

**MEETING MINUTES**  
COMMITTEE ON FINANCE AND ADMINISTRATION  
FEBRUARY 6, 2025

The South Carolina Commission on Higher Education's Committee on Finance and Administration met on February 6, 2025. This meeting was held in compliance with the Freedom of Information Act.

**1. Call to Order**

Commissioner Paul Batson, Chair, called the meeting to order at 10:00 a.m. Upon Chair Batson's request, Scheri Eichelberger acknowledged Committee members, noted the establishment of a quorum, and introduced guest attendees.

In addition to Chair Batson, Committee members present for this meeting were Commissioners Edgar Dyer, Dino Teppara, and Mark Masters.

CHE staff present for this meeting were Bryce Wilson, Christina Seale, Scheri Eichelberger, Monica Goodwin, Danastalgia McDermott, Christopher Robinson, Stephanie Charbonneau, Mariana Manic, Christopher Glenn, Leslie Williams, Kallu Bharath, Karen Woodfaulk, Tanya Weigold, Kathryn Harris, Alfie Mincy, Fran Brune, Laura Belcher, Kristin Brooks, and Mark Swart.

Other guests included Christine Smalls Brown from MUSC.

**2. Approval of Minutes**

Chair Batson called for approval of the December 5, 2024, meeting minutes. Commissioner Dyer motioned for approval, and Commissioner Masters seconded. The motion passed unanimously.

**3. Chair's Report**

Chair Batson thanked everyone for attending the meeting and he looked forward to seeing the statistical abstract and other items that haven't been presented before.

**4. Finance and Administration Updates (for information only, no action)**

The following items were presented by Mr. Bryce Wilson, CHE Office of Fiscal Affairs and Operations Director, and Ms. Monica Goodwin, CHE Office of Information Technology and Data Analysis Director, and her team:

A. Quarter 2 CHE Budget Report

Mr. Wilson provided an update on the agency's expenditures in the second quarter that ended on December 31, 2024.

Mr. Wilson first addressed the operating and programs area, noting 53.5% expenditures as of the end of the second quarter. Commissioner Masters commented that CHE was already over budget in regard to CHE General Administration, which included salaries and administration expenditures. Commissioner Dyer commented that part of the FY 25-26 executive budget request was to transfer funding from the Ascend 60x30 allocation to administrative for salaries and associated expenses. (This was discussed in the September 5, 2024, Finance and Facilities meeting.)

Mr. Wilson next addressed the other agencies and entities area. The majority of these funds are expenditures that flow through the CHE to other agencies and entities. He pointed out that the Lottery Technology and HEEEP funds on rows 38 and 40 on the screen (rows 73 and 75 in the handout) were funded earlier in the year because they were subsidized with part of the excess funding from FY 23-24.

Lastly, Mr. Wilson addressed the student scholarship and grant programs area. The Palmetto Fellows Scholarship and Need-based Grant receive an additional \$12 million each from the Education Endowment, which is state general funds. Mr. Wilson pointed out that the Need-based Grant on row 18 on the screen (row 101 in the handout) reflected 119.9% expended, or an overage of \$2.3 million. The \$2.3 million should have been coded to the lottery funds as opposed to general funds. A journal entry has already been made to correct this and next quarter will reflect the correction.

Commissioner Dyer mentioned that the total expenditures of the student scholarship and grant programs was under 50% and asked if this was out of the norm. Mr. Wilson stated that this was normal, and he expects the expenditures to increase and be more inline next quarter because the larger institutions were not paid until the third quarter. Mr. Wilson further explained that invoices are paid when received from the institutions as long as the quarterly drawdowns received by CHE cover the expenses. Chair Batson asked if the CHE receives invoices after the fiscal year end in July and August. Mr. Wilson stated that the CHE requests the institutions to send their invoices before the end of the fiscal year, but the agency will still receive invoices after the fiscal year end. Commissioner Masters asked if there were any costs associated with the institutions submitting late invoices. Mr. Wilson stated that it puts a strain on his limited staff, especially when the end of the fiscal year is already busy. This led to a discussion by all. Commissioner Masters also stated that it's not the CHE's duty to remind institutions to submit their invoices on time. Commissioner Dyer stated that the Commissioners should be the ones who stress deadlines to the institutions so the Fiscal Affairs and Operations Office has less strain on them. Commissioner Masters agreed. Chair Batson said there were a lot of good points noted and that the committee should revisit this towards the end of the fiscal year to see where CHE stands.

#### B. Proviso 3.6 Technology Funds Report

Mr. Wilson provided an overview of the FY 23-24 lottery technology fund report that is required by Proviso 3.6 to be prepared and submitted by December 18, 2024. This was the first time that Mr. Wilson presented this report to the Commission. This report shows the total funds appropriated to each institution per Proviso 3.6 and their expenditures. The report also outlines how each institution certified amounts appropriated would only be used for technology repair and related technology maintenance and/or upgrades that are necessary to support the institution's educational purpose. The institutions are required to report to the CHE how they are spending the funds. The CHE ensures that the funds are used for technology before disbursing each institution's appropriations. Chair Batson reiterated that total appropriations for FY 23-24 were \$8 million, and for FY 24-25 another \$8 million was received - the report for those appropriations is due in December 2025. The balances as of June 30, 2024, will be rolled over to FY 24-25 as carryforward balances. Mr. Wilson confirmed. Chair Batson asked if someone made an approval on the institutions' expenditures or if it was up to the institution to decide how to expend their appropriations. Mr. Wilson stated the institution will decide how to expend their funds, but Mr. Wilson will have the final say to determine if it's allowable. Commissioner Masters asked if there was a listing of technology that Mr. Wilson can refer to when reviewing. Mr. Wilson stated that there was not, but as long as the institutions label their invoices correctly based on the Proviso 3.6 language, he will pass it through.

#### C. Statistical Abstract

Ms. Goodwin introduced her team from the Office of Information Technology and Data Analysis: Ms. Danastalgia McDermott, Dr. Christopher Robinson, Ms. Stephanie Charbonneau, Ms. Mariana Manic, Mr. Christopher Glenn, Ms. Leslie Williams, and Mr. Kallu Bharath. She then provided an overview of the 2024 Statistical Abstract. This is the 46<sup>th</sup> edition of the publication. There are nine sections which include everything from enrollment to graduation rates. It also dives into facilities and faculty data. Ms. Goodwin's team presented eight of the nine sections of the abstract. Members who presented and the associated topics were Ms. McDermott – enrollment; Ms. Charbonneau – degrees awarded, graduation

rates, SAT and ACT scores; and Dr. Robinson – scholarships and grants, tuition and fees, finance, and faculty.

Commissioner Dyer inquired if the abstract has a breakdown of institutional budgets to show how much goes into instruction, administration, student life, athletics, etc. Ms. Mariana Manic stated that CHE has a dashboard called “Higher Education Expenditures and Revenues Dashboard” on the website that goes into these details. Commissioner Dyer requested that this be an agenda item for the next committee meeting in March.

Commissioner Masters asked if Ms. Goodwin also experienced delays in getting information from institutions, just as the Office Fiscal Affairs and Operations experienced. Ms. Goodwin confirmed. Commissioner Masters requested that this be an agenda item for the next committee meeting in March.

**5. Other Business (for action)**

A. Committee on Finance and Administration Charter Revision

Chair Batson stated that the committee needed to vote on the charter revision and asked for a motion. Commission Dyer motioned for approval, and Chair Batson seconded the motion. The revised charter was approved.

**6. Adjournment**

When there were no more comments or remarks, Commissioner Dyer motioned for adjournment, and Commissioner Masters seconded.

The meeting adjourned at 11:03 a.m.