

**COLLEGE OF CHARLESTON**  
**UNIVERSITY OF CHARLESTON, SOUTH CAROLINA**

**BOARD OF TRUSTEES**

President's Board Room

College of Charleston

Charleston, South Carolina

April 16, 2002

8:30 a.m.

Presiding:

Joel H. Smith, Chairman

Members of the Board in attendance:

M. J. Philip Bell

Mrs. Charlotte L. Berry

Dr. John F. Clark, III

Mr. Timothy N. Dangerfield

Dr. L. Cherry Daniel

Cheryl Whipper Hamilton, Esquire

Mrs. Marie Land

Mr. F. C. McMaster

Mr. Lawrence R. Miller

Mr. J. Vincent Price, Jr.

Mrs. Anne T. Sheppard

Mr. Robert S. Small, Jr.

Mr. Joseph F. Thompson, Jr.

Mr. Lawrence O. Thompson

J. David Watson, Esquire

Thomas W. Weeks, Esquire

Others in attendance: President Lee Higdon, Drs. Andrew Abrams, Jeri Cabot, Beverly Diamond, Amy McCandless, William Lindstrom, Sue Sommer-Kresse; Messrs. Jerry Baker, Tom Casey, Fred Daniels, Daniel Dukes, Tom Herrion, Sam Jones, Gary McCombs, Scott Ranger, and Roy Snipe; Mses. Priscilla Burbage, Virginia Friedman, Elizabeth Kassebaum, Judy Linder, Monica Scott, also Dr. Hugh Wilder, Speaker of the Faculty; and Ms. Alicia Lea Scherini, President-Elect of the Student Government Association.

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

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

Chairman Smith welcomed several guests to the meeting: (1) Ms. Alicia Lee Scherini, the College's newly elected Student Government Association President for 2002-2003. Alicia, a sophomore majoring in Political Science and Psychology, is from Columbia. Last year she served as Freshman Senator and currently serves as the SGA Secretary; (2) Dr. Beverly Diamond, professor of Mathematics and Chair of the Faculty Senate Committee; and (3) Mr. Tom Herrion, the College's 20<sup>th</sup> head men's basketball coach. Tom brings 13 years of coaching knowledge and experience after assistant coach stints at Merrimack College, Providence and Virginia. He served eight seasons as an assistant to coach Pete Gillen at Providence College. During his four years as the number one assistant and chief recruiter at UVA, 94% of the players earned their degrees.

Chairman Smith called on Coach Herrion to make a few remarks. The coach noted that he has been at the College for a week and is thrilled to be a part of the great tradition of the College. He looks forward to a very successful basketball team.

Chairman Smith thanked Jerry Baker for all his hard work in looking for a man of such great character.

Chairman Smith called for approval of the minutes. It was moved (Land) and seconded (McMaster) that the minutes of the January 18, 2002, meeting be approved.

All in favor.

President Higdon's Fourth Century Initiative Report (copy attached for the record)

Exhibit 1: Fourth Century Plan Elements

Fifty full-time faculty and 50 full-time staff will be hired over the next four years. Enrollment will be decreased by 300 students, that is, 75 students each year over four years. There will be a substantial increase in financial aid and several new student/faculty programs.

## **Exhibit 2: Endorsements**

An extraordinary list of endorsements has been received since the announcement of the plan in January. The feeling is that this initiative is in tune with the College, and it's all about excellence in education.

### Exhibit 3: Tuition and Fee Recommendations

The tuition cost to fund the Fourth Century Initiative is about 19.5%. The inflationary impact on the budget will be about 6%. The loss of State Appropriations that the College needs to restore is about 3%. Therefore, the total tuition cost needed to fund this program and offset cuts in state funding is 28.5%.

Translated into dollar terms, this means:

With a rebate of 8% (\$302 in-state/\$684 out-of-state rebates), it will be approximately a 20.5% increase in tuition. After the tuition rebate, the net tuition and fees will be \$4,556 for in-state students and \$10,290 for out-of-state students.

There will be tiered pricing in the dorms ranging from \$3,075 to \$4,905.

The plan includes a variation of meal plans ranging from \$1,500 to \$2,000.

### Exhibit 4: Comparative Tuition and Fee Rankings

Before the increase the College ranked #9; after the increase we rank #4. Even after the increase, we believe there is some considerable value in a College of Charleston education; and while we rank 9<sup>th</sup> and 10<sup>th</sup> in the pre-increase, we only rank 8<sup>th</sup> after the increase. We would expect to be no worse than 4<sup>th</sup> (After MUSC, Clemson, Winthrop).

### Exhibit 5: Institutional Quality

Cost has to be compared to value. We have received more Commendations of Excellence awards in academic programs than any other institution. For example, the College received 14 awards compared to a combined total of ten for four other institutions. The College is a considerable value.

### Exhibit 6: Faculty Hires

Assumptions have been made for hiring the faculty and staff. On the faculty side, in the first year we will look to hire 25 faculty, dropping then to 15, then 10. It takes a one-year lead time to hire faculty. After some discussion, the first 12 hires have been identified. By July, the other 13 positions will be identified.

A number of positions in English, Hispanic Studies, History, Biology, Physics/Astronomy, Elementary Education and Studio Art will replace adjuncts.

Andy Abrams has done a commendable job working with the deans and chairs to come up with the first list.

### Exhibit 7: Staff Hires

Tex Small asked about the positions in College Relations. President Higdon noted that one position will

be a writer and the other position will be for media relations activities. There are eighteen staff hires on the first list, including programmatic initiatives shown in Exhibit 11. Many of the staff hires will directly impact the student experience.

#### Exhibit 8: Program Funds

These are one-time research funds. Hopefully, the funds can be replenished over time – looking to partially endow these funds since they are important to our success. The College of Charleston had 40 faculty and students make presentations at the South Carolina Science Foundation meetings. USC was next highest with 14 or 15 presentations. These dollars will pay off big time. This is one of the best investments the College can make.

Student/Faculty Research Fund -- \$500,000

Faculty Curriculum and Research Fund -- \$250,000

#### Exhibit 9: Mitigation of Financial Impact

What has been done to mitigate this tuition increase? Three elements will help defray this tuition increase – financial aid (scholarships), student employment programs, and rebates. The Incremental Revenue for Financial Aid is considerable. Rebates, if any, haven't been determined for the second year. It will be brought to the Board when appropriate.

#### Exhibit 10: Supplemental Needs

This is money set aside for the purchase of two facilities adjacent to the campus, information technology investments, and deferred maintenance and renovation funds.

#### Exhibit 11: Fall 2002 Anticipated Changes

It is anticipated that a number of programs and activities will be in place by Fall 2002. Bill Lindstrom stressed the need to start making connections beginning with admissions, orientation and assigning advisors to all incoming students upon arrival to the College. Mr. Lindstrom explained some of these programs, especially ideas for an increase in retention. The majority of students who leave the College are usually undeclared majors. The College will look at mid-term grades and class attendance and contact the students to provide support to those whose scholarships may be at risk. Retention of scholarships from the state hasn't been so good. The students must keep these scholarships as long as possible. Often most students leave the College because they can't keep their scholarships.

Jeri Cabot briefed the Board about service learning. Most incoming students come to the College with a community service background. Mr. Higdon noted that more and more colleges are helping their students create resumes that are inclusive of all "work" and "service" completed while at their college. The Office of Student Involvement and Service Learning will help recognize and coordinate the hours of community service performed by our students and will help oversee the institution of a co-curricular transcript. This office also will be able to send to prospective employers and graduate programs an official record of their service and leadership experiences. This information also will be sent to the Alumni Affairs Office, enhancing our communication with the alumni.

Dr. Cabot reported that the food services in the Stern Center will be expanded, and a satellite fitness center will be constructed on the fourth floor of the Stern Center. Residence hall renovations and security enhancements will take place over the next two to three years.

Sue Sommer-Kresse spoke about connecting the campus and our alumni by expanding alumni services, including linkage with each academic department through a new associate director and senior student liaisons, enhanced communication with alumni through a new on-line alumni directory, broadcast e-mail and an electronic newsletter. The College will establish a Senior Student Liaison Program that will link students with alumni by identifying students with the same majors and class goals.

Mr. Higdon talked about technology enhancements – Creation of 12 new smart classrooms, expanded access through a campus wireless network, an upgraded student computer center and satellite centers, and enhanced faculty technology support.

Mr. Higdon said it is important for the Board to see the immediate impact that the Fourth Century Initiative will have on the students' experience. For example, expanded hours for Student Wellness and Health Services, expanded Career Services, expanded advising services, etc.

The College has the leanest staff of any major university in this state. These investments give us the opportunity to go out and be more pro-active, which helps students to focus early on where they want to be. Hopefully, this will pay big dividends.

#### Exhibit 12: Metrics for Success and Points of Distinction

These metrics are guideposts for us over the next four years, and some may need refinement.

Student/faculty ratios and class size are expected to drop.

SAT scores are expected to increase from 1163 (Fall 2001) to 1200 (by 2005).

Marie Land asked about the College's retention rate. Mr. Higdon responded that the freshmen retention rate is 80%. Graduate rate is high 50's (6 years). This is better than average, but it's not where we should be as a preeminent institution. The Fourth Century Plan is designed to connect the students to our institution so that they don't even consider leaving.

Charlotte Berry asked about the College's four-year graduation rate. Mr. Higdon responded that it is much lower, and we need to get our arms around this problem. Our peer institutions have considerably higher rates.

#### Exhibit 13: Communication Strategy

Letters will be sent to the alumni and parents telling them not only about the specific meal plans, tuition increase, etc., but some of the new programs that will be developed to mitigate the impact of the increase (rebates, Student Employment Tuition Assistance Program, etc.), and the reasons for the increase.

Tex Small suggested that when preparing these communications, the figures should be presented in dollar amounts instead of percentages since dollars appear to be less than percentages. Mr. Small noted that

another aspect is how hard Mr. Higdon has worked for the savings. Giving the 8% rebate this year will give the College the opportunity to look at where the College should be next year. After the original proposal was presented to the Board, it was decided that the Initiative the Student Employment Tuition Assistance Program, a supplemental work program for students, must be added to the proposal. Mr. Small noted that one vulnerability is to use tuition dollars for the purchase of facilities. Mr. Higdon noted that the Yo Burrito purchase can be justified because it relates directly back to the new faculty being hired for the Fourth Century Plan. Mr. Smith thanked Mr. Higdon for making the Board look so good in hiring him. Mr. Higdon said that he takes very little credit because this plan is a result of many conversations and meetings with his colleagues. Mr. Smith noted that the plan is well articulated, carefully thought out, and student oriented.

Mr. Smith noted that Mr. Bell's motion will be taken out of order:

It was moved (Bell) and seconded (McMaster) that the proposed fees for 2002-2003 at Tab IV of the Board Booklet be approved.

Mr. Smith gave the Board a few minutes to read the proposed fees section of Tab IV. Mr. Higdon asked Gary McCombs to give the variations in meal plans. Mr. McCombs noted the primary change includes dining dollars that can be used anywhere on campus. The number of offerings has been expanded and is priced where it was last year plus inflation. A \$1,500 meal plan will give students ten meals during the week plus \$250 in dining dollars. Mr. Higdon stated they have had discussions about insisting that residence hall students use the meal plan, but because of raising tuition this year, it hasn't been done. It is felt that there are advantages to a mandatory meal plan for the residence halls, but the students' support is needed. Mrs. Berry asked about the percentage of students who take the meal plan. Mr. McCombs responded that 1,500 students take a meal plan. Hopefully, with the expanded food courts, the students will take the meal plan. Mr. Small noted that by reducing enrollment by 300, higher SAT scores, and decreasing the ratio of in-state to out-of-state students, it is important to take the challenge to get better students from this state.

Mr. Small would like the Board to adopt a motion for a set percentage of in-state to out-of-state – 35% of masters and undergraduates for out-of-state – a little higher with just undergraduates. Mr. Smith asked that they spend some time on this matter.

Back to the motion made about fees.

All in favor. Tuition and fees behind Table IV passed.

Chairman Smith noted that since President Higdon has to leave the meeting early for an important college function, the Executive Session will begin early. It was moved (Watson) and seconded (Weeks) to go into Executive Session after a short break. (Break at 9:40 a.m.) (Executive Session at 9:50 a.m.)

The motion was made (Land) and seconded (Dangerfield) that the Board come out of Executive Session (10:55 a.m.). Regular session resumed at 11:00 a.m.

Mr. Smith asked Mr. Higdon for the remainder of his President's Report.

#### President's Report

President Higdon informed the Board that the College has been selected for inclusion in the Best Colleges series published by the Princeton Review. The College is one of 14 new schools chosen to be listed in THE BEST 345 COLLEGES.

Graduation will be held on May 11 and May 12. Graduate students will receive their diplomas on Saturday, May 11. Senator Hugh Leatherman will be the Commencement Speaker and an honorary degree recipient. The ceremony will be in the Sottile Theatre at 2:30 p.m. There will be a luncheon honoring Senator Leatherman before the ceremony. The undergraduate ceremony will begin at 2:30 p.m. on Sunday, May 12, and the speaker will be Mr. Edward Villella, Founding Artistic Director of the Miami City Ballet.

The Dr. Martin Luther King, Jr. Celebration was a great success again this year. Elizabeth Kassebaum and Franklin Ashley are to be congratulated.

Final enrollment figures for the current semester show an undergraduate student headcount increase of 3.6% and a graduate student headcount increase of 16%. The undergraduate FTE increased by 3.9%, graduate FTE increased in excess of 20%, and the total FTE increase was 5%.

New student admissions for the fall are at a critical point in the year. Students must make a decision by May 1 in order to withdraw their application and receive a refund of their deposit. The College has received 9,975 applications for admission. This compares with 9,776 applications received this time last year, which is a 2% increase over last year.

Dr. George Haborak decided to give up his position as Senior Vice President for Student Affairs and return to the classroom. Dr. Jeri Cabot is serving as Acting Senior Vice President for Student Affairs, and she has been involved in developing the student services component of the Fourth Century Initiative.

The 27<sup>th</sup> Annual Governor's School will begin on June 9 through July 6. Approximately 225 students, including those from across the state, are expected to enroll in the program. Dr. John Newell will serve as the director and Maria Richardson will again serve as the assistant director.

The new library is moving along very well. The anticipated completion date is Fall 2003, but it is not expected to be operational until January 2004.

The new dormitory is moving along very well, and hopefully the building will be completed on schedule.

The College's application for an FM license doesn't look good. It is operating on low power, and there seems to be no spot on the dial for the College.

The athletic teams are doing quite well this spring. The women's golf team won the Cougar Spring Invitational and is in line for an NCAA bid.

The men's golf team is having another outstanding year. The team is ranked #32 which puts them in a position to qualify for post season.

The softball team has a new coach and currently has 16 wins and 22 losses this year.

The baseball team still has 22 wins and is behind The Citadel and Western Carolina in the conference. Coach John Pawlowski has done an excellent job.

Women's tennis is doing extremely well.

Men's tennis is a little behind the women's team.

The Equestrian Team is doing extremely well.

The Sailing Team has qualified for Nationals in Hawaii.

The nationally ranked women's rugby team is one of eight teams that will compete for the first time in the National Championship in Iowa. They represent the College well, and we are proud of what they have accomplished.

#### Academic Affairs Committee:

Mr. Watson recognized Bill Lindstrom for a report on enrollment management. Dr. Lindstrom reported that the figures for the Spring Semester are up a little bit, but they're down from the Fall Semester. The projected undergraduate enrollments for the fall are down to 60/40 ratio. It is important that these figures remain level and that this ratio be maintained. Admissions applications are up 2%.

Mr. Watson noted several changes to be included in the College's degree programs:

Two majors in Early Childhood Education and Middle School Education, a revised major in Elementary Education, and proposals for the Master of Education in Languages and the Master of Education in Middle Level Education.

It was moved (Watson) and seconded (Clark) that these programs be adopted as a part of the curriculum as soon as possible.

All in favor.

## **Student Affairs Committee:**

Mr. Price commended Dr. John Newell for his work as director of the Honors Program.

Dr. Jeri Cabot briefed the committee on an interesting project – trying to get students more active in campus activities.

#### Budget and Finance Committee:

Mr. Bell reported that the Budget and Finance Committee discussed four bonding issue items. Sue Sommer-Kresse gave the committee an update on Institutional Advancement, and Daniel Dukes gave the committee a legislative update.



Mr. Bell asked the Board to review the adjustments to the expense and revenue statement at Tab IV of the booklet.

It was moved (Bell) and seconded (Miller) that the Financial Statement, with adjustments, be approved as reported at Tab IV.

All in favor.

It was moved (Bell) and seconded (McMaster) that the “General Bond Resolution” to finance the Kelly House Bonds be approved as found in Tab I of the Bond Resolution Supplement.

“Authorizing and providing the issuance of higher education facilities revenue bonds of the College of Charleston; prescribing the form of bonds; limiting the payment of the bonds solely to certain designated revenues and pledging the revenues to such payment; creating certain funds and providing for payments into such funds; and making other covenants and agreements in connection with the foregoing...”

All in favor.

It was moved (Bell) and seconded (Land) that all action taken in the issuance of Series 2002 A/B Bonds and the “Series 2002 A/B Bond Resolution” be approved as found in Tab II of the Bond Resolution Supplement with the following amendments:

Tab II, page 2 – Sizing for Series 2002A previously blank, now \$10,620,000.

Tab II, page 2 – Sizing for Series 2002B previously blank, now \$12,840,000.

Tab II, page 12 – Amend paragraph (b) to eliminate the required provision of projected revenue and expenses.

Tab II – There is a technical change in that the Bond Insurers requested information already being required in other parts of the Bond Resolution.

All in favor.

It was moved (Bell) and seconded (Dangerfield) that the Initial Authorizing Resolution for Series 2002C Bonds to deal with the purchase of the new dormitory on St. Philip Street be approved as found in Tab III of the Bond Resolution Supplement.

“Authorizing the Executive Committee of the Board of Trustees of the College of Charleston to make arrangements necessary for the offering and sale of not

exceeding \$24,000,000 Higher Education Facilities Revenue Bonds, Series 2002C, of the College of Charleston.”

All in favor.

It was moved (Bell) and seconded (Price) that the Series 2002C Bond Resolution, a draft of which can be found at Tab IV of the Bond Resolution Supplement, be approved. The draft should be considered substantially complete.

“Authorizing the issuance of not exceeding \$24,000,000 Higher Education Facilities Revenue Bonds, Series 2002C, of the College of Charleston; to provide for the use of the proceeds; to provide for the terms and conditions upon which the Series 2002C Bonds will be issued; to provide for the repayment thereof and security therefore; and to provide for other matters in connection therewith.”

All in favor.

Mr. Bell called on President Higdon to discuss the finances for the School of Business and the School of the Arts for Institutionally Issued Bonds. Mr. Higdon reported that the College is on course to construct a new School of Business/Beatty Building. An architect has been chosen, and institutional funds have been committed to finish the project. This is an \$8 million project, and in addition to the \$2 million Beatty gift, \$6 million in bond funds is needed.

The renderings of a new School of the Arts Building and the budget for the project were reviewed. Fine tuning the HVAC system will require additional funding, but the project can be kept at \$20 million (includes \$6 million in state funds, \$1 million in private funds and \$13 million in bonds). Mr. Higdon said he will update the Facilities and Finance Committee on the budget issues at the July meeting.

It was moved (Bell) and seconded (Land) that the Board authorize the issuance of \$13 million in bonds for the School of the Arts and \$6 million in bonds for the School of Business.

All in favor.

Mr. Bell called on Daniel Dukes for a Legislative Update:

(1) Daniel reported that the State’s economy has suffered, and, as a result, projected revenues to fund state government for FY 2002-03 are \$320 million below recurring expenses. Capital Reserve Funds were used to cover mid-year budget shortfalls for FY 2001-02 and was not available to be spent on FY 2002-03 items. In light of this situation, state agency budgets were cut up to 12% in order to have a balanced state budget for FY 2002-03.

(2) The House version of the Appropriations Bill contains no funding for employee pay raises.

(3) Higher education institutions are allowed to raise their tuition and fees 4.7% (Higher Education Price Index). If an institution's tuition and fees are below the state average, this restriction does not apply. The College of Charleston's tuition and fees are below the state average, so no restriction is applied.

(4) The House of Representatives included a lottery spending plan for technology as part of their Appropriations Bill, and Mr. Higdon would like to see recurring money from this fund over the next three years to increase the number of smart classrooms.

(5) Daniel reported that South Carolina students will be getting a big boost in scholarships.

(6) Daniel reported that the College received \$5.5 million from Washington for the Science Center, and we have requested an additional \$5 million for bricks and mortar and \$5 million for equipment.

#### Facilities Committee:

Mrs. Land reported on information at Tab V of the booklet. All current projects are on schedule.

Construction of the new library is on schedule.

The broker for the property has concluded a Memorandum of Understanding among all the parties involved in the acquisition of the land for the basketball arena. The next step will be the selection of a development team to produce a development plan for the project. The critical aspect of this phase is the financing plan to support the estimated cost of the facility.

Renovation of the Early Childhood Development Center is on schedule. Completion date is July 24, 2002.

The College has selected LS3P to design the Tennis Center. They currently are completing the schematic design of the project. The estimated cost of the project is \$1,400,000.

A preliminary study was done a year ago that proposed the construction of a new biology/chemistry building on the K-Lot (\$35,000,000) and the renovation of the Science Center for the remaining departments (\$10,000,000). The state appropriated \$4,000,000 in FY 2000, and the federal government has appropriated \$5,000,000 for the project. Because the project is a high priority at the state level, additional state money is anticipated when there is a bond bill. Ballinger from Philadelphia has been chosen to design the facility. The A & E Contract is being negotiated. Hopefully, there will be a bond bill next year.

The new 536-bed residence hall is scheduled for completion by the Fall Semester. The College is issuing revenue bonds to purchase the facility when complete (\$19,950,000). Additionally, the College will acquire the existing Kelly House Suites (+250 beds) in June at a purchase price of \$9,880,000.

City approvals for the parking garage are pending. Monica Scott reported that a Traffic Impact Study has been completed by the city traffic people, and they're having concerns about approving the project. It was pointed out that because a lot of students will park there with non-peak schedules, the traffic issues anticipated by the City will not exist.

Construction of the Jewish Studies Building is coming along well. The estimated completion date is August 2002.

The College advertised for professional services to develop a physical facilities master plan for the campus. After review of resumes and personal interviews, the College selected Ayers, Saint, Gross from Washington, DC for the project. The local partner is Design Works.

Because the permanent solution to the Stern Student Center space deficiency is several years away, the College will be making some improvements this summer and fall to upgrade the appearance and increase the use of the facility. The main items will be the expansion of the food court area and the creation of a fitness center. Both of these improvements will remain regardless of the long-term renovation plans. Tex Small noted that a trainer must be in the Fitness Center at all times.

The College closed on the acquisition of the property at 84/86 Wentworth and 14 A/B St. Philip Streets on April 1, 2002 (\$1,959,000). The development plans call for the demolition of 84 Wentworth Street and 14 A/B St. Philip Street, and the construction of a 36,000 square foot faculty office building that incorporates the historic building at 86 Wentworth Street.

The College has been offering courses at the Ashley Phosphate location since 1997. As the demand for offerings at this location has increased, the College has added piecemeal to its original footprint. This has resulted in space on the first floor and two separate suites on the second floor, creating inefficiencies in operations. The location has additional deficiencies. Primarily, parking is inadequate. Also, the Ashley Phosphate interchange is scheduled to be widened beginning late spring and will take three years to complete. This construction only will exasperate the existing problem with traffic congestion at this location. The lease is up on June 30, 2002. The proposed replacement space is on the campus of the South Carolina Research Authority (a quasi state agency) near the intersection of I-526 and I-26, an ideal location in terms of accessibility. The facility and its environment are attractive, parking is adequate, and the research mission of the Authority fits with that of the College. The proposed space is ± 12,000 square feet, with all upfitting of the space to be done by the Authority. The initial term of the lease is five years, with two five-year options. The annual cost of the full service lease for the first year is \$18/square foot, with the cost of subsequent years calculated using the increase in the Consumer Price Index. The cost of the full service lease at the current location is \$15.75/square foot. The College is asking that the Board approve the proposed replacement lease.

It was moved (Land) and seconded (Bell) that the Board approve the replacement lease for the North Area Campus.

All in favor.

Mrs. Land informed the Board of some necessary residence hall renovations:

(1)Berry Hall Roof Replacement: The 672-bed residence hall was built in 1987. The roof needs total replacement at a cost of \$400,000.

(2)Buist/Rutledge Rivers Residence Hall: The connected residence halls need asbestos abatement, elevator upgrades, and floor and wall renovation. The estimated cost is \$425,000.

(3) McConnell Hall: The project involves the installation of a stand alone chiller at the McConnell Hall. The underground chilled water pipes from the Central Energy Plant are in exceptionally bad condition and would be costly to replace. The work is estimated at \$500,000.

Mrs. Land informed the Board that the Kresse Arena floor needs to be replaced. The gym floor used for practice and play cannot be sanded/refinished anymore. The only alternative is the installation of a new floor at a cost of \$160,000. Work needs to be done by October.

Mrs. Land reported that the College discussed with the Board at its January 2002 meeting the possible acquisition of 207 Calhoun Street. The facility will be used as a multi-cultural center for the College. The College is asking for the Board's approval to purchase the property following receipt of all required state approvals.

It was moved (Land) and seconded (Watson) that the Board approve the purchase of 207 Calhoun Street after receipt of all required state approvals.

All in favor.

New Business:

Mr. Higdon asked Elizabeth Kassebaum to report on the College's still and film photography contracts. Ms. Kassebaum noted that the College is receiving more and more requests for commercial and catalog shoots on campus.

Therefore, it is proposed that "For film work with budgets under \$3 million, the fee will be \$5,000 per day; for film work with budgets over \$3 million, the fee will be \$10,000 per day."

The same fee would apply for load-in day as for film day. Mr. Higdon noted that the College wants to help the state film industry, but it's intrusive and they must film around the College's schedule. There must be a Board approved policy so there is no negotiation on fees, etc.

It was moved (Smith) and seconded (Berry) that the film policy, including the new proposed rates, be approved.

All in favor.

Mr. Miller expressed concern about Item #8 of the Film Policy, "Producer agrees to leave said Premises in as good condition as when received." Therefore, the following motion was unanimously passed:

"In addition to the above motion, it should be noted that during the discussion the Board expressed concern that strict language about the return of the College's property to its original condition should be defined – any alteration or defacing of plants, prints, etc. in the area, and also that insurance aspects need to be very secure. It doesn't need to be a part of the policy, but it should be a part of the minutes."

All in favor.

Mr. Smith expressed his appreciation to the Board members (John Clark, Anne Sheppard, David Watson and Tom Weeks) who are attending their last Board meeting today. He thanked them for their service and

expressed his gratitude for all they have done for the College. Each of these Board members whose terms will expire on June 30, 2002, was presented with an engraved silver plate.

He reported that the July Board meeting date may change. He will be in touch with the Board later about alternate dates. He noted that it may be necessary to schedule a special meeting in May around Commencement. Items for discussion at the May meeting include a Naming Opportunity and a Trustee Emeritus Policy. Mr. Smith asked Laurie Thompson and Joe Thompson to study Trustee Emeritus policies at other schools and report back to the Board with information for establishing a College policy.

Tim Dangerfield and Tex Small expressed an interest in becoming the Board chairman at the next meeting in July.

During Executive Session, the following items were discussed: Two legal matters, a property matter, and a naming opportunity. No motions were made.

There being no further business, it was moved (Watson) and seconded (Small) that this meeting of the Board of Trustees be adjourned.

All in favor. Meeting adjourned at 12:20 p.m.

Joel Smith called the meeting to order at 10:05 a

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