

**CHE Executive Committee
*Conference Call Meeting
SC Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201**

10:00 a.m.

December 15, 2015

Agenda

1. Minutes from the November 20, 2015 Executive Committee Meeting
Attachment 1 – November 20, 2015 Draft Minutes
2. Review of the January 7, 2016, CHE Draft Meeting Agenda
Attachment 2 – January 7, 2016, Draft Agenda
3. Commissioners Commitment to Excellence and Ethics
(For Approval; Carried over from November 20 Executive Committee Meeting)
Attachment 3 – Draft Code of Conduct & Commitment Document
4. Other Business
5. Adjourn

* Call-in Instructions are as follows:

Dial: 800-503-2899; when prompted for the access code, enter: 737-2275

Minutes of the SC Commission on Higher Education
EXECUTIVE COMMITTEE
November 20, 2015
9:30 a.m.

In attendance:

Executive Committee Members Present

Mr. Tim Hofferth, Chair
Ms. Allison Dean Love, Vice Chair
Ms. Dianne Kuhl (phone)
Ms. Terrye Seckinger (phone)
Dr. Jennifer Settlemyer

CHE Staff Present

Mr. Gary Glenn, Interim Executive Director
Ms. Julie Carullo
Mr. John Lane
Ms. Beth Rogers
Dr. Karen Woodfaulk (phone)

Executive Committee Members Absent

Mr. Hood Temple

Chairman Hofferth opened the meeting at 9:30 a.m. It was confirmed that the meeting was being held in accordance with the Freedom of Information Act.

Following the Chairman's opening remarks about the functions and responsibilities of the Executive Committee, a **motion** was made (Love), **seconded** (Settlemyer), and **carried** to approve the minutes of the October 29 Executive Committee meeting (**Attachment 1**), pending correction of a few typographical errors which were called to the attention of the recording secretary.

The Executive Committee reviewed the December 3, 2015 CHE meeting agenda (**Attachment 2**). The following bullets provide highlights of items discussed:

- The Committee on Governmental and Administrative Affairs will continue its work on the CHE policy manual as well as on the CHE communications policy with the objective of presenting a report about these items to the full Commission for consideration at the January 7, 2016 CHE meeting. Chairman Hofferth will make note of this in his December 3 report. Chairman Hofferth will also provide an update on the House Education and Public Works Higher Education Governance Ad Hoc Committee, and in addition, will comment on Agenda Item B which was added to his December 3 report and entitled, *Vice Chair Report on Action Items*.
- Retired CHE staff member, Edna Strange, will be recognized for her many years of service to the CHE.
- The Legislative Report will include information about upcoming legislation to be considered by the General Assembly during the 2016 Legislative Session. It will also include an update on the SARA initiative.
- The Committee on Academic Affairs and Licensing will not have a report.
- The Committee on Access & Equity and Student Services will not have a report.
- The Committee on Governmental and Administrative Affairs will not have a report, though the committee's chair may provide a brief verbal update.
- The Committee on Finance and Facilities will bring forward one interim capital project by consent agenda and one item for information only. The Committee will also hold a meeting at 9:30 a.m. **
- An update on the CHE Executive Director Search will be added to the December 3 CHE meeting agenda.
- A motion was made (Love), seconded, (Kuhl), and carried to table consideration of Agenda Item 3 on this Executive Committee meeting's agenda, entitled *Commissioners Commitment to Excellence and Ethics*, and place it on the agenda of the next scheduled Executive Committee meeting.
- Following discussion about possible dates, December 15, 2015 at 10:00 a.m. was scheduled as the date and time of the Executive Committee meeting to prepare for the January 7, 2016 CHE meeting.
- The meeting was adjourned at 11:26 a.m.

Respectfully submitted,

Beth B. Rogers

Recording Secretary

**Attachments are available upon request and will be filed with the permanent record of these minutes.*

***An additional interim capital project and two leases were added to the Finance and Facilities Committee portion of the CHE meeting agenda after the adjournment of the Executive Committee meeting.*

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
1122 Lady Street, Suite 300
Columbia, SC 29201
January 7, 2016
10:30 a.m.

1. **Introductions** **Tanya Rogers**
2. **Approval of Minutes** **Tim Hofferth**
3. **Chairman's Report** **Tim Hofferth**
 - A. **Update on House Education and Public Works Higher Education Governance Ad Hoc Committee**
4. **Update on Executive Director Search** **Allison Dean Love**
(Executive Session, if needed, to discuss personnel and/or contractual matters related to the Executive Director Search)
5. **Interim Executive Director's Report** **Gary Glenn**
 - A. **Recognition of retired CHE staff member, Renea Eshleman**
6. **Legislative Report** **Julie Carullo**
7. **Committee Reports**
 - 7.01 **Report of the Executive Committee** **Tim Hofferth**
 - A. **Consideration of Commissioners Commitment to Excellence and Ethics**
 - 7.02 **Report of the Committee on Academic Affairs and Licensing** **Terrye Seckinger**

CONSENT AGENDA

- A. **Annual Report on Admissions Standards for First-Time Freshmen, Fall 2014***

**Consideration of item may be delayed pending institutional review and confirmation of data.*

- 7.03 **Report of Committee on Access & Equity and Student Services** **Jennifer Settlemyer**

CONSENT AGENDA

- A. **Report: Proviso 11.41 of the South Carolina General Appropriations Act; Act 91 of 2015***

** Consideration of item may be delayed pending consideration by Committee at its meeting on December 21, 2015*

- 7.04 **Report of Committee on Governmental and Administrative Affairs** **Dianne Kuhl**
(no report)

7.05 Report of Committee on Finance and Facilities

Hood Temple

CONSENT AGENDA

A. Interim Capital Project

- 1. University of SC Columbia - Football Operations Facility Construction**

B. List of Capital Projects & Leases Processed by Staff for December 2015
(For Information, No Action Required)

8. Other Business

- A. If needed, Executive Session to receive legal advice on active litigation and/or to discuss personnel and/or contractual matters**

9. Update on Commission Action Items

Allison Dean Love

10. Adjournment of Business Meeting

Standing Committee Meeting(s) on January 7:

Committee on Finance and Facilities, CHE Main Conference Room, 9:30 a.m.

Committee on Academic Affairs & Licensing, Main Conference Room, 1:00 p.m.

**SC Commission on Higher Education
DRAFT Code of Conduct and Commitment**

The members of the South Carolina Commission on Higher Education are committed to South Carolina’s mission for higher education “to be a global leader in providing a coordinated, comprehensive system of excellence in education by providing instruction, research, and life-long learning opportunities which are focused on economic development and benefit the State of South Carolina.”

The members of the South Carolina Commission on Higher Education are committed to the principles of accountability and honesty in executing their duties, as defined by statute, and we accept the responsibility to serve the Commission, the state of South Carolina, and her citizens to the best of our abilities.

We will

- Be enthusiastic advocates for higher education in South Carolina by advancing, articulating and supporting the mission
- Maintain the highest standards of ethical conduct
- Perform our duties responsibly and professionally
- Work to encourage effective communication both internally and externally

In performance and execution of our duties, we understand and accept the following directives:

1. Commission members shall prepare for, regularly attend, and actively participate in board meetings, standing committees, and special assignments.
2. The business of the Commission shall be conducted only in public, properly publicized meetings, in accordance with the Freedom of Information Act and South Carolina law.
3. Commission members shall accept and abide by the rules and responsibilities of the Commission as specified by statute, state regulations and Commission policies.
4. No Commission member shall use their appointed position for personal benefit or gain and all members shall promptly and honestly file all conflict of interest statements as required by state law and/or Commission policy.
5. Commission members shall not accept any favor or gratuity from any firm, person, or corporation which is engaged in, or attempting to engage in, business transactions with the Commission, or any institution that is coordinated or regulated by the Commission, which might affect or give the appearance of affecting a Commission member’s judgment in the impartial performance of their duties.
6. Commission members shall not grant or make available to any person any consideration, information or favor beyond that which is available to the general public.
7. Commission members recognize that the Executive Director and the administration are responsible to the Commission as a whole and not to individual Commissioners, understanding that each Committee Chair works with his/her designated staff liaison.
8. Commission members shall have no legal authority outside of the meetings of the Commission and shall conduct all relationships with governing bodies, public and private institutions, media and other interested entities and persons on the basis of that fact.
9. Commission members shall avoid acting as a spokesperson for the entire Commission or any committee of the Commission unless specifically authorized to do so. Commissioners recognize that the Chair of the Commission, or his/her designee, serves as the authorized spokesperson for the Commission, after consensus is sought from the Commission and/or the Executive Committee. The Executive Director, or his designee, serves as the primary spokesperson for the administration of the Commission.

Paul O. Batson

Tim M. Hofferth

Bettie Rose Horne

Dianne C. Kuhl

Allison Dean Love

Louis B. Lynn

Charles Munns

Clark B. Parker

Terrye C. Seckinger

Jennifer B. Settlemyer

Hood E. Temple

Kim F. Phillips

Evans P. Whitaker