

(Approved at June 9, 2020 Board of Trustees Meeting)
COLLEGE OF CHARLESTON
UNIVERSITY OF CHARLESTON, SC
Board of Trustees Meeting/Budget Workshop
May 19, 2020
9:00 a.m.

Zoom Video Conference/In-Person*
Randolph Hall Boardroom

Presiding:
David M. Hay, Chair, Board of Trustees

Board Members Participating In-Person – Trustees David Hay (Chair) and Demetria Clemons (Vice Chair)

Board Members Participating via Zoom Video Conference – Trustees Chuck Baker, Laurin Burch, Beth Burke, John Busch, Cherry Daniel, Hank Futch, Henrietta Golding, Shawn Holland, Randy Lowell, Toya Pound, Renée Romberger, Penny Rosner, Brian Stern, Steve Swanson, Tav Swarat, Craig Thornton, Ricci Welch and John Wood

Other Attendees – President Andrew Hsu, Michaela Abbott, Mark Berry, Alicia Caudill, Betty Craig, John Curtis, Jimmie Foster, Elizabeth Kassebaum, Everett McInnis, Ron Menchaca, Angela Mulholland, Amy Orr, Paul Patrick, Ed Pope, Matt Roberts, Mark Staples, Chris Tobin and Fran Welch – (only attending Board Members, President Hsu, Chief of Staff, Senior Leadership Team, Board Office Staff, and others presenting or participating in the meeting are noted as attendees).

WELCOME

Elizabeth Kassebaum, Executive Secretary for the Board of the Trustees and meeting organizer for today's virtual meeting, welcomed everyone and turned the meeting over to Chair Hay.

Chair Hay called the meeting to order at 9:08 a.m. noting that the meeting notice has been posted and the press notified as required by the Freedom of Information Act.

Chair Hay began the meeting by reiterating how much the Board Members appreciate all that the President, administration and faculty have been doing and continue to do to help our students succeed during this unprecedented time.

Chair Hay then turned the meeting over to President Hsu for the Campus Re-Opening Plan Update.

**Board of Trustees Meeting held via Zoom Video Conferencing due to COVID-19 crisis.*

CAMPUS RE-OPENING PLAN UPDATE

First, President Hsu introduced John Loonan, a new member of the leadership team. John will become our new Chief Financial Officer and Executive Vice President of Business Affairs on June 8.

“If you recall from the note I shared with you last week, John comes from Bloomsburg University in Bloomsburg, Pennsylvania, where he has served as Vice President of Administration and Finance and Chief Financial Officer since 2013. He was the Chief Financial Officer for the SUNY campus in New York for seven years. Also, John is a 23-year Army veteran.

I look forward to formally introducing him at the Board meeting in June.

Now, let us talk a little about our COVID-19 response.

As you read last week, in an overabundance of caution, the College has canceled all campus events and activities on our physical campus through June 30th.

Also, new student and family orientation sessions will be held online this summer.

Because of travel restrictions in different parts of the country, it makes sense to schedule these as virtual sessions.

However, if conditions continue to improve, the College will look at options for hosting different in-person engagements for incoming students before the start of the fall semester.

Now, to our plan to re-open.

In accordance with state and federal guidelines, the College has developed a multi-phased return-to-work plan that will enable us to safely ramp up our return to campus over the summer.

Our goal, of course, is to prepare for the return of students to campus in the fall.

On Wednesday morning, we will hold multiple training sessions for supervisors regarding Phase One of our plan.

We hope to activate Phase One on Tuesday, May 26, following the Memorial Day holiday.

Phase One is primarily intended to enable the return of employees who have been unable to work remotely and those who have been unable to complete critical tasks that can only be done on the physical campus.

At this time, only about 10 percent of the College’s workforce is on campus.

During Phase One, my expectation is that we will not exceed more than 20 percent of the workforce on campus at any one time.

So, let me be clear: during Phase One, the vast majority of our employees will continue to work remotely.

An important component of our return-to-work plan is putting into place certain health and safety protocols, such as sanitizing stations, deep-cleaning schedules, the wearing of face masks and face coverings and requirements for social distancing.

For our campus to be successful, we will have to practice safety collectively.

Our desire to reopen campus to our students in the fall is contingent on our entire campus community's ability to be disciplined in following safety and health procedures.

And that doesn't even factor in state and federal restrictions if pandemic numbers spike in the coming weeks and months.

But, as you have often heard me say it, I know we can do it.

This campus has faced and survived so much adversity over its 250-year history.

This is yet another challenge for this university to overcome. And overcome it, we shall!

And how do we do it? The answer remains the same: we do it together."

"GUIDELINES FOR EMPLOYEES RETURNING TO WORK ON CAMPUS"

Ed Pope reviewed the document, "Guidelines for Employees Returning to Work on Campus."

This plan will be distributed to the campus community. Another Faculty/Staff Town Hall with President Hsu and the Senior Team will be held on Wednesday, May 20, at 4:00 p.m. to talk about the plan and answer any questions.

TEST OPTIONAL ADMISSIONS PRACTICES PILOT FOR FY21

Jimmie Foster presented a brief report addressing test optional admissions practices pilot options for FY21.

BUDGET WORKSHOP/REVIEW

Budget, Finance and Facilities Committee Chair Randy Lowell handed it over to Paul Patrick for an overview of the budget and budgetary process.

Paul presented a power point presentation providing an overview (with discussion) of the current year (FY20) budget as well as the outlook for FY21.

Three-Month Continuing Budget Resolution

Given the large uncertainty in enrollment, the state budget and general economic conditions, the recommendation is for the Board of Trustees to adopt a Three-Month Continuing Budget Resolution at its June 9th Board of Trustees meeting.

In line with the S.C. General Assembly's strategy, this will allow the College to reserve consideration for a full-year budget until more is known about some major revenue pieces.

The proposed Continuing Budget Resolution would fund the College from July 1 to September 30. The Board of Trustees would hopefully consider the full-year's budget toward the end of the Continuing Resolution.

The Budget, Finance and Facilities Committee will present the Three-Month Continuing Budget Resolution to the full Board for approval at its meeting on Monday, June 9.

NEW BUSINESS/OLD BUSINESS

Chair Hay noted that the Board Candidate Elections Schedule is still uncertain. Julie Price has notified us that there will be a Joint Assembly to elect Trustees when the General Assembly returns in September. Therefore, candidates will continue to serve until the election is held. Everyone will be informed once a date for the election has been set.

Information Items

Elizabeth Kassebaum noted a couple of items of importance:

- There will be a Board of Trustees Virtual/In-Person Meeting on Tuesday, June 9, at 9:00 a.m. in the Stern Center Ballroom. We will practice social distancing.

Paul Patrick asked the Board Members to let us know as soon as possible whether or not they will be able to participate in-person or by Zoom and whether or not they will need Monday night overnight accommodations. Logo face masks have been ordered.

- The August 6-7 Board of Trustees meeting will hopefully be an on-campus meeting.

In closing, Chair Hay noted that he looks forward to seeing the Board Members at the June 9th virtual/in-person meeting. "I am confident that, like me, you have no doubt of our continuing ability to weather this COVID-19 storm like so man before. Tradition and transformation, indeed."

MOTION TO ADJOURN

The motion was made by Trustee Demetria Clemons, and seconded by Trustee Brian Stern, that the meeting be adjourned at 11:28 a.m. All in favor.