

**Minutes of the SC Commission on Higher Education  
EXECUTIVE COMMITTEE  
December 15, 2015  
10:00 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  
Mr. Hood Temple (phone)

**CHE Staff Present**

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

**Executive Committee Members Absent**

(none)

Chairman Hofferth opened the meeting at 10:00 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 reformatting of future CHE meeting agendas and ways in which the Commission might conduct its business more efficiently and effectively, a **motion** was made (Love), **seconded** (Temple), and **carried** to approve the minutes of the November 20 Executive Committee meeting (**Attachment 1**). Chairman Hofferth stated that future CHE agendas would include an allocated time of approximately 15 minutes to allow for the delivery of a presentation on a topic of interest related to higher education.

With reference to increasing efficiency and effectiveness of CHE's operation, four documents were distributed and information about them was shared and discussed. Copies of those documents: 1) 2015 CHE master calendar; 2) CHE Action Items, 3) CHE Code of Conduct and Commitment; and 4) 2015 BOV Calendar and Reporting Cycle may be found in **Attachment 2**. During the course of that discussion: Dr. Lane was asked to determine an easily accessible location for the CHE Action Item document to reside; Mr. Glenn was asked to determine and relay to potential vendors a date by which they must respond with quotes for improving the technological capabilities of the CHE main conference room; and Ms. Carullo offered to follow up with the Senate Education Committee to get the potential dates on which the appointments of some of the current CHE Commissioners are scheduled to be confirmed.

Discussion took place about improving the training of new Commissioners, during which it was suggested that each new Commissioner be assigned a more experienced Commissioner as a mentor. Also noted in that discussion was that Vice Chair Love was in the process of compiling a list of items to be include in the revised new Commissioner training process. Also discussed and ideas were shared about whether it was necessary to have Commissioners' signatures on the CHE Code of Conduct and Commitment document. A **motion** was then made (Love) and **seconded** (Settlemyer) to approve that document in concept. Following brief additional conversation on this subject, the **motion** was voted on and **carried**.

Other topics discussed but not acted on were: 1) the possibility of changing the title of the CHE's Executive Director to President; the RFP for a professional search firm to assist with the work of the Executive Director Search Committee ; and the timeline for moving forward with a CHE Public Agenda and engagement of a consultant to assist with that process.

With regard to the draft January 7, 2015 CHE meeting agenda (**Attachment 3**), the following bullets provide highlights of items discussed:

- Ms. Carullo was asked to invite Mr. Craig Parks, Senior Research and Budget Analyst for the Senate Finance Committee, to deliver a presentation on the state budget outlook. If he is available, the presentation will be added to the Agenda following Agenda Item 2, the approval of minutes.
- Continuing its work on the CHE policy manual, the Committee on Governmental and Administrative Affairs will hold a meeting on January 19, 2016 to consider and approve the manual's structure. It is anticipated that the Committee will bring the draft manual to the full Commission for consideration at the March CHE meeting.
- It was noted that the Vice Chair's Report was inadvertently left off of the draft agenda. The agenda will be revised to include that item immediately following the Chairman's report.
- An item concerning the creation of a CHE Public Agenda will be added to the January 7, 2016 CHE meeting agenda. This will be listed as item B under the Chairman's report.
- A motion was made (Settlemyer), seconded (Love), and carried to adjourn the meeting at 12:50 p.m.

Respectfully submitted,

*Beth B. Rogers*

Recording Secretary

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