues, and the pledged revenue streams used to support those payments. In follow-up to that discussion, Trustee Henrietta Golding asked that staff provide a debt retirement schedule reflecting the outstanding principal balances over the next several years. That information will be provided at the October Board meeting.

Jan Brewton provided an overview of parking operations. She covered the issues and challenges related to providing adequate and affordable parking to students and employees. She outlined the costs that are incurred in the operation as well as the challenges related to securing adequate spaces. She reviewed the rates for 2015-2016 which reflect an increase to both students and employees. It was suggested by committee members that a Parking Task Force be formed to gather additional information and understanding related to the operation.

Steve Osborne reviewed the Fall 2015 enrollment projections as they relate to the preliminary statistics from Admissions.

Board Chair Greg Padgett congratulated Priscilla Burbage and noted that he would be presenting her with her 40-year pin at the Back-to-School Picnic on August 19.

FACILITIES COMMITTEE:

Committee members present: Trustees David Hay (chair), John Busch, Randy Lowell, Lee Mikell, and Joe Thompson

Committee members absent: Trustees Henrietta Golding, and Annaliza Moorhead

Other Board members present: Trustees Cherry Daniel and Jeff Schilz

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), Angela Mulholland (General Counsel), Steve Osborne (Executive VP, Business Affairs), Paul Patrick (VP for Administration and Planning), Jennifer Stevens (Administrative Assistant), and Katie Walker Deputy General Counsel,

Trustee David Hay presented the following committee report:

Current Capital Projects Update:

Monica Scott provided the Board with a brief update regarding current capital projects:

- Dixie Plantation Field Stations – The two 3,500 sq. ft. field research stations at Dixie Plantation have been completed.
- Rita Hollings Science Center Renovation – The project went up for bid in July. The completion date is scheduled for Spring 2017.
- Jewish Studies Center Expansion – The project is currently on schedule for completion in Spring 2016. It will include a kosher/vegan kitchen and will add two floors of classroom and office space.
- Simons Center for the Arts Renovation – The first phase of design, the conceptual design portion, is complete. The College is currently looking at institutional funding for the project.
- Rutledge Rivers Residence Hall Renovation – It is in the second phase of design which includes construction documents, destructive testing, exterior brick replacement, interiors, etc. The building will be operational for the Fall 2016 semester.
- 176 Lockwood Drive Renovation – The College is in the design phase of this property. It will house Procurement, the Controller's Office, and the Riley Center. There are 102 parking spaces associated with the property. Engineers are currently looking at ways to mitigate flooding in the area so all spaces can be used.
- Parking RFP – There is a critical need for parking. The third parking RFP is currently out. The College has extended the mileage with a park and ride option, allowing for an extension of 1.5 miles up the peninsula. The RFP closes at the end of August. Additional parking options for students include Lockwood and the YWCA lot.
- Housing Renovations – Dorm repairs to the Kelly House stairwell are currently underway. Repairs to the McAllister façade will be underway soon. Both construction projects will be completed prior to students returning to campus. The John Rivers Communication Museum at 58 George Street is closed and will be vacated. There are concerns about volume of weight and the safety issues associated with it. The College is working to catalogue and preserve items of John Rivers' collection.

Executive Session:

The Committee went into Executive Session for a discussion of negotiations incident to proposed contractual arrangements and proposed purchase/lease of property on the peninsula. No action was taken during Executive Session.

GOVERNMENTAL AFFAIRS AND EXTERNAL RELATIONS COMMITTEE:

Committee members present: Trustees John Busch (chair), Cherry Daniel, Randy Lowell, Lee Mikell, Jeff Schilz, and Joe Thompson

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

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

Trustee John Busch presented the following committee report:

Outreach Initiatives

Shirley Hinson informed the Committee about outreach initiatives:

- The next “Day at the State House” will be February 16, 2016. The day will include the deans.
- The Legislative Reception will follow the “Day at the State House” in the evening.
- The President’s Fall Reception will be combined this year with state and local officials.

Legislative Update

Shirley Hinson distributed a summary of provisos and bills of interest to the College of Charleston. She added that the College did very well on the budget this past year. The College received recurring funds for Computer Science and Supply Chain Management and non-recurring funds for the Stern Center and maintenance.

Marketing and Communications Update

Mark Berry reported that in the month of June, the College had 17,975 media mentions.

The BOUNDLESS Campaign will encompass a more robust, integrated marketing campaign.

INFORMATION TECHNOLOGY COMMITTEE:

Committee members present: Chair Frank Gadsden, Trustees Renee Goldfinch, Eddie Thomas

Committee members absent: Trustee Cherry Daniel

Staff Liaison present: Bob Cape, Senior VP for Information Technology / CIO

Others present: David Desplaces, Chair, Faculty Education Technology Committee; Jamey Rudisell, Chief Information Security Officer; Aaryne Elias, Business Affairs and Facilities Planning; Joyce Wilson, Executive Assistant to Bob Cape

Trustee Frank Gadsden presented the following committee report:

Minutes of the April 23, 2015 IT Committee meeting were approved.

The meeting started late as Committee members were delayed by a severe thunderstorm at the time. Bob Cape discussed the reorganization of Information Technology as of May 1. Departments have been realigned to bring people that work closely together into a shared reporting structure. The

intent is to replace organizational silos with collaborative teams to enhance our efficiency and effectiveness.

The IT Budget and work plan is grounded in the Information Technology Strategic Advisory Committee (ITSAC) rolling three-year plan, with emphasis on the first year. For FY16 the IT

budget is level, unchanged with the exception of mandated increases. The anticipated non-recurring funds (same as last year) from the Lottery will be utilized for four important efforts:

- Migrate from Office 2010 (implemented in our Data Center) to Office 365 (implemented in the cloud), thereby addressing disaster recovery as a very beneficial side effect;
- Install additional fiber within, and connecting, buildings for capacity to meet rapidly increasing quantities of network wired and wireless traffic;
- Replace obsolete and/or beyond-end-of-life electronic equipment in the approximately \$15M College' inventory of deployed technology;
- License and deploy Service Management application software and new IT business processes that will significantly improve the quality of service and support that IT provides to the College community.

Important ITSAC objectives that cannot be addressed with available funding are:

- Investment in information security hardware and software to reduce genuine institutional risk. And move the College toward compliance with state policy requirements;
- Maintaining the familiar pace of classroom technology upgrades (also due to insufficient funding in Physical Plant to effect the repairs and renovations typically required as integral to technology upgrades);
- Change the implementation of OAKS, our learning management system, from operating on servers in our Data Center to being vendor-hosted in the cloud (this sustains our institutional risk of losing very significant revenue and student enrollment if a hurricane or other disaster should render our Data Center out of service for a few weeks).

Jamey Rudisell was introduced as Chief Information Security Officer; he presented information about information security exposures, threats, and risks as well as the proactive and preventive measures he leads to prevent, mitigate and respond to information security incidents.

It was agreed the presentation of the BoardEffect portal to the Trustees during the Thursday lunch went very well. College-owned iPads were distributed and Greg Fisher, with gentility and humor, showed how to view information posted into BoardEffect by the President's Office.

The College is required to receive telephone service from the state. The state is ending its support of its current antiquated telephone switch; the College is required to obtain future telephone service using one of three on-state-contract voice over IP (VoIP) vendors. This will be a major IT project as well as a culture change for the entire campus community.

Aaryne Elias, manager for MyCougarCampus project, gave an overview of the facilities management system, MyCougarCampus, which is slated for implementation by January 2017. The vendor is Assetworks and the primary modules include Space Management, Operations and Maintenance, Capital Planning & Project Management, Energy & Sustainability, then Condition Assessment & Needs Analysis.

INSTITUTIONAL ADVANCEMENT COMMITTEE:

Committee members present: Trustees Renee Romberger '81 (chair) (via conference call), Frank Gadsden '80, David Hay '81 (Acting Chair), Eddie Thomas '76, and John Wood '83

Committee members absent: Trustee Henrietta Golding '74

Staff Liaisons present: George Watt (Executive VP, Institutional Advancement), Robert Marlowe '71 (Senior VP, Economic Development), and Chris Tobin (VP for Development)

Volunteer Board Liaisons present: Fleetwood Hassell (Foundation Board)

Others present: President Glenn McConnell, Brian McGee (Interim Provost and Executive VP for Academic Affairs), Gibbon Miler '10 (Assistant Director, Economic Development), Valerie Morris (Dean, School of the Arts), and Emily Padgett '12 (Scholarship Program Coordinator)

Because Trustee Renee Romberger participated in the committee meeting via conference call, Trustee David Hay presented the following committee report:

George Watt reviewed the College's current Gift Acceptance Policy with suggested new amendments. **The Institutional Advancement Committee moves that the amended Gift Acceptance Policy be approved as presented. The Chair called for the yeas and nays, and the Amended Gift Acceptance Policy was unanimously approved by voice vote.**

[Note: The adoption of this policy requires a small Bylaws change to Section "U" of the College of Charleston Bylaws which will be approved by the full Board at the October Board meeting.]

Chris Tobin presented the fundraising results for fiscal year ending June 30, 2015. Approximately \$14.9 million was raised in new philanthropic commitments toward the fiscal year goal of \$14 million. Approximately \$2.47 million was raised in cash receipts to the campus-wide 13 annual giving program funds toward a fiscal year goal of \$2.58 million. Of that total, \$1,034,000 in cash was received for the College of Charleston Fund.

At Renee Romberger's request, George Watt shared information regarding Foundation-funded scholarships in fiscal year 2015 as well as a chart showing remarkable growth in private scholarship impact over the past several years.

Also, George Watt provided a brief update on the *Boundless* Campaign.

Renee Romberger mentioned opportunities for Trustees during the last year of the *Boundless* Campaign; i.e., making a personal campaign commitment, opening doors with potential donors or organizations, and hosting an event.

Bobby Marlowe presented an overview on the NGAL project, its student and international impact and the collaborative effort forged by the Huge Foundation, the School of Business, and two other universities.

And finally, Fleetwood Hassell provided a report from the Foundation Board of Directors.

STUDENT AFFAIRS COMMITTEE:

Committee members present: Trustees Demetria Clemons (chair), Don Belk, Renee Goldfinch, Toya Pound, and Ricci Welch

Committee members absent: Trustees Pansy King-Reid and Annaliza Moorhead

Staff Liaison present: Jeri Cabot (Dean of Students and Associate VP for Student Affairs) and Alicia Caudill (Executive VP for Student Affairs)

Others present: Michael Adeyanju (Director of Executive Communications), John Bello-Ogunu (Associate VP for Institutional Diversity), Joshua Bloodworth (VP, Graduate Student Association), Andrea DeMaria (Faculty Student Affairs and Athletics Committee), Michael Duncan (Assistant VP for Student Affairs), Megan Gould (Graduate Student Association), Debbie Hammond (Senior Executive Administrator for the President), Susan Hartman (Executive Assistant to the Executive VP for Student Affairs), Sylvia Harvey (Trustee Emeritus), Todd McNerney (Speaker of the Faculty/Associate Professor, Theatre and Dance Department), and Deni Mitchell (Ombudsperson)

Trustee Demetria Clemons presented the following committee report:

Department Update – Suicide Prevention Initiatives and Cougar Counseling Team

Rachel McNamara, Outreach and Prevention Coordinator, provided an overview of the Connect 2 Hope program for mental health awareness and suicide prevention, funded by a grant in its third year awarded by the Substance Abuse and Mental Health Services Administration.

The Cougar Counseling Team, formerly Peer Counselors, has student members certified in QPR Support (Question, Persuade, Refer) in response to those seeking help or inquiring. Prior to the grant, about five students contacted peer counselors annually, and the number reached 175 in 2014-2015.

Residence Life Update

Jeri Cabot shared that with earlier room assignment notifications this year and additional beds, and more options for early move-in, the residential experience begins as early as August 16. Most of the 84 available beds will likely be filled over the next few weeks.

Graduate Student Association Update

Joshua Bloodworth, Graduate Student Association Vice President, briefed the Board regarding the GSA's activities on campus.

Student Government Association Update

Michael Faikes, Student Government Association Vice President, briefed the Board regarding SGA initiatives on campus.

Trustee Henrietta Golding left the meeting at 10:30 a.m.

Break at 10:50 a.m.

Meeting resumed at 11:10 a.m.

NORTH CAMPUS UPDATE:

Dean Godfrey Gibbison presented a power point presentation regarding the North Campus.

Trustee Henrietta Golding joined the conference call at 12:00 p.m.

NEW BUSINESS:

Chair Padgett shared that Trustee Toya Pound was featured in the "Best of Mount Pleasant" magazine as the Best OB/GYN provider in Mt. Pleasant.

Housekeeping Items

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

- Elizabeth Kassebaum updated the Board members whose terms expire in 2016 that Julie Price with the Legislative Screening Committee doesn't know when the Letters of Intent will be requested this year and will not know until sometime in September. Elizabeth will keep the Board informed.
- She encouraged all Board members to become involved in the Board Engagement Program, whether it be Board/Faculty Shadowing, Board/Student Shadowing, and/or Board Mentors Program.
- She reminded Board members that faculty speakers are available as "experts" on a variety of topics if they are aware of any speaking opportunities in their communities.

Teresa Smith, Director of Multicultural Student Programs, presented a short video promoting the mentor program for SPECTRA students. Board members were encouraged to serve as mentors for these students or any other student group on campus. *[SPECTRA students were introduced earlier this morning.]*

Faculty Tenure Grievance

And finally, Chair Padgett informed the Board members that they have received notice of a faculty tenure grievance, which has been appealed to the Board of Trustees. In accordance with the Faculty/Administration Manual and consistent with our past practice, Chair Padgett will forward the grievance to Cherry Daniel, Chair of the Academic Affairs Committee. Cherry will distribute the information to the Academic Affairs Committee, and the Committee will make a recommendation to the full Board at its October meeting regarding whether or not the Board should exercise its discretion to hear this appeal.

The motion was made by Trustee Frank Gadsden, and seconded by Trustee Cherry Daniel, 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) Consideration of Candidates' Qualifications for Commencement Speaker and Candidates' Qualifications for Honorary Degrees; (3) Discussion of negotiations incident to proposed contractual arrangements and proposed purchase/lease of property on the peninsula, (4) To receive legal advice relevant to any faculty appeal; (5) Employee Reporting Issues; and (6) Discussion of Agency Head Survey. All in favor.

First, Chair Padgett 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, Katie Walker, and George Watt.

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

Trustees Pansy King-Reid, Annaliza Moorhead, Toya Pound, and Renee Romberger were on conference call. Chair Padgett, for reasons of confidentiality in Executive Session, asked Pansy, Annaliza, Toya, and Renee to acknowledge that they were on a phone line not being recorded and in a private venue and alone while on the conference call. *[All responded affirmatively.]*

[Lunch was available during Executive Session.]

[At 1:50 p.m., everyone left the Boardroom except the Board of Trustees and President McConnell.]

The motion was made by Trustee Frank Gadsden, and seconded by Trustee Lee Mikell, to come out of Executive Session at 3:15 p.m. All in favor.

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

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

The motion was made by Trustee Cherry Daniel, and seconded by Trustee Jeff Schilz, to approve Candidate A as the December 2015 Commencement Speaker and receive an honorary degree. The Chair called for the yeas and nays, and the motion was unanimously approved by voice vote.

The motion was made by Trustee Randy Lowell, and seconded by Trustee Ricci Land, to approve Candidate B for an honorary degree at the December 2015 Commencement ceremony. The Chair called for the yeas and nays, and the motion was unanimously approved by voice vote.

The motion was made by Trustee Joe Thompson, and seconded by Trustee Frank Gadsden, to approve Candidate C for an honorary degree at the December 2015 Commencement ceremony and be the Commencement Speaker if Candidate A is unable to do so. The Chair called for the yeas and nays, and the motion was unanimously approved by voice vote.

The motion was made by Trustee John Busch, and seconded by Trustee Ricci Land, to approve Candidate D for an honorary degree at the December 2015 Commencement ceremony. The Chair called for the yeas and nays, and the motion was unanimously approved by voice vote.

The motion was made by Trustee Lee Mikell, and seconded by Trustee Frank Gadsden, to approve Candidate E for an honorary degree during the May 2016 a.m. ceremony. The Chair called for the yeas and nays, and the motion was approved by voice vote. *[For the record, Trustee John Wood voted not in favor of the motion.]*

The motion was made by Trustee John Busch, and seconded by Trustee Demetria Clemons, to approve Candidate F for an honorary degree during the May 2016 Friday ceremony. The Chair called for the yeas and nays, and the motion was approved by voice vote

The motion was made by Trustee Frank Gadsden, and seconded by Trustee Jeff Schilz, that the meeting be adjourned at 3:20 p.m. All in favor.



OFFICIAL POLICY

2.3.1.1

**Authority to Contract and Required Review of
Contracts**

__/__/15

Policy Statement

This Policy sets forth the nature and extent of the contracting authority of the College of Charleston (hereafter, the “College”) and how it may be exercised. This Policy applies whenever the College is party to a Contract. The term “Contract” means all types of agreements (regardless of content or what they may be called) where there is a mutual exchange of promises or undertakings. Contracts may include, but are not limited to: Agreements, Grants, Cooperative Agreements, Leases, Licenses, Memoranda of Understanding or Memoranda of Agreement, Purchase Orders, a consulting or other revenue-generating agreement, operational or program agreements, renewals, contractor/vendor agreements, and other agreements of any kind whether verbal or written. Certain conditions and requirements apply to all College Contracts, particularly as a result of the College’s status as a state agency.

This policy supersedes any and all previous policies and delegations of authority to contract.

Policy Manager and Responsible Department or Office

The Director of Procurement and the Office of Legal Affairs shall be jointly responsible for the periodic review and maintenance of this Policy.

Purpose/Reason for the Policy

The purpose of this Policy is to set forth Contract signatory authority and Contract review requirements for Contracts entered into on behalf of the College. This Policy is intended to promote good business practices, to help ensure the College’s compliance with legal and state law requirements and to avoid unintended obligations that are not in the best interests of the College. Specifically, this policy addresses who may enter Contracts on behalf of the College and describes the necessary review and approval of Contracts prior to execution.

Departments/Offices Affected by the Policy

This Policy applies to all members of the College community, including faculty, administrators, staff, employees, student organizations, students, and all third parties who consider entering into a Contract with or on behalf of the College.

The Policy

A. Signatory Authority

All prior policies regarding signatory authority are rescinded, effective immediately, and all previous delegations of authority are revoked, unless otherwise provided herein.

The operation and administration of the College has been delegated to the President by the Board of Trustees. Therefore, the President is the only person at the College who has the legal authority to enter into any Contract on behalf of the College. The President has been specifically given the power to delegate some of his authority in writing to members of the administration to maintain and ensure a smooth administrative process in the overall operation of the institution. In addition, the College General Counsel, upon consultation by the President or the EVP for Business Affairs, may sign agreements, under authority from the South Carolina Attorney General, to procure the services of outside legal counsel.

No other faculty member, staff member, student, or other member of the College community shall sign any Contract, or make any other agreement, intending to legally bind the College to do something, or refrain from doing something, unless such an individual has a written delegation of authority from the President to execute that type of Contract, for the dollar amount of the contemplated transaction (if specified), on behalf of the College. A person's written authority to execute a Contract on behalf of the College must be obtained in advance of that person's execution of the Contract. For a written delegation to be effective to permit an individual to execute a contract on behalf of the College, it must be signed by the President with an effective date after xxxx, and it must be filed with the Office of Legal Affairs and the Director of Procurement.

ANY CONTRACT SIGNED BY AN INDIVIDUAL WITHOUT DULY DELEGATED AUTHORITY SHALL NOT BE BINDING UPON THE COLLEGE AND MAY RESULT IN PERSONAL LIABILITY FOR THE INDIVIDUAL SIGNING. EMPLOYEES WHO SIGN CONTRACTS PURPORTING TO BIND THE COLLEGE WITHOUT AUTHORITY PROPERLY DELEGATED UNDER THIS POLICY MAY BE SUBJECT TO COLLEGE DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

B. Required Review of Certain Contracts the College General Counsel and Required Approval of Certain Contracts by the Executive Vice President for Business Affairs and the President Prior to Execution

I. Contracts that Require Legal Review and Approval by the Executive Vice President for Business Affairs Prior to Execution

Subject to the requirements of Section A. above, **prior** to execution by an individual with signatory authority, all of the following Contracts must receive legal review by the General Counsel (or his/her designee) **and** the approval of the Executive Vice President for Business Affairs or the President (or his/her designee):

1. Contracts with a total value in excess of \$25,000, with the exception of employment agreements;
2. Contracts that involve real property, including all actions for the purchase, sale, rental, lease, license, construction, renovation, or improvement of real property (except for those contracts involving real property outlined below that require the approval of both the President (or his/her designee) and the Executive Vice President for Business Affairs (or his/her designee));
3. Contracts involving employee benefit programs;
4. Contracts that are intended for the President's signature, or that affect the President or the Office of the President, other than Contracts of a routine nature required in the normal course of business operations (e.g., office supplies and equipment);
5. Contracts for third party audits or reviews; and
6. Contracts that are determined by an Executive Vice President or the General Counsel, in the exercise of their discretion, to require review, whether on an exceptional basis or by category of supplies or services being procured.
7. Contracts that involve agreements with other state agencies and/or academic institutions;
8. Settlement or waiver of claims or liability; and
9. Novations or amendments of contracts which required approval or which the amendment or novation increases the value of the contract in excess of \$25,000.

II. Contracts that Require Legal Review Prior to Execution

Subject to the requirements of Section A. above, **prior** to execution by an individual with signatory authority, **all** of the following Contracts **must** receive legal review by the General Counsel (or his/her designee) or the President (or his/her designee):

1. Contracts that involve the intellectual property of the College (e.g., use or licensing of innovations, patents, trademarks and copyrights);
2. Contracts that contain provisions affected by requirements specific to state agencies or Contracts that could potentially expose the College to liability even if there is no direct expenditure of funds (for example, a Contract that contains an indemnification provision, a Contract that contains a limitation of liability or otherwise allocates liability among the parties; or a Contract that states that the laws of a state other than South Carolina govern);

3. Contracts that involve license agreements;
4. Contracts that involve minors or individuals requiring legal guardianship;
5. Settlement agreements and/or release forms where the College is compensated for damage to real property, personal injury, breach of contract, or other matters;
6. Contracts with third parties for presentations, performances, speeches, concerts, and other events of any nature on the College campus or any of its properties; and
7. Confidentiality or non-disclosure agreements.

Questions about whether a Contract requires prior review should be directed to the General Counsel for further guidance in advance of Contract execution.

III. Contracts that Require Approval by the Executive Vice President for Business Affairs and the President Prior to Execution

- a. Subject to the requirements of Section A. above, **prior** to execution by an individual with signatory authority, **all** of the following must receive approval by the President (or his/her designee) and the Executive Vice President for Business Affairs (or his/her designee):
 1. Any offer letters, employment contracts, letter of appointment, or other document(s) modifying the terms or conditions of employment (including, but not limited to, specific parking spaces, moving expenses, sabbaticals, or benefits of employment beyond the last day of on the job attendance) for anyone with Vice President, Provost, or Counsel in their title;
 2. Any document which transfers a staff employee to a faculty position;
 3. Any contract for the acquisition, sale, or disposal of any land and/or buildings; and
 4. Any real property leases through the South Carolina General Services Division.

Notwithstanding any provisions hereof, all appointments or contracts for anyone with Dean in their title must have the approval of the President of the College. In addition, any document which amends any offer letter, contract or appointment letter for a faculty member serving in an administrative capacity must have the approval of the President if it changes the compensation, benefits, or terms of employment from those that existed at the time the faculty member was offered and accepted the administrative appointment.

C. Procurement

Any procurement where the total cumulative value of the goods and services is \$2,500 or less, and a purchasing card is used shall be exempt from all College Procurement Policies **except** for the conditions outlined in the Purchasing Card Manual (see <http://procurement.cofc.edu/documents/PCardManual-10.2014.pdf>).

The College's Procurement Office is the central authority for the procurement of goods and services required by any College department or operating unit. Unless specifically exempted, or excluded, all procurements must be made in accordance with the South Carolina Consolidated Procurement Code, rules and regulations, and those College

policies and procedures prescribed by the Director of Procurement. Such College policies and procedures include, but are not limited to, the Procurement Services and Supply Manual (see <http://procurement.cofc.edu/procurement-manual/index.php>) and all other guidelines, forms, policies, and procedures on the Procurement website (see <http://procurement.cofc.edu>).

The following procurements are exempt from the application of the South Carolina Consolidated Procurement Code and from all College Procurement Policies;

1. Agreements between two or more units, divisions or departments of the College;
2. Procurements made with certain Federal funds, but only to the extent provided for in S.C. Code Ann. §11- 35-40(3);
3. Gifts and the issuance of grants¹ and scholarships by the College;
4. Other supplies as may, from time to time, be exempted under the Procurement Code and College Procurement Policies

Notwithstanding the exclusion described in the first sentence of this Section C. (dealing with Contracts of \$2,500 or less), the Office of Procurement reserves the right to review any Contract, on a case by case basis, regardless of the dollar amount.²

D. Specific Exemptions from Central Purchasing Authority

These supplies and services listed below may be made by the employee who is serving in the position listed next to each item:

- Copyrighted Print and Non-Print Library Materials (Dean of Libraries)
- Travel, under Travel Authorization (Controller)
- Bookstore Resale Items (Bookstore Contractor)
- Campus Shops Resale Items (Shop Manager)
- Classified and Unclassified Employee Costs (Director of Human Resources)

E. Contract Execution and Monitoring

Contract form, content, and monitoring **must** comply with the South Carolina Consolidated Procurement Code and rules and regulations promulgated under that statute. The Contract execution process must include a business review to determine the appropriateness of the acquisition and a procurement review to assess risk and compliance with controlling regulations. In addition, as indicated under Section B., certain types of Contracts may **also** require **prior legal review**.

F. Contract Retention

All original signed Contracts **must** be maintained by the Office that generates the Contract. In addition, the individual responsible for signing a Contract also shall provide an electronic copy of the fully executed Contract to the Office of Legal Affairs within Three

¹ College purchases from third parties financed with internal grants from one College unit to another College unit are subject to the South Carolina Consolidated Procurement Code and College Procurement Policies.

² While the South Carolina Consolidated Procurement Code is inapplicable to certain other types of procurements regardless of value, **the College has nevertheless elected to make those procurements subject to College Procurement Policies in order to maintain adequate controls on the expenditure of College funds.**

(3) days of execution. The Office of Legal Affairs shall retain all original Contracts or duplicate originals as the case may be to which the College is a party; provided, however, the Office of Research and Grants shall be the repository of all research and research-related Contracts.

G. Conflicts of Interest and Compliance with Other Laws

College officials with Contract signature authority must exercise that authority in a manner consistent with the College's Ethics Policy and the South Carolina Ethics Code and Rules of Conduct. Additionally, signature authority requires the holder to comply with all other applicable laws or policy, including but not limited to any provision of the South Carolina Consolidated Procurement Code, or rules and regulations promulgated under that statute.

H. Conflicts

Should any authorization herein conflict with any other procedure or policies or create an ambiguity said conflict and/or ambiguity shall be interpreted to require the approval of the President or his/her specific designee prior to execution.

Related Policies, Documents, Forms or Procedures

Presidential Delegation of Signatory Authority for Execution of Contracts

9.1.9 Ethics Policy

Review Schedule and Revision History

Issue Date: 12/01/2009 Revision Date: ____/____/2014	Next Review: ____/____/2019
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