

**COLLEGE OF CHARLESTON**

**BOARD OF TRUSTEES**

President's Board Room

College of Charleston

Charleston, South Carolina

April 13, 2005

8:30 a.m.

Presiding:

Robert W. Marlowe, Chairman

Members of the Board Present: Mr. Donald H. Belk, Mr. J. Philip Bell, Mrs. Charlotte L. Berry, Mrs. Demetria Noisette Clemons, Dr. L. Cherry Daniel, Mr. James F. Hightower, Mr. William D. Johnson, Mrs. Marie Land, Mr. F. C. McMaster, Mr. G. Lee Mikell, Mr. Lawrence R. Miller, Mrs. Annaliza O. Moorhead, Mr. Y. W. Scarborough, III, Dr. Sam Stafford III, and Mr. Joseph F. Thompson, Jr.

Trustee Emeriti Present: Mrs. Sylvia C. Harvey

Trustees Absent: Mr. Robert S. Small, Jr.

Others in attendance: President Lee Higdon; Drs. Elise Jorgens, Provost; and Andy Abrams, Senior Vice President for Strategic Planning; Messrs. Jerry Baker, Executive Athletic Director; Fred Daniels, Senior VP for Executive Administration; Greg Evans, VP for Development; and Victor Wilson, Senior Vice President for Student Affairs; Mses. Priscilla Burbage, VP for Fiscal Services; Virginia Friedman, VP for Strategic Communications; Elizabeth Kassebaum, Secretary to the Board of Trustees; Chris Schlosser, Special Assistant to the President for Special Projects; Monica Scott, VP for Facilities Planning; and also Dr. Robert Mignone, Speaker of the Faculty; Ms. Jillian Irizarry, President-Elect, Student Government Association; Mr. Roy Snipe and Mr. Mike Robertson of the College Relations and Media Communications Office. Ms. Deneshia Graham, *Post and Courier* Education Reporter, also attended the meeting.

(In accordance with requirements of the *S. C. Freedom of Information Act*, news media was notified of the time, location, and agenda for this meeting).

The regular meeting of the College of Charleston Board of Trustees was called to order at 8:35 a.m. by Chairman Marlowe.

Chairman Marlowe introduced Ms. Jillian Irizarry, the newly elected President of the Student

Government Association for the 2005-06 academic year. Jillian, from Columbia, is a communication major.

Chairman Marlowe called for approval of the minutes. It was moved (Thompson) and seconded (Berry) that the minutes of the January 21, 2005, Board of Trustees meeting be approved. All in favor.

### **President's Report**

President Higdon gave an update on the athletics teams.

He reviewed the list of outside student awards that have been given to our students and faculty this year from "off campus" organizations. The organizations presenting the awards range from the Kennedy Center American College Theatre Festival and the Southeastern Writing Center Association, to the South Carolina Academy of Sciences. These are more examples of pre-eminence at the College.

He reported that the South Carolina Academy of Sciences (for college students)/South Carolina Junior Academy of Sciences (for high school students) held their annual meeting at Winthrop University on March 16. The College of Charleston submitted 26 papers, more than any other college/university. USC-Columbia submitted 20 and Clemson only 7. Winthrop, the host, only submitted 19. Of the eight session awards presented, the College won five.

He also gave an update on the South Carolina Campus Compact. He reported that the Compact Committees will convene on April 22 at Wofford to begin drafting a budget and organizational structure, conducting an assessment of campus needs, producing a plan of programs/services to be offered to members, and developing legislative corporate and media partners. The College has offered its facilities as a host site. All details should be finalized by January 2006.

President Higdon referred to the list of sabbatical accomplishments at each Board member's seat. The list chronicles the achievements of those faculty who take sabbaticals. He noted that, as a part of the Fourth Century Initiative, the College has funded these sabbaticals.

He announced that the decision has been made to outsource custodial services for the new library, the Science Center, the Beatty Center and the Tate Center. The specs have been developed for the library, and the deans of both the School of Sciences and Mathematics and the School of Business and Economics have been engaged in developing specs for their respective buildings. It is anticipated that the RFP will go to the State MMO by the end of April and be made public by June, with an award by August 1 for the work to begin by the opening of school.

The College has contracted with George Dehne of DGA Integrated Services, a marketing consultant, to develop the College's branding for marketing purposes. Thus far, Mr. Dehne has conducted more than 20 individual or group meetings with members of the College of Charleston community. After completion of all meetings, the "familiarity" and "exploration" phase will be complete. Mr. Dehne will then return to campus to report on his qualitative findings and discuss the constituencies that will be surveyed to complete the project. Those interviewed included the President, all the vice presidents, all the deans of the academic units, two groups of faculty, two groups of students and a variety of administrators.

President Higdon noted that he sends two letters every year to the “College of Charleston Families” (a copy is at each Board member’s seat) in an effort to reach out to parents and alumni.

He briefly mentioned that his remarks, “Liberal Education and Entrepreneurship: A 21<sup>st</sup> Century Approach,” presented at the AAC&U Pre-Conference Symposium in January will be published in the winter issue of *Liberal Education* magazine.

President Higdon referenced a letter received from NCATE, an accreditation group for the School of Education. The letter is praiseworthy of the College.

President Higdon thanked Lee Mikell, Demetria Clemons, Charlotte Berry and all members of the host committee for their help in organizing a very successful Alumni Party in Columbia last Thursday evening. He thanked Chairman Marlowe and his wife for their support. Over 200 alumni, friends, parents and prospective students attended the event – a successful model that the College will continue to use as it executes its Strategic Plan.

He announced the newly established Don Belk Award that will be presented annually by the Student Government Association to a deserving member of the Board of Trustees for outstanding service to the student body. The first annual award presentation will be made to Don Belk at the Student Association Leadership Award Ceremony on Wednesday, April 20, at 4:30 p.m. at the Blacklock House.

#### **Audit Committee:**

Trustees Philip Bell, Bobby Marlowe, Marie Land, Don Belk, Creighton McMaster, and Joe Thompson attended the meeting. President Higdon; Mr. Eric Forsberg, Internal Auditor; and Priscilla Burbage also attended the meeting.

Mr. Bell reported that the committee received a report from the Interior Auditor which recommended some changes to the Student Check-Out Policies and Procedures regarding Residence Life. He recommended information regarding fraud hotline services. A decision was not made at this time to outsource a fraud hotline service.

#### **Finance Committee:**

Trustees Joe Thompson (chair), Bobby Marlowe, Creighton McMaster, Larry Miller, and Bill Scarborough attended the committee meeting. Others in attendance included Priscilla Burbage, Daniel Dukes, Eric Forsberg, Sam Jones, Elise Jorgens, and Gary McCombs. Drs. Bob Mignone, Speaker of the Faculty; and Gordan Stine, Trustee Emeritus, also attended the meeting. President Higdon joined the meeting.

Mr. Thompson reported that Sam Jones discussed the budget adjustments reflected through March 31, 2005. There were several adjustments affecting the bottom line budget as well as the ordinary realignments within operating divisions. Of most significance were the transfers to capital projects and the budgeting of additional revenues resulting from retention growth.

**The Finance Committee moves that the budget adjustments to the March 31, 2005 Financial Statements be approved as presented behind Tab 3.** Philip Bell seconded the motion. All approved.

Mr. Gary McCombs discussed with the committee the preliminary work that has been done on the 2005-2006 budget and the associated fee increases that would be necessary to support the various expenditure levels. A tentative date of Monday, June 20, was set for a Finance Committee budget meeting. All Board members will be informed of the time and location and are invited to participate.

Chairman Marlowe noted that on June 20, the Finance Committee meeting agenda items will include (1) review the budget for next year, and (2) tuition. The consensus was to meet in Columbia and that Mr. Mikell will find a location for the meeting.

**Facilities Committee:**

Trustees Jimmy Hightower (chair), Philip Bell, Lee Mikell, and Bobby Marlowe attended the committee meeting. Also attending were Susan Morrison and Monica Scott, along with Fred Daniels and the Physical Plant personnel – Jim Shumate, Dennis Foster, Joey Beck and David Tomayko. Sylvia Harvey, Trustee Emeritus, also attended the meeting. President Higdon joined the meeting.

Mr. Hightower noted that the committee discussed increased construction costs to help the College estimate its budget needs for the Arena project.

Dr. Cherry Daniel asked about the status of the old library. Ms. Monica Scott noted that the building will be used as swing space. Over the long term, it will be converted to general classroom space like Maybank Hall to get classes out of the Bell Building.

Mr. Hightower presented the following facilities update:

The Addlestone Library has been completed.

Demolition/construction of the Athletics Complex is scheduled to begin in June.

Schematic design for the new Science Center is scheduled to begin in May. It is estimated that it will take eight months to take the design through the design development phase of the project. Design cannot proceed beyond this phase until full funding has been identified.

The Student Services Center (Lightsey Center) is scheduled for completion in May.

The Patriots Point Facilities Upgrade project was awarded to LS3P/ADC.

**Joint Meeting of the Institutional Advancement Committee and the Foundation Fund Raising and Advancement Committee:**

Trustees Charlotte Berry (chair) and Cherry Daniel, along with Foundation Board members Tap Johnson, Renee Romberger and George Spaulding attended the meeting. They were joined by staff members Greg Evans, Vice President for Development; Rebecca Sherman, Stewardship Director; Cathy Mahon, Director of Major Gifts; and Nina Marsh-Thomas, Special Events Coordinator.

Mrs. Berry reported that the total fundraising numbers show a 50% increase compared to last year's to

date totals.

She noted that one important group is the Parent Advisory Council. The Council includes 60 couples and each couple is responsible for raising \$1,500.

She reported that the committee received a very positive Cougar Club report from Anita van de Erve.

Mrs. Berry reported that the committee discussed the cost of producing the donor report. Since it is quite expensive, they will continue to look at other cost effective measures to get the word out about the College.

She also noted that the committee discussed the Board of Visitors. The committee will be sent information from other schools for review. With the Capital Campaign coming up, she feels a great need to reinstate the Board of Visitors. Mrs. Marie Land noted that the Board of Visitors complained that they were not given enough to do. Before the Board of Visitors is reinstated, Mrs. Land feels that they should be given clear duties. Mrs. Sylvia Harvey noted that the Board of Visitors was helpful with accommodations in other parts of the state. Mrs. Berry will continue the discussion at the next meeting.

Mrs. Berry asked the Board members to support the 1770 Society.

**Student Affairs Committee:**

Trustees Marie Land (chair), Don Belk, Demetria Clemons, Annaliza Moorhead, and Sam Stafford were joined by Victor Wilson, Senior Vice President for Student Affairs; Jeri Cabot, Dean of Students; Jillian Irizarry, SGA President-Elect; and Susan Hartman, Administrative Coordinator, Student Affairs.

Mrs. Land reported that drug and alcohol abuse is a problem on campus, and a Drug and Alcohol Task Force has been established. A new position, Prevention Director, will be funded to work with the Task Force. New methods of reaching students regarding drug and alcohol issues on their level will be explored. Chairman Marlowe noted that drug and alcohol abuse is a problem at the College and everywhere. We are choosing to confront the problem at the College. It is no larger or smaller than it is at other institutions. We have just chosen to do something about it. President Higdon noted that the Task Force suggested that we insure that students understand the policies, including the repercussions of policy violations. We will be requesting information from other urban campuses that have model programs.

Mrs. Land noted that the committee met in the newly renovated National Panhellenic Council (NPHC) House Conference Room at 97 Wentworth Street.

The Stern Center will reopen in August with the third floor occupied by Student Affairs administrative offices and Student Organization office areas. The Ballroom will now be located on the 4<sup>th</sup> floor and the Fitness Center on the 2<sup>nd</sup> floor. Student Health and Counseling will move into the Small Library this summer while their areas are being renovated. Student Health will move back to their original location behind Rutledge Rivers Residence Hall after the renovations are completed, and Counseling will remain in the new offices in the Small Library.

The Student Affairs Leadership Awards Ceremony will be held on April 20, 4:30-6:30 p.m. at the Blacklock House. All Board members are invited to attend this event which will become an annual

celebration of the new Leadership Center.

Marie Land reported that Victor Wilson will keep the Board informed of all they are doing on behalf of the students. An annual candlelight Memorial Service will be planned at the end of each year, beginning in 2005-06. Along with the entire college community, the families of deceased students, faculty and staff will be invited to participate.

The committee discussed statewide campus crime statistic comparisons. It was agreed that students and parents should continue to receive preventive measures advice at Orientation.

**Academic Affairs Committee:**

Trustees Don Belk (chair), Demetria Clemons, Cherry Daniel, Bobby Marlowe, and Sam Stafford attended the meeting, along with Drs. Elise Jorgens, Amy McCandless and Susan Morrison, Don Burkard, and Kay Smith from Academic Affairs. Others in attendance include Drs. Bob Mignone, Speaker of the Faculty; Frances Welch, Dean, School of Education; and Ms. Deborah Vaughn, Chair of the Faculty Academic Standards Committee.

Mr. Belk reported that the committee discussed the proposed Consensual Relations Policy (a copy is at each Board member's seat) that was presented to the Faculty Welfare Committee for review and subsequently presented to the Faculty Senate.

**The Academic Affairs Committee moves that the Consensual Relations Policy be approved as presented behind Tab VII of the Board Book.** Dwight Johnson seconded the motion. All in favor.

Dr. Jorgens asked Ms. Deborah Vaughn and the Faculty Academic Standards Committee to review the Academic Redemption Policy currently used at Clemson University. Ms. Vaughn reported to the committee that they did not believe it was necessary at this time to adopt Clemson's policy. Dr. Stafford and Chairman Marlowe commented favorably on Clemson's policy so Mr. Belk asked the Faculty Academic Standards Committee to review the pros and cons of the Academic Redemption Policy currently used at Clemson University. The Academic Redemption Policy review is being undertaken in keeping with the College's efforts to develop tools to help increase retention.

The committee also asked the Faculty Academic Standards Committee to examine the College's midterm grade policies to see if the existing policy is the best approach for all levels of instruction. Sometimes there are courses where midterm grades aren't good indicators, but that should be the exception rather than the rule. Dr. Daniel noted that 300 and 400 level courses may not require midterm grades. Ms. Vaughn and the committee will report back to the Provost later in the semester.

Dean Frances Welch gave the committee a report on the GED classes that have been established for the Physical Plant employees at the request of Mr. Jim Shumate, Director of the Physical Plant, with the assistance of Dr. Cherry Daniel and local school district officials. Eleven employees are currently in the program. One employee hopes to take the exam in May. This is the first program of its kind in the state, and the College plans to continue this successful program in the fall.

Mr. Don Burkard gave the committee an enrollment update.

**Athletics Committee:**

Trustees Philip Bell, Jimmy Hightower and Bobby Marlowe attended the committee meeting, along with Jerry Baker; Kathryn Boettcher of the Women's Cross Country/Track & Field team; Amber Stegelin, Athlete Academic Advising Coordinator; and Alys Anne Wiedeke, Administrative Assistant, as recording secretary.

In Mr. Johnson's absence, Mr. Bell gave the following committee report:

Mr. Jerry Baker introduced two special guests to the committee: Amber Stegelin, the Athletics Department Coordinator of Academic Advising for student-athletes. Ms. Stegelin is a 2001 graduate and a former athlete who played four years on the Women's Basketball team. Kathryn Boettcher, co-chair of the Student-Athlete Advisory Board (SAAB). Ms. Boettcher is a senior psychology major on the Women's Cross Country/Track & Field teams. The goal of the Board is to teach young people to contribute to the community. Student-athletes have volunteered each semester at Habitat for Humanity worksites, etc.

Mr. Baker distributed to the committee a Sports Update covering all sports and briefly highlighted some of their outstanding achievements.

Mr. Baker gave the committee an update on athletic facilities: The naming of the new athletic center, the Carolina First Center, was accomplished through a \$2 million donation from Carolina First Bank. The architectural firm of LS3P has been selected to design improvements for the facilities at Patriots Point.

**Governmental Affairs Committee:**

Trustees Bill Scarborough (chair), Bobby Marlowe, Lee Mikell, Larry Miller, and Joe Thompson attended the committee meeting, along with Daniel Dukes, Senior Vice President for Governmental Affairs; and President Lee Higdon. Sylvia Harvey and Gordan Stine, Trustee Emeriti, also attended the meeting.

Mr. Scarborough gave the following committee report:

Mr. Daniel Dukes presented the committee with a legislative update from Columbia. The School of Business project, the Entrepreneurship Program, received \$591,550 in recurring funds. The School of Education project, effective teaching and learning, received \$501,800 in recurring funds. The Lowcountry Graduate Center received \$195,000 in recurring funds and \$100,000 in non-recurring funds. Technology money from lottery funds was appropriated at \$12 million, and the College will receive about \$1.2 million.

Avery received \$100,000 in non-recurring funds, the School of Business Hospitality and Tourism Program received \$129,000 in non-recurring funds, the Electronic Library received \$2 million in non-recurring funds, and CHE Program Reviews received \$250,000 in non-recurring funds.

Mr. Dukes also gave the committee a legislative update from Washington. Regarding funding for the Grice Marine Lab, Congress has not yet acted on any appropriations bills.

**New Business:**

Chairman Marlowe asked the Board members to give Elizabeth Kassebaum the dates that they will be unavailable for Board meetings in 2006.

He welcomed Ms. Jillian Irizarry and noted that he looks forward to working with her.

Break at 9:45 a.m.

Meeting reconvened at 10:10 a.m.

There being no further business, it was moved (Land) and seconded (Johnson) to go into Executive Session to discuss contractual issues. All in favor.

It was moved (Miller) and seconded (Bell) to come out of Executive Session and resume Regular Session. All in favor.

Regular Session resumed at 10:50 a.m.

There being no further business, it was moved (Bell) and seconded (Thompson) that this meeting of the Board of Trustees be adjourned. All in favor.

Meeting adjourned at 10:50 a.m.