

(Approved at March 21, 2014 Board of Trustees Meeting)

COLLEGE OF CHARLESTON BOARD OF TRUSTEES

Randolph Hall Boardroom¹

College of Charleston, Charleston, South Carolina

January 31, 2014

8:30 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, Ms. Henrietta U. Golding, Mr. G. Lee Mikell, Mrs. Annaliza O. Moorhead, Dr. Toya D. Pound, Mr. Daniel Ravenel, Mrs. Renee B. Romberger, 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: Mr. Frank Gadsden, Mrs. Renee B. Goldfinch, Mr. David H. Hay and Ms. Pansy King-Reid

Others Present: President George Benson; Drs. Beverly Diamond (Senior Vice Provost for Academic Affairs), Bob Cape (Senior Vice President/Chief Information Officer), Lynn Cherry (Speaker of the Faculty/Associate Professor, Department of Communication), Tom Heeney (Chair, Senate Budget Committee), George Hynd (Provost and Executive VP for Academic Affairs), and Brian McGee (Chief of Staff/Senior VP for Executive Administration); Messrs. Michael Adeyanju (Interim Director of Executive Communications), Chuck Baker (President, Alumni Association Board), Mike Haskins (Executive VP for External Relations), Jack Huguley (Director of Alumni Relations), Joe Hull (Director of Athletics), Sam Jones (Associate VP, Budgeting and Payroll Services), Bobby Marlowe (Senior VP, Economic Development), Steve Osborne (Executive VP for Business Affairs), Jonathan Ray (Director of Institutional Events and Chef Concierge), Mike Robertson (Senior Director of Media Relations), (Chris Tobin (Vice President for Development), and George Watt (Executive VP for Institutional Advancement); Mses. Kathryn Bender (Senior VP Legal Affairs/General Counsel), Priscilla Burbage (Vice President, Fiscal Services), Jeri Cabot (Interim Executive VP for Student Affairs), Betty Craig (Executive Assistant), Margaret Edling (President, Graduate Student Association), Jordan Hensley (President, Student Government Association), Shirley Hinson (Director of Governmental Relations), Elizabeth Kassebaum (Executive Secretary to the Board of Trustees and VP for College Projects), Sharon Kingman (Chair, Foundation Board), Gail Long (Internal Auditor), Amy Orr (Vice Chair of the Staff Advisory Committee to the President), Ashleigh Parr (Chair, Staff Advisory Committee to the President), and Monica Scott (VP for Facilities Planning), JoAnn Throckmorton (Administrative Assistant) and Tomi Youngblood (President of the Cougar Club Board).

Also attending was Leslie McKellar (Photographer, College Publications).

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.

The regular meeting of the College of Charleston Board of Trustees was called to order at 8:40 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 welcomed everyone attending the meeting and noted that Trustees Frank Gadsden, Renee Goldfinch, David Hay and Pansy King-Reid were joining the meeting by conference call.

He recognized several guests and noted that their bios are in the Board Book.

- Nancy Muller, Associate Dean and Director of Lowcountry Graduate Center
- Sarina Russotto, Director of Policy and Compliance
- John White, Dean of College of Charleston Libraries (will be late)
- Michele Wolfert, Executive Director of the Cougar Club

Also, Chair Padgett recognized outstanding students selected by the Honors Program to attend this Board meeting:

- Nick Brown, William Aiken Fellow, is a freshman from Greer, SC, majoring in Business Administration and Theatre for Youth.
- Ebony Chisolm, a junior from Yemassee, SC majoring in Arts Management.

APPROVAL OF MINUTES:

It was moved by Trustee John Wood, and seconded by Trustee Cherry Daniel, that the minutes of the October 18, 2013 Board Meeting be approved. The Chair called for the yeas and nays, and the Minutes were unanimously approved by voice vote.

PRESIDENT'S REPORT:

President Benson spoke regarding the tragic death of Lindsey Rahn, a student struck by a truck on January 13 while jogging near the crosstown in downtown Charleston. He noted that we must continue to work with the City and State to make sure our streets are safe.

And finally, President Benson provided the Board with brief updates on a number of items:

- Traffic Safety
- Fundraising
- Colonial Conference

[Dean John White joined the meeting at 8:50 a.m.]

- Strategic Plan
- Annual Action Plan
- Campus Climate Survey
- SACS (SACSSCOC)
- Supply Chain Management
- Three Commencement Ceremonies in 2015

- CofC/MUSC Collaborations
- Charleston School of Law
- Francis Marion/Mt. Pleasant

COMMITTEE REPORTS:

EXECUTIVE COMMITTEE:

Committee members present: Trustees Greg Padgett (chair), Demetria Clemons (conference call), Cherry Daniel (conference call), Lee Mikell (conference call), and Dan Ravenel.

Other Board members present: Trustees Don Belk, John Busch (conference call), Frank Gadsden (conference call), Henrietta Golding (conference call), David Hay, Jeff Schilz, and John Wood (conference call).

Others present: President George Benson, Kathryn Bender (conference call), Priscilla Burbage, Jeri Cabot, Mike Haskins, George Hynd, Elizabeth Kassebaum, Brian McGee, Steve Osborne, Mike Robertson, George Watt, Betty Craig and Jo Ann Throckmorton. Also, Diane Knich, *Post and Courier* Reporter, attended the meeting.

Chair Padgett presented the following committee report:

The Executive Committee met on Thursday, January 16, and approved the minutes of the October 10, 2013 Executive Committee meeting.

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.

And finally, Chair Padgett updated the full Board regarding the Presidential Search Process.

“As you will recall, AGB Search originally assigned Dr. Bob Lawless, Former President of Texas Tech University and The University of Tulsa, to assist us in conducting a national search. However, due to Dr. Lawless' unexpected health issues, Dr. Jamie Ferrare, Managing Principal of AGB Search, stepped in to serve as the lead Search Committee Consultant in late November. While retaining the experience and wisdom of Dr. Lawless, we have also received the leadership and perspective of Dr. Ferrare.

Dr. Lawless met with over 250 members (41 meetings) of the various campus constituencies and stakeholders, including many of you, in early November to receive their feedback on the selection of our new president.

Then the Search Committee met with Bob Lawless following those meetings with the constituencies/stakeholders and shared the accumulated feedback. From that feedback and with the Search Committee Charge from the Board of Trustees, the Ad was developed by the Search Committee, submitted for publication in both print and online versions of *The Chronicle of Higher Education*, and has been posted since the end of November.

Other online publications of the Ad included *Inside Higher Education*, *Diverse Jobs Search*, *The Hispanic Outlook in Higher Education*, *American Conference of Academic Deans*, and *Women in Higher Education*.

Candidate applications were due January 14 “in order to be assured of full consideration by the committee.” Over 100 applications were received and the quality of the pool is quite impressive.

The Search Committee met on January 17 and again on January 24 and reviewed the candidates’ applications. Search Committee candidate interviews are likely to be held at the beginning of February. The Search Committee is requested to give the Board of Trustees a list of no more than five candidates in unranked order by Monday, February 10. The Board of Trustees will then consider the recommended candidates and decide who to bring to campus later that month. Only the names of the finalists will be released to the public, with the Board of Trustees deciding those finalists.

The final candidate recommended by the Board of Trustees will not be announced until there’s a signed contract.

I want to be clear on one very important point: While there has been a great deal of media attention to this presidential search in recent weeks, nothing has changed.

The College of Charleston is committed to a national search and to the full and fair consideration of all applicants for our presidency. We will strive to hire the best possible individual to lead the College.

We hope to be able to announce the name of the 22nd president of the College of Charleston in March or April.

The Presidential Search webpage on the College’s website <http://trustees.cofc.edu/presidential-search/index.php> will be updated as appropriate in order to help keep the campus community informed.

And finally, I would like to thank the members of the Board of Trustees on the Search Committee, as well as Jordan Hensley, Lynn Cherry and Chuck Baker and all of the Search Committee members not here today. It is personally and professionally gratifying to me to work with all of you on this important effort for the future of the College of Charleston.”

ACADEMIC AFFAIRS COMMITTEE:

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

Committee members participating by conference call: Trustee Renee Goldfinch

Other Board members present: Trustees Don Belk, Henrietta Golding, David Hay, Greg Padgett, Dan Ravenel, Renee Romberger, Ricci Welch and John Wood.

Staff Liaisons present: George Hynd (Executive VP for Academic Affairs/Provost), Beverly Diamond (Senior Vice Provost for Academic Affairs), Deanna Caveny-Noecker (Associate Provost for Faculty Affairs), and Lynne Ford (Associate Provost for Curriculum and Academic Administration).

Others present: President George Benson, Michael Adeyanju (Interim Director, Executive Communications), Susan Anderson (Director, Office of Research and Grants Administration), Kathryn Bender (Senior VP for Legal Affairs/General Counsel), Vince Benigni (Athletics Liaison and Associate Professor of Communication), Penny Brunner (Associate Vice President for Institutional Effectiveness & Planning), Bob Cape (Senior VP for Information Technology/Chief Information Officer), Lynn Cherry (Speaker of the Faculty and Associate Professor of Communication), Andrea DeMaria (Assistant Professor, Department of Health and Human Performance), Doug Ferguson (Faculty Coordinator for e-Learning and Distance Education and Professor of Communication), Godfrey Gibbison (Dean, College of Charleston North Campus), Jerry Hale (Dean, School of Humanities & Social Sciences), Karen Hauschild (Director, Academic Advising and Planning Center), Elizabeth Kassebaum (Executive Secretary to the Board and VP for College Projects), Amy McCandless (Dean, Graduate School), Brian McGee (Chief of Staff/Senior VP for Executive Administration), Deni Mitchell (Director of Strategic Initiatives), Valerie Morris (Dean, School of the Arts), Nancy Muller (Director, Lowcountry Graduate Center and Associate Dean, College of Charleston North Campus), Steve Osborne (Executive VP, Business Affairs), Ashleigh Parr (Chair, Staff Advisory Committee), Bob Perkins (Chair, Academic Planning Committee), Jim Posey (Associate VP for Institutional Research & Planning), Alan Shao (Dean, School of Business), Kay Smith (Associate VP for the Academic Experience), Andrew Sobiesuo (Associate Provost for International Education), Fran Welch (Dean, School of Education, Health, and Human Performance), and John White (Dean of Libraries).

Trustee Cherry Daniel presented the following committee report:

Provost's Report:

- Dr. Hynd introduced Nancy Muller, new Director of the LGC and Associate Dean for the North Campus; and John White, new Dean of the Libraries.
- He provided an update on Distance Education efforts:
 - Introduced Doug Ferguson, new Faculty Coordinator for e-Learning and Distance Education
 - They have been talking with Deltak, a subsidiary of Pearson that partners with institutions in developing and offering online coursework and programs.
- Minors in French Studies and Italian have been terminated.
- Supply Chain Management Proposal is progressing. Target starting date for the program is Fall 2015.

At the Board meeting, Trustee John Busch commended Provost Hynd for his efforts with this proposal and the timeline in place. He asked Dr. Hynd to look at other institutions in an effort to speed up the process.

- Connect2 (bridge program) update
- Deanna Caveny-Noecker gave brief remarks regarding the Faculty Awards Programs.

Combined Five-Year BS/MS in Computer Science:

Trustee Cherry Daniel reported that the Academic Affairs Committee unanimously approved the Proposal for a Combined Five-Year BS/MS in Computer Science. **The Academic Affairs Committee moves that the Proposal for a Combined Five-Year BS/MS in Computer Science be adopted as presented. After discussion, the Chair called for the yeas and nays, and the following Resolution was unanimously approved by voice vote.**

**COLLEGE OF CHARLESTON
RESOLUTION OF THE BOARD OF TRUSTEES
PROPOSAL FOR A
COMBINED 5-YEAR BS/MS IN COMPUTER SCIENCE**

January 31, 2014

WHEREAS, upon the recommendation of the President, the Provost, the Dean of the School of Sciences and Mathematics, the Graduate Council, and the Faculty Senate, the Board has been requested to approve a Five-Year Bachelor of Science/Master of Science in Computer Science (the “Program”);

WHEREAS, the Board has been advised that a limited number of qualified undergraduates in computer science will be approved to complete a BS degree in Computer Science in four years followed by the completion of a MS in Computer and Information Sciences in one additional year;

WHEREAS, students who meet the eligibility requirements will be reviewed by the faculty in Computer Science, admitted to the accelerated program, and hold a provisional status in the graduate program. Up to 12 graduate credit hours (4 courses) can be applied to the undergraduate major requirements but no more than 15 graduate credit hours (5 courses) may be earned while an undergraduate. Courses will be selected in consultation with faculty advisors in the BS and MS programs.

WHEREAS, students admitted to the Program must complete the BS in computer science prior to being fully admitted to the MS in Computer Science and Information Sciences. The graduate program director will advise the Registrar which courses are to be credited to the graduate program. The MS in Computer and Information Sciences must be completed within six years of beginning the first graduate course.

WHEREAS, the College plans to commence the Program in August 2014;

WHEREAS, the Board has been further advised that this program is designed to provide accelerated degree attainment to a limited number of highly qualified undergraduates and that there is sufficient seat capacity in all graduate courses to accommodate the new enrollments without adding new costs;

NOW THEREFORE BE IT - - -

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

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

Speaker of the Faculty’s Report:

Lynn Cherry, Speaker of the Faculty, spoke briefly to the full Board regarding the Faculty Senate.

Dr. Cherry reported that the faculty leaders conducted a survey addressing the mission of the College and potential changes to that mission, possible models for the College, and future leadership. Board members have received the Executive Summary and quantitative results of the survey.

And Finally, Dr. Cherry spoke regarding the Faculty Shadowing Program. She stated that it is a great program and asked Board members to contact her if they are interested in participating in the program.

[Trustee Frank Gadsden left the conference call at 9:30 a.m.]

[Chair Padgett recognized John White who joined the meeting at 8:50 a.m.]

Staff Advisory Committee to the President Report:

Amy Orr, Vice Chair of the Staff Advisory Committee to the President, spoke briefly on behalf of the staff. She reported that the Staff Advisory Committee will publish its first newsletter in February.

ALUMNI RELATIONS COMMITTEE:

Committee members present: Trustees John Wood (chair), Don Belk, Demetria Clemons, Annaliza Moorhead, Toya Pound, Jeff Schilz and Ricci Welch.

Staff Liaisons present: Jack Huguley and Karen Jones.

Guests present: Chuck Baker (President, CofC Alumni Association), Jordan Hensley (President, Student Government Association) and Sarina Russotto (Director of Policy and Compliance).

Trustee Wood presented the following committee report:

Approval of Committee Meeting Minutes:

The October 17, 2013 Committee Meeting Minutes were unanimously approved.

Alumni Association Strategic Initiatives Update:

Jack Huguley, Director of Alumni Relations, updated the Committee regarding Alumni Association Strategic Initiatives:

- A Charleston Affair on May 3 and 4:

May 3 will include alumni only. May 4 will include graduating seniors and alumni who prefer this night. Each night will be limited to 3,500 participants.

Early access tickets will go on sale February 12 for donors to the CofC Fund between July 1, 2013 and January 31, 2014.

- Alumni Attitude Survey:

Every three-year cycle survey of alumni is funded by the Alumni Association.

Scheduled for Q4 2014 with comparative analysis completed in Q1 2015.

- Chapter Challenge:

Two categories: (1) best alumni chapter engagement based on percentage participation, and (2) best alumni chapter engagement based on number of participants.

Currently, percentage leaders are Chicago, Boston, and New York.

Currently, number leaders are Charleston, Charlotte, and New York/Boston

- Cougar Trail:

Successful collaboration between Alumni Relations, local alumni chapters, Athletics, Admissions and Development for two CAA men's basketball games (Hofstra and Northeastern). Two more in February (Towson and Drexel).

- Alumni Award Nominations:

The Alumni Association is now seeking nominations for the Alumni Award.

ATHLETICS COMMITTEE:

Committee members present: Trustees Jeff Schilz (chair), John Busch, Pansy King-Reid, Dan Ravenel, Renee Romberger, Eddie Thomas and Ricci Welch.

Other Trustees present: Trustee David Hay.

Others present: President George Benson, Kathryn Bender (General Counsel), Vince Benigni (Faculty Athletics Representative), Andrea DeMaria (Faculty Student and Athletics Committee Chair/Assistant Professor of Health and Human Performance), Otto German (Associate AD/Compliance), Joe Hull (Director of Athletics), Laura Lageman (Associate Director of Athletics/Senior Women's Administrator), Brian McGee (Chief of Staff/Senior VP for Executive Administration), Keith Merritt (Director of Academic Services), Steve Osborne (Executive VP for

Business Affairs), Steve Stroud (Associate Director of Athletics/External Affairs) and Alexandria Rogers (Assistant to the Director of Athletics).

Trustee Schilz presented the following committee report:

Academic Update:

Student-athletes earned a 3.026 GPA for Fall 2013 (seventh consecutive semester that it has been higher than 3.0). Overall student-athletes have a 2.99 cumulative GPA. Twelve student-athletes earned a 4.0 for the Fall term, and 23 earned distinguished faculty honors while 26 earned highly distinguished honors.

Vince Benigni and Andrea DeMaria are working on changing the language of the Faculty Manual regarding excused absences for student-athletes (or any student missing class to represent the school). The new policy is going through the proper channels.

Budget Review:

Steve Osborne provided the Committee with a review of the Athletic Department's budget. He clarified changes in the Athletics budget when conferences were shifted. The projected budget showed an increase of approximately \$1.4 million. Trustee Schilz noted that the budget needs to be increased.

And finally, Trustee Schilz recognized Michelle Wolfert for the great job she's doing as Executive Director of the Cougar Club.

AUDIT COMMITTEE:

The Audit Committee did not meet.

BUDGET AND FINANCE COMMITTEE:

Committee members present: Trustees Lee Mikell (chair), David Hay, Annaliza Moorhead, Dan Ravenel, and Joe Thompson.

Committee members participating by conference call: Trustee Frank Gadsden

Committee members absent: Trustee Joe Thompson

Other Board members present: Trustees Greg Padgett, Don Belk, Demetria Clemons, Henrietta Golding, Toya Pound, Eddie Thomas and Ricci Welch.

Staff Liaisons present: Steve Osborne (Executive VP for Business Affairs), and Priscilla Burbage (VP for Fiscal Services)

Others present: President George Benson, Michael Adeyanju (Interim Director, Executive Communications), Kathryn Bender (Senior VP, Legal Affairs/General Counsel), John Campbell (Dean, Residence Life), Bob Cape (Senior VP, Information Technology/CIO), Deanna Caveny-Noecker (Associate Provost, Faculty Affairs), Lynn Cherry, John Cordray (Director, Physical Plant), Beverly Diamond, Aaryne Elias (Administrative Assistant), Frank Hefner (Director, Office of Economic Analysis, School of Business), Shirley Hinson, George Hynd, Gail Long, Brian

McGee (Chief of Staff/Senior VP for Executive Administration), and Ed Pope (VP, Human Resources).

Due to Chair Mikell's late arrival at the Committee meeting, Trustee Dan Ravenel presented the following committee report:

Steve Osborne reviewed the budget adjustments reflected through December 31, 2013. **The Budget and Finance Committee moves that the resolution to approve the budget adjustments for the quarter ended December 31, 2013 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
RESOLUTION OF THE BOARD OF TRUSTEES
BUDGET ADJUSTMENTS**

January 31, 2014

WHEREAS, College management has reviewed its projections of revenues and expenses for the 2013-2014 fiscal year and, based on that review, has recommended certain reallocations and adjustments to the budget previously approved by the Board; and

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

NOW THEREFORE, BE IT --

RESOLVED, that the Board hereby approves the recommended reallocations and adjustments to the approved budget for fiscal year 2013-2014, as presented by College management to the Budget and Finance Committee and as further detailed in the table captioned "College of Charleston 2013-2014 Revenue and Expense Budget Adjustments December 31, 2013" contained in the Board of Trustees briefing book dated January 31, 2014; and

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

Proposed 2014-2015 Housing and Food Service Fees

Steve Osborne explained the proposed 2014-2015 Housing and Food Service Fees Resolution. The proposal is for a 3% increase for housing fees and an annual 2% increase for food services. **The Budget and Finance Committee moves that the resolution to approve the 2014-**

2015 Housing and Food Service Fees 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
RESOLUTION OF THE BOARD OF TRUSTEES
STUDENT HOUSING FEES
AND
FOOD SERVICE FEES**

January 31, 2014

WHEREAS, College management utilizes a multi-year pro-forma estimate for calculating the revenue needed to meet the operating costs of College student residence housing, as well as, debt service requirements for the facilities and other planned improvements for student residential housing;

WHEREAS, College management has advised the Board that it has reviewed its residential housing needs against pro-forma income and expenses and has determined that an increase in the student housing fee is needed to provide sufficient revenue to meet housing operational costs, debt service requirements, and future planned improvements to student residence housing;

WHEREAS, College management has recommended that the Board increase the allowable charges on residential housing for students to the extent needed to address these matters and to maintain the quality of student residential housing services on or about the campus of the College;

WHEREAS, the College contracts with Aramark™ for the provision of food services for the College Community;

WHEREAS, pursuant to that contract Aramark™ provides services to meet the meal plan needs of the College on a cost reimbursable basis;

WHEREAS, College management utilizes a multi-year pro-forma estimate for calculating the revenue needed to meet the operating costs of the College food service needs, as well as, debt service requirements for the facilities and other planned improvements for student food services; and

WHEREAS, College management is recommending that the Board increase the allowable charges on certain meal plans and related programs to the extent needed to address increases in costs and maintain the quality of food services for the College Community.

NOW THEREFORE, be it --

RESOLVED, that the Board hereby approves the percent increases for residential housing and related programs (approximately 3 percent over current levels) as further detailed in the schedule captioned “College of Charleston 2014-2015 Proposed Fees (Housing and Food Services)” contained in the Board of Trustees briefing book dated January 31, 2014;

RESOLVED, that the Board hereby approves the percent increases for meal plans and related programs (overall increase of 2%) as further detailed in the schedule captioned “College of Charleston 2014-2015 Proposed Fees (Housing and Food Services)” contained in the Board of Trustees briefing book dated January 31, 2014; and

RESOLVED, that all such increase shall not become effective prior to August 1, 2014 and that the effective date of each such increase is timely communicated to the College Community well in advance of the respective effective dates.

Next, Steve Osborne provided the Board of Trustees with details of the proposed Faculty and Staff Awards Program. **The Budget and Finance Committee moves that the Resolution, “Outstanding Faculty and Staff Awards Plan,” be approved as presented behind the Budget and Finance Committee tab.**

[Trustee David Hay left the conference call at 10:15 a.m. before the vote was taken.]

The motion was made by Trustee Henrietta Golding, and seconded by Trustee Jeff Schilz, to amend the Faculty Award Programs Document by striking “regular” faculty in the distribution of the Faculty Award Programs and inserting “roster” faculty. The Chair called for the yeas and nays, and the following Resolution, including the “Staff Awards Program Summary” and the amended “Faculty Award Programs” Document, were approved by majority voice vote.

[For the record, the following documents are included at the end of these minutes: “College of Charleston Staff Advisory Committee to the President Staff Awards Program Summary 2013-2014” and the amended “College of Charleston Faculty Award Programs January 2014”.]

**COLLEGE OF CHARLESTON
RESOLUTION OF THE BOARD OF TRUSTEES
OUTSTANDING FACULTY AND STAFF AWARDS PLAN**

January 31, 2014

WHEREAS, the College of Charleston employs outstanding faculty and staff and believes that it is important to recognize and reward excellent employees; and

WHEREAS, pursuant to the authority of S.C. General Appropriations Act, Section 117.16, the College may spend public funds and/or other funds for designated employee award programs which shall have written criteria approved by the agency governing board or commission; and

WHEREAS, College of Charleston management recommends the Board approve the awarding of annual outstanding faculty awards and outstanding staff awards, including monetary awards appropriate to each award and as outlined for staff in the written Plan of January 29, 2014 and for faculty in the *Faculty/Administration Manual*;

NOW THEREFORE, be it –

RESOLVED, that the Board hereby approves the Outstanding Faculty and Staff Awards Plan, as further detailed in the document captioned “College of Charleston Staff Awards Plan” contained in the Board of Trustees briefing book dated January 31, 2014, and in the 2013-2014 *Faculty/Administration Manual*;

RESOLVED, that the Board hereby approves the Outstanding Faculty and Staff Awards Plan, which requires that the College maintain documentation to show that the use of funds for this purpose is in compliance with state and federal laws and, further, shows that award payments made pursuant to this Plan are not a part of the employee's base salary, salary supplement, or a prerequisite of employment. The names of all employees receiving monetary awards and the amounts received shall be reported annually to the South Carolina Division of Budget and Analyses.

RESOLVED, that the Outstanding Faculty and Staff Awards Plan shall become effective on February 3, 2014 and that the effective date of each subsequent Faculty and Staff Awards ceremony shall be timely communicated to the College Community well in advance of the respective effective dates.

A Resolution creating the Distinguished Adjunct Faculty Teaching Award will be presented for approval during “New Business”.

Comprehensive Annual Financial Report:

For the record, the Comprehensive Annual Financial Report was distributed to the members of the Budget and Finance Committee. Trustees not attending the Committee meeting received a copy of the report at the Board of Trustees Meeting.

Staff Compensation Salary Study:

Steve Osborne provided a brief overview of the Staff Compensation Salary Study, followed by a summary of the pay increase actions provided to faculty and staff based on market and merit increases.

Trustee Henrietta Golding noted that she would like to review the report.

Trustee Lee Mikell thanked Ed Pope, VP for Human Resources, for completing the study by yearend.

State of the Economy:

Professor Frank Hefner, Director of Economic Analysis in the School of Business, provided a brief presentation regarding the present status of the state economy.

FY 2015 Budget Update:

Steve Osborne provided a brief FY 2015 budget update. The President's state budget presentation was postponed due to the weather, and it should be rescheduled sometime in early February.

[Break at 10:35 a.m.]

[Meeting reconvened at 10:55 a.m.]

FACILITIES COMMITTEE:

Committee members present: Trustees Dan Ravenel (chair), John Busch, Henrietta Golding, David Hay, Lee Mikell, Renee Romberger, and Joe Thompson.

Committee members absent: Trustee Joe Thompson.

Staff Liaisons present: Monica Scott (VP for Facilities Planning).

Others present: President George Benson, Randy Beaver (Director, Environmental Health and Safety), Kathryn Bender (Senior VP, Legal Affairs/General Counsel), Priscilla Burbage (VP for Fiscal Services), John Cordray (Director of the Physical Plant), Beverly Diamond (Senior Vice Provost), Brian McGee (Chief of Staff/Senior VP for Executive Administration) and Steve Osborne (Executive VP for Business Affairs), and Aaryne Elias (Executive Assistant, Business Affairs Office).

Trustee Ravenel presented the following committee report:

Current Project Updates:

Monica Scott provided the Committee with an update on current capital projects:

- Grice Marine Lab – \$6 million already committed to the project.
- Arena Marquee – The original renderings were insufficient, which resulted in sightline issues. The College applied to the BAR to relocate the marquee ten feet to the north; however, this request was denied. The College will meet with the BAR in February.
- Dixie Plantation Field Stations – The project will create two 3,500 sq. ft. field research stations. Construction documents are under review by the legal department. The project went out to bid for construction in December, and completion is scheduled for August 2014.
- New Science Center Build-out – When the new building was constructed, 19,000 sq. ft. shell was left uncompleted due to budget restrictions. The build-out provides for the consolidation of Chemistry and Geology into a single building. The space was completed and occupied in time for the commencement of the January 2014 semester.

- Rita Hollings Science Center Renovation – The project received Phase II approval from the Joint Bond Review Committee on January 15. It was scheduled to seek Budget and Control Board approval on January 29, but the meeting was postponed due to the weather. BAR conceptual approval has been received for the demolition and reconstruction of the Physicians Auditorium. The project should be completed for the Fall 2016 Semester.
- Jewish Studies Center Expansion – All necessary approvals have been received. The project is in the final design stage. Completion is scheduled for August 2015.
- Simons Center for the Arts Renovation – The project will provide for the renovation of the building. Contracts with the architect and construction management firms have been finalized. The design phase is underway.
- Addlestone Library Adaptation – The project will provide for the expansion of the rare books collection and allow the College to house items belonging to the South Carolina Historical Society. The Society has committed \$500,000 to the College for the project and will provide staff. State approvals have been received. Bid opening is scheduled for January 31 and construction will begin in Summer 2014.

Lease Updates:

- Harbor Walk – The name has been changed from Fountain Walk to Harbor Walk.
- North Campus and Lowcountry Graduate Center – The site at 3800 Paramount Drive has been cleared and the steel frame should go up in a few weeks. Substantial completion is expected by July 1 and move-in is expected at the beginning of August in time for the Fall 2014 Semester.

Rutledge Rivers Residence Hall:

A feasibility study of the renovation of Rutledge Rivers was completed and submitted to the College on January 29. Three other residence halls have been identified to be in need of renovations – College Lodge, Craig Hall, and Buist Rivers. An RFP will be created to solicit a consultant to help guide the residence hall renovation plan.

GOVERNMENTAL AFFAIRS AND EXTERNAL RELATIONS COMMITTEE:

Committee members present: Trustees John Busch (chair), Cherry Daniel, Lee Mikell and Jeff Schilz.

Committee members absent: Trustee Joe Thompson.

Staff Liaisons present: Shirley Hinson (Director of Government Relations).

Others present: Michael Adeyanju (Interim Director, Executive Communications), Beverly Diamond (Senior Vice Provost for Academic Affairs), Lynne Ford (Associate Provost, Curriculum and Academic Administration), Mike Haskins (Executive VP, External Relations) (?), Rachel Lindsay (Administrative Assistant), Gibbon Miler (Assistant Director, Economic Development), Sarina Russotto (Director of Policy and Compliance), Kendra Stewart (Associate Professor, Political Science), and Olivia Thompson (Asst. Professor, Health and Human Performance),

Trustee Busch presented the following committee report:

Budget Update:

Shirley Hinson reported that the Budget Subcommittee will meet in Columbia on February 5.

Bev Diamond reported a successful discussion with Francis Marion officials regarding the possibilities and benefits of expanding their campus to the Charleston area.

Trustee Busch suggested the College attend the Wilkins Leadership Awards Dinner next year. The event is held in Columbia each year.

Outreach Initiatives – Elected Officials

Shirley Hinson reported that the annual Legislative Reception will be held February 5, 2014 at 7:00 p.m. at the Palmetto Club in Columbia. Ms. Hinson recommended that Board members call their legislators to encourage them to attend. Steve Osborne will provide the Board of Trustees with a list of the members of the Joint Bond Review Committee.

Legislative Update:

Ms. Hinson presented the Committee with copies of recent bills filed in the Statehouse.

Economic Development:

Olivia Thompson gave a presentation on a new grant from Boeing called Farm-to-School. The College of Charleston partners with Trident Technical College on a ten-month program called “Lowcountry Local first.”

Gibbon Miler reported that the Center for Business and Computing Technology Presentation to Commerce last week was well received.

Also, Ms. Miler discussed the South Carolina Supply Chain Summit to be held on March 28, 2014.

And finally, Ms. Miler reported that the College is the host sponsor of this year’s Dig South Festival from April 9-13, 2014. This event is about elevating the digital economy.

Marketing and Communications:

Mike Robertson distributed a handout detailing the work of Marketing and External Relations since the last meeting.

Specifically, the fall advertising and promotion awareness campaign for the Bachelor of Professional Studies degree completion program yielded a number of students who began their coursework this semester. In collaboration with Admissions and Enrollment Management, they are evaluating current strategies and developing new tactics to recruit students who will be successful and retain at a higher level.

The College launched an Instagram account and has had more than 1,000 followers within two months.

And finally, the College is now connected with more than 28,000 alumni on LinkedIn through the university page.

INFORMATION TECHNOLOGY COMMITTEE:

Committee members present: Trustees Cherry Daniel, Renee Goldfinch and Eddie Thomas

Committee members participating by conference call: Trustee Frank Gadsden (chair)

Committee members absent: Trustee Pansy King-Reid

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

Others present: Andrew Bergstrom (Director IT Web Strategies), Deanna Caveny-Noecker (Associate Provost), Lynne Ford (Associate Provost), Provost George Hynd, and Katie Walker (Legal Affairs).

Trustee Gadsden presented the following Committee report.

The meeting was called to order in Stern 201 at 5:07 p.m. on January 30, 2014 by Cherry Daniel who opened by congratulating Trustee Renee Goldfinch on her new baby. Minutes of the October 17, 2013 IT Committee meeting were approved.

The 2015-17 FY IT Strategic Plan is being formulated by a new, standing IT Strategic Advisory Committee. The Committee has defined five strategic areas of focus representing the categorization of IT priorities for the next three fiscal years. An IT Open Forum for all faculty and staff provided community inputs; a second IT open Forum will be held when additional Committee draft results are available for informed community discussion. The IT Strategic Plan will be delivered to the IT Executive Steering Committee in concert with IT submission of its next budget request this Spring. Each year the Committee will review and update the rolling, three-year IT Plan.

The IT Campus Wiring Project is on schedule to complete in August, 2014.

The IT Classroom Technology Project has completed 27 new classrooms since July, 2013; one more requiring special, adaptive technology is in process. We are already refining the list of classrooms to be addressed starting July, 2014 with next FY funding. Based on experience to date it will take approximately 10-12 years and \$18M to complete the upgrade for approximately 300 technology-eligible rooms. The completion will be accelerated in time and reduced in IT cost as major new construction (CofC North) and major renovation projects (Rita Hollings Science Center, Simmons) are completed. Notably, the out year costs of replacing the deployed technology are fairly fixed at \$250K per year until FY18, then increase to at least \$400K per year thereafter. These equipment replacement costs are not funded.

The TechQual+ survey of faculty, staff and students was conducted for the 2nd time in fall, 2013. The results of the survey were considerably improved relative to the initial survey: the response rate was 28% greater; the perceived level of service reported by the respondents in every category was improved, relative to last year, by at least 4%. The greatest areas of perceived improvement (up to 12%) were those in which significant financial investment has been made: network services and wireless access.

It will be costly for the College to come into compliance with the 7 (of eventually 25 or more) state information security policies promulgated to date. And while funding is available to state agencies to achieve compliance, no funding is available to higher ed institutions. Information security policy compliance is an unfunded mandate for the College.

IT has measures in place to mitigate institutional and personal risk associated with data breaches and with disclosure of SSNs and credit card numbers. Whereas today IT simply *notifies* electronic senders and receivers about their incautious transmissions, soon and following appropriate communications to everyone, IT will begin *blocking* transmission of such information.

Electric power outages (both scheduled and unscheduled) over the Christmas holidays caused inconvenience to those College faculty trying to conduct research and staff doing end-of-year business. All our recently installed network equipment restarted automatically as power was restored. The network equipment that failed altogether or had to be coaxed back to operating condition was well beyond normal end-of-life and should have been replaced long ago. Lack of funds for equipment replacement causes remedial repairs and replacement, often under the most inconvenient circumstances for those who rely on IT services. Equipment replacement funding is inadequate and must be increased. Chair Gadsden emphasized the need for the IT Committee to advocate increased funding for equipment replacement.

IT continues to follow the lead of the Provost regarding distance learning. IT's role -- and especially that of the Teaching, Learning and Technology department -- is to provide technology support plus development of faculty to enable them to imagine, design and deliver pedagogically effective on-line courses.

The current Board portal is very challenging to access; at times it has not been kept up-to-date. The IT Committee goal is to evolve to the Board functioning in a paperless environment. The Board portal must be easy to access and maintain. Chair Gadsden tasked IT to refine a checklist of Board portal attributes that might be desired by Trustees, to help engage the Trustees in expressing their portal requirements, then subsequently making recommendations of suitable portal solutions to the IT Committee. Progress is requested prior the March Board meetings.

INSTITUTIONAL ADVANCEMENT COMMITTEE:

Committee members present: Trustees David Hay (chair), Frank Gadsden, Henrietta Golding, Eddie Thomas and John Wood.

Committee members absent: Trustee Pansy King-Reid.

Staff Liaisons present: George Watt (Executive VP, Institutional Advancement) (absent), Chris Tobin (VP for Development) (via conference call), and Sheila Vanek (Administrative Assistant).

Volunteer Board Liaisons present: Chuck Baker (President, Alumni Association), Sharon Kingman '80 (Chair, Foundation Board), and Tomi Youngblood (President, Cougar Club Board) (via conference call).

In Trustee Hay's absence at the Board meeting, Trustee John Wood presented the following committee report:

Mr. Wood reported that the Committee approved the minutes of the October 17, 2013 Committee Meeting.

Mr. Hay reminded the Committee that their overarching goal is to serve as **educated and inspired advocates to advance the College**, and for the Committee members to better understand their roles as donors, champions, and facilitators for the College's advancement efforts.

Mr. Chris Tobin presented the College's fundraising results for fiscal year 2014. He reported that new philanthropic commitments through the second quarter were \$7.3 million, which represents over 45% toward the annual working goal of \$16 million. A seven-figure leadership commitment from the Pearlstine and Lipov families to create the Pearlstine/Lipov Center for Southern Jewish Culture was celebrated. The Committee discussed a draft proposal illustrating a process for philanthropic commitments to name buildings and schools at the College. David Hay and George Watt will work with the Chair of the Board of Trustees to formalize the Naming Process.

Mr. Tobin provided an update on the College's Campaign. He reported that approximately \$57 million of the \$125 million goal has been raised and that they are working with the Campaign Steering Committee to prepare for a planned public launch of the Campaign in November.

At the Board meeting, Sharon Kingman noted that the Foundation Board should take an active role in introducing the new president in the community to assist with fundraising.

STUDENT AFFAIRS COMMITTEE:

Committee members present: Trustees Demetria Clemons (chair), Don Belk, Annaliza Moorhead, Toya Pound, Renee Romberger, and Ricci Welch.

Committee members participating by conference call: Trustee Renee Goldfinch ???

Other Board members present: Trustee Greg Padgett

Staff Liaison present: Jeri Cabot (Interim Executive VP for Student Affairs).

Others present: Kathryn Bender (Senior VP for Legal Affairs/General Counsel), John Campbell (Dean of Residence Life and Housing), John Cordray (Director of Physical Plant), Andrea DeMaria (Chair, Faculty Student Affairs and Athletics Committee), Michael Duncan (Assistant VP for Student Affairs and Director of Higdon Student Leadership Center), Joseph Gastaldo (Graduate Student Association Representative), Jordan Hensley (President, Student Government Association), Susan Hartman (Executive Assistant to the Executive VP for Student Affairs), Brian McGee (Chief of Staff/ Senior VP for Executive Administration), Steve Osborne (Executive VP for Business Affairs), Robert Reese (Interim Chief of Police and Assistant VP for Student Affairs), Evan Reinhold (Students for Social Innovation Representative), Jane Reno-Munro (Director of Student Health Services), Monica Scott (VP for Facilities Planning), and Teresa Smith (Director, Multicultural Student Programs and Services).

Trustee Clemons presented the following committee report:

Message from Student Organization:

Evan Reinhold represented the Students for Social Innovation and gave a brief overview of research for the past semester, setting goals and assessing achievement of those goals. Two recent areas of focus have been clean water and homelessness.

Department Update – Student Health Services:

Jane Reno-Munro provided an overview of the services offered by Health Services, the number of students serviced, and the educational and retention impact. She also explained space challenges and accessibility concerns.

At the Board of Trustees meeting, Trustee Renee Romberger noted that it is vital to have health care for our students. Access is important so we need to look at how to expand the facility. Steve Osborne noted that the College's Master Plan does include a plan for a new facility.

Staff Update:

Casey Domnick became the Assistant Director of Greek Life in December.

Heather Meier, Title IX and Non-discrimination Policy Investigator, began working in January with the Office of the Dean of Students and the Office of Human Relations.

One hundred forty-one applications have been received for the position of Assistant VP and Chief of Police. The Committee is working to identify candidates to invite to campus this spring.

Residence Life and Housing Update:

Steve Osborne provided the Committee with an overview of the options the College faces regarding Rutledge Rivers Residence Hall renovations. He anticipates that the residence hall will be offline until Fall 2016.

Campus Values Discussion:

The seven campus-wide values approved by the Board of Trustees in 2004 were distributed. Trustee Clemons disseminated the three values identified in the current Strategic Plan.

Graduate Student Association Update:

Margaret Edling, GSA President, provided the Board of Trustees with an overview of the Graduate Student Association's recent activities and research grants.

Student Government Association Update:

Jordan Hensley, SGA President, provided the Board of Trustees with an overview of the Student Government Association's recent activities. Ms. Hensley shared with the Board of Trustees that due to the weather the State of the Student Body Address has been rescheduled for February 19 at 5:00 p.m. in Alumni Hall.

BRIAN FISHER AND THE OFFICE OF SUSTAINABILITY STUDENT INTERNS' PRESENTATIONS:

Brian Fisher, Director of Sustainability, spoke regarding the Office of Sustainability and introduced four of his student interns who presented their projects.

- Ashley Tennenbaum, junior, political science major; and Ashlyn Hochschild, masters candidate, Environmental Studies
Project: "Expanding the Composting Program at CofC"
- Stefan Koester, a senior majoring in Economics and Philosophy
Project: "Saving Energy and Money on CofC's Vending Machines"
- Aaron Holly, Masters Candidate, Environmental Studies and Public Administration
Project: "Bike CofC: Bringing a Bike Share Program to the CofC"

[Box lunches at 12:20 p.m.]

SCHOOL OF THE ARTS UPDATE:

Dean Valerie Morris updated the Board of Trustees on activities and accomplishments of the School of the Arts.

NEW BUSINESS:

Chair Padgett reminded the Board that the next Board of Trustees Meeting will be held on Thursday and Friday, March 20-21, in conjunction with the Accepted Students Weekend on Friday and Saturday, March 21 and 22. This is an incredible event, and it would be nice to have all Trustees present to meet the students and their families. Also, it gives the Board an opportunity to thank the Enrollment Management and Admissions Offices for all they do for the institution.

For the record, Trustee John Wood publically thanked Suzette Stille and the Admissions Office staff for the tremendous job they do, especially when contacted regarding admissions application status of a student.

Housekeeping Items:

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

- Board/Faculty Shadowing Program (information will be distributed next week)
- Statement of Economic Interests Forms are due March 30.
- Yearly Board Calendar (at Board members' places) – Board members are invited to these events, but they are not mandatory.
- Travel vouchers and Board Meeting Surveys (at Board members' places)

Distinguished Adjunct Faculty Teaching Award:

Creation of the Distinguished Adjunct Faculty Teaching Award was discussed following receipt of the report of the Budget and Finance Committee.

The motion was made by Trustee Jeff Schilz, and seconded by Trustee Henrietta Golding, that the Board approve the following Resolution creating a Distinguished Adjunct Faculty Teaching Award. The Chair called for the yeas and nays, and the motion passed unanimously by voice vote. All in favor.

**COLLEGE OF CHARLESTON
RESOLUTION OF THE BOARD OF TRUSTEES
DISTINGUISHED ADJUNCT FACULTY TEACHING AWARD**

January 31, 2014

WHEREAS, the College of Charleston employs outstanding faculty and believes that it is important to recognize and reward excellent employees; and

WHEREAS, pursuant to the authority of S.C. General Appropriations Act, Section 117.16, the College may spend public funds and/or other funds for designated employee award programs which shall have written criteria approved by the agency governing board or commission; and

WHEREAS, the Board of Trustees previously has approved the awarding of annual outstanding faculty awards and outstanding staff awards; and

WHEREAS, the existing faculty awards program does not include any college-wide award to recognize the accomplishments of an outstanding adjunct faculty member; and

WHEREAS, adjunct faculty contribute significantly to the instructional mission of the College,
NOW THEREFORE, be it –

RESOLVED, that the Board hereby approves the addition to the Faculty Awards Plan and the *Faculty/Administration Manual* of a “Distinguished Adjunct Faculty Teaching Award,” which shall be described as follows:

“The College of Charleston Distinguished Adjunct Faculty Teaching Award honors those adjunct faculty members who have been designated by faculty colleagues as typifying high standards and a commitment to teaching excellence throughout their careers. The President of the Student Government Association is invited to serve on this selection committee.”; and

RESOLVED, that the monetary recognition provided for this award shall be identical to the monetary recognition provided for other college-wide faculty awards described in the Faculty Awards Plan; and

RESOLVED, that the Board hereby approves this addition to the Faculty Awards Plan, which currently requires that the College maintain documentation to show that the use of funds for this purpose is in compliance with state and federal laws and, further, shows that award payments made pursuant to this Plan are not a part of the employee's base salary, salary supplement, or a prerequisite of employment. The names of all employees receiving monetary awards and the amounts received shall be reported annually to the South Carolina Division of Budget and Analyses; and

RESOLVED, that this addition to the Faculty Awards Plan shall become effective on February 3, 2014.

The motion was made by Trustee Don Belk, and seconded by Trustee Cherry Daniel, to go into Executive Session for the following purposes: (1) Legal Counsel will consult and provide legal advice on litigation, including actual and potential legal claims; and (2) Discussion of negotiations incident to proposed contractual arrangements and proposed purchase/lease of property. All in favor.

First, Chair Padgett asked the following staff members, in addition to the President, to remain and attend the Executive Session: Jeri Cabot, Mike Haskins, George Hynd, Elizabeth Kassebaum, Brian McGee, Steve Osborne, George Watt, Kathryn Bender, and Betty Craig.

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

[Trustee John Busch left the meeting at 1:45.]

The motion was made by Trustee Lee Mikell, and seconded by Trustee Joe Thompson, to come out of Executive Session at 2:30 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 John Busch, and seconded by Trustee Cherry Daniel, that the meeting be adjourned at 2:30 p.m. All in favor.

College of Charleston Staff Advisory Committee to the President
Staff Awards Program Summary
2013-14

These awards for staff originally were proposed by the Staff Advisory Committee to the President. With revisions, the staff awards program was approved by the president on January 29, 2014.

1. Temporary Staff Employee of the Year
 - a. Call for nominations from anyone on campus. Nominees must have a minimum of 90 days of temporary employee service to be eligible for this award.
 - b. Three such awards should be made, with one being the “Presidential Award.” On the advice of the relevant executive and senior vice presidents, the president of the College of Charleston will select the recipients.
 - c. The Communication Subcommittee of the Staff Advisory Committee to the President (SAC) will receive the nominations, verify with Human Resources that they are temporary employees, and recommend nominees to SAC. All voting members all eligible to vote on award recommendations.
 - d. If the nominee becomes a permanent employee within 90 days of his or nomination, the nominee will remain eligible for the award, based on exemplary performance during her or his time as a temporary staff employee.
 - e. A nominee is not eligible for the award if he or she leaves the College before the award is announced. In such cases, the President may choose to select another award recipient from the list of nominees.
 - f. Awards will include:
 - i. \$1,500 to the Presidential Award recipient
 - ii. \$ 500 to each of the additional two recipients
 - iii. A framed certificate for each recipient

2. Permanent Staff Employee of the Year
 - a. Call for nominations from anyone on campus. Nominees should have a consistent record of exemplary service at the College of Charleston.
 - b. Five such awards should be made, with one being the “Presidential Award.” On the advice of the relevant executive and senior vice presidents, the president of the College of Charleston will select the recipients.
 - c. The Communication Subcommittee will receive the nominations, verify with Human Resources that they are permanent employees, and recommend nominees to SAC. All voting members will vote.
 - d. If the nominee leaves the College, select the next highest vote-getter.
 - e. Awards will include:
 - i. \$1,500 to the Presidential Award recipient
 - ii. \$ 500 to each of the additional four recipients
 - iii. A framed certificate for each recipient

3. Criteria for nomination of an employee for Temporary Staff Employee of the Year or Permanent Staff Employee of the Year:
 - a. Contributions to increased organizational productivity
 - b. Development and/or implementation of improved work processes
 - c. Exceptional customer service
 - d. Realized cost savings
 - e. Other specific contributions to the success of the organization

4. The Staff Outstanding Service Award
 - a. SAC voting members will submit nominations of permanent, non-instructional staff members.
 - b. The Communication Subcommittee will receive the nominations and recommend a recipient to SAC. SAC voting members will vote to endorse the recommendation and submit it to the president of the College. On the advice of the relevant executive and senior vice presidents, the president of the College of Charleston will select the recipient.
 - c. Criteria include an employee who:
 - i. Assists many others across campus
 - ii. Participates in campus-wide projects
 - iii. Always responds to requests for assistance
 - iv. Solicits partnerships with others for the benefit of students
 - d. The recipient will also receive a cash award in the amount of \$1,500 and a framed certificate.

5. The Staff Advisory Committee to the President will host a reception in honor of all staff members where the awards will be announced and presented. The president of the College, or the president's designee, will participate in the awards ceremony and present the Presidential Awards.

6. The awards will also be announced at the back-to-school picnic.

7. Awards timeline:
 - a. April 15 - 30, 2014: The call for nominations will be provided to all employees.
 - b. May 8, 2014: The Communication Subcommittee will review the nominations and make recommendations to the president
 - c. May 115, 2014: The voting members of the Staff Advisory Committee to the President will vote to nominate awards recipients at the regular monthly meeting
 - d. First week of June, 2014: Celebration of College of Charleston staff and presentation of awards

(Amended version approved at January 31, 2014 Board of Trustees Meeting)

College of Charleston Faculty Award Programs

January 2014

College-wide Faculty Awards

The College of Charleston has established five highly competitive campus-wide awards to recognize faculty members with records of distinction. Each is now awarded to a single faculty member per year, typically during the spring semester. Nominations are solicited from all employees at the College and recipients are recommended to the Provost by *ad hoc* committees comprised primarily of faculty, including recent award recipients, with additional representation by students on select award committees. Awardees receive a framed certificate and a cash award, currently \$1500, funded by the College of Charleston Foundation. These five faculty awards are as listed below. Full details on guidelines and selection processes are available in the *Faculty/Administration Manual* and at academicaffairs.cofc.edu. A list of recipients is also available at academicaffairs.cofc.edu.

The **College of Charleston Distinguished Teaching Award** honors those roster faculty members who have been designated by their colleagues as typifying high standards and a commitment to teaching excellence throughout their careers. The President of the Student Government Association is invited to serve on this selection committee.

The **College of Charleston Distinguished Research Award** honors roster faculty colleagues who have distinguished themselves by a career of significant research.

The **College of Charleston Distinguished Service Award** recognizes the outstanding contributions of a roster faculty member or administrator who, beyond his or her required duties, has a sustained career of serving the college community in an outstanding and distinguished manner. The President of the Student Government Association (or his or her designee) is invited to serve on this selection committee.

The **College of Charleston's Distinguished Advising Award** honors a roster faculty member or an academic staff member who has demonstrated a sustained dedication to students in the area of academic advising.

The **William V. Moore Distinguished Teacher-Scholar Award** recognizes faculty members who have been selected by their peers as exemplifying the teacher-scholar model. The recipients' exemplary scholarship and exemplary teaching have enriched the intellectual lives of our students throughout their careers.

School and Department-based Faculty Awards

Additionally, several schools honor outstanding faculty members. Each award listed here is made to one recipient annually (unless otherwise specified). As indicated below, one of these awards is made to either a faculty or staff member.

School of Business

The **School of Business Distinguished Teaching Award** recognizes a faculty member for outstanding teaching during the preceding calendar year. Selection is made by the School of Business Faculty Development Committee, based on teaching assignments and load, quality of course materials, and student evaluations and grade distributions. The awardee receives a plaque and a \$1000 cash award.

The **School of Business Distinguished Research Award** recognizes a faculty member for outstanding research accomplishments over the preceding three-year period. Selection is made by the School of Business Faculty Development Committee, based on the impact of the faculty member's research, the quality and quantity of their refereed/scholarly publications for the three-year period, and their other research activities. The awardee receives a plaque and a \$1000 cash award.

The **School of Business Distinguished Service Award** recognizes a faculty member for unusual and distinguished service to the School, College, community, and/or academia/profession or for a demonstrated dedication to students in the service or advising area during the preceding calendar year. Selection is made by the School of Business Faculty Development Committee, based on the impact of the nominee's service on students and on the School of Business and/or the College of Charleston, as well as the amount of service. The awardee receives a plaque and a \$1000 cash award.

The **Howard F. Rudd Distinguished Faculty Award for Service and Leadership** was established by Anita Zucker and Justin R. McLain and is reflective of Rudd's passion and commitment to service leadership in the School and to the entire campus community. This award recognizes outstanding, high-performing business professors (full-time instructors, tenure-track, and tenured faculty) who lead by example and advance the mission and global vision of the School. The recipient is selected by a committee consisting of the School of Business Faculty Development Committee, a member of the Board of Governors, immediate past recipients of the award, and a School of Business staff member. The award provides \$10,000, of which up to \$5000 may be awarded as a professional stipend, with the remainder to be used to support the recipient's community engagement, professional development, research, or other service initiatives.

The **Outstanding MBA Professor Award** recognizes a faculty member for his or her teaching of a core MBA course. The recipient is selected by current MBA students and receives a plaque and a \$1000 cash award.

School of Humanities and Social Sciences

The **Lightsey Humanities Chair in Philosophy** recognizes an outstanding member of the Department of Philosophy. It is awarded for a three-year period and carries a \$4700 stipend.

School of Sciences and Mathematics

The **Gordon E. Jones Distinguished Achievement Award** recognizes outstanding achievement in teaching, research, service, or a combination of these areas. The **Norine Noonan Award** is made to a faculty or staff member in recognition of efforts that directly benefit the School of Sciences and Mathematics or for contributions outside the School that enhance its reputation. A call for nominations for both of these awards is issued from the Dean's Office each spring and recipients are selected by a committee consisting of the Associate Dean and a representative from each department in the School. Recipients receive a plaque and a \$500 cash award.

The **William Marion Mebane Distinguished Teaching Chairs in Chemistry and in Physics** are awarded to faculty members in Chemistry and Physics who have demonstrated excellence in teaching and in mentoring undergraduate research. The Mebane Chair is awarded every two years, alternating between Physics and Chemistry. The recipient receives \$4500 annually.

The **John Arthur Siegling Chair in Biology** is awarded to a tenure-line faculty member who has demonstrated exemplary performance as a biological researcher in addition to evidence of excellence in teaching, along with having shown substantial service to the department, the College, or the profession. The recipient is selected by the Chair of the Department of Biology by an objective process and validated by the faculty. The award is made once every three years, with the possibility of renewal, and the recipient receives \$5000 annually.

The **C. Richard Crosby Distinguished Teaching Chair in Computer Science** is awarded to a faculty member who must devote a substantial amount of time to teaching through classroom instruction. The recipient is selected by the Chair of the Department of Computer Science by an objective process and validated by the faculty. The award is made on a biennial basis, with the possibility of renewal, and the recipient receives \$5600 annually.