

**R. Wes Hayes, Jr.**  
*Chairman*

**L. Jeffrey Perez, Ph.D.**  
*President & Executive Director*



Committee on Finance and Administration  
Charter

**Part I**

**1. Authority**

As granted by the South Carolina Commission on Higher Education (“Commission”), pursuant to South Carolina Code (“Code”) Section 59-103-25 and in compliance with the Commission’s Bylaws (SC CHE Bylaws, Rules & Procedures, Section III.2.).

The Committee may elect to revise this charter. However, any revisions to the final charter approved by the Committee and the Commission must adhere to the Commission’s Bylaws.

**Purpose**

The purpose of the Committee on Finance and Administration is to provide leadership and guidance to the Commission in oversight and open transparency of South Carolina public institutions of higher learning and oversight of agency finances, operations, information, and technology, and data practices in compliance with attached Code of laws and regulations (Part II).

**Responsibilities**

- A. Review and recommend statewide fiscal-related policies, dashboards, or other fiscal matters related to public institutions of higher learning, as referenced in Code Section 59-103-20(b).
- B. Review agency budget to actual expenditures on a quarterly basis.
- C. Review year end carryforward cash balances and lottery expenditure information ensuring proper accountability of all State appropriated funding.
- D. Review the status of agency scholarship compliance audits, as referenced in lottery expenditure proviso, on a quarterly basis.
- E. Review major agency internal operations such as facility leases, system procurements, and FTE vacancies, terminations and additions.
- F. Oversee the establishment of legislations and/or provisos (law/mandate) for the collection of higher education data for the state’s institutions of higher education for the purpose of ensuring timely and accurate submission of higher education data to the Commission.
- G. Review research analysis of multifaceted budgetary, financial, demographic, and academic information.



803-737-2260

1122 Lady St, Ste 400  
Columbia, SC 29201

[www.che.sc.gov](http://www.che.sc.gov)



- H. Review data governance policies and procedures for the management and implementation of the Commission on Higher Education Management Information System (CHEMIS).
- I. Review data standards and data quality metrics.
- J. Review and recommend official data release schedule for standard data reports prepared from CHEMIS.
- K. Review and provide oversight on the CHE website data dashboards in alignment with the data governance and data standards established by the committee.
- L. Review Information Technology standard operating policies and procedures.
- M. Review other recommendations as referred or assigned by the Commission or by the Commission Chair.
- N. Monitor institutional financial reporting, as is necessary.
- O. Review of institutional budget request documents prior to submission. (59-103-35)

### **Membership**

The Committee on Finance and Administration is defined as a standing committee per the Commission's Bylaws and made up of Commission members as appointed by the Chair of the Commission and Executive Committee. Members may be reappointed by the Chair of the Commission. The Chair of the Commission shall initially appoint the chair of this committee and thereafter, the Committee on Finance and Administration will elect its own Committee Chair and Vice-Chair (SC CHE Bylaws, Rules & Procedures, Section III.2.).

### **Members of the Committee on Finance and Administration (2024-2025)**

Chairman Paul O. Batson, III  
Commissioner Edgar Dyer  
Commissioner Mark Masters  
Commissioner Oran Smith  
Commissioner Dino Teppara  
Commissioner Hugh Mobley

### **Meetings**

The Committee on Finance and Administration will meet at an appointed time, date, and place, prior to each regularly scheduled meeting of the Commission, as recommended by Commission staff and approved by the Committee. The Chair of the Committee has discretionary authority to call a committee meeting. All meetings will be publicly announced and held in compliance with Code Section 30-4-10 - Freedom of Information Act.

### **Minutes**

Minutes should include major topics of discussion, decisions, and action items and submitted for approval by the Committee at the next scheduled Committee on Finance and Administration meeting. The

announcement of the committee meetings, minutes, and agenda will be publicly distributed through the Commission's website.

**Charter Approval, Review and Evaluation**

The charter of the Committee on Finance and Administration will be reviewed and updated on an annual basis upon the election or reelection of the Chair of the Committee.

The charter shall be approved by a full committee vote during a convened meeting and posted on the Commission on Higher Education's website.

The charter was approved by the Committee on Finance and Administration on February 6, 2025; and adopted by the full Commission on February 6, 2025.

*Adoption.*   
-----  
Name  
Chair, SC Commission on Higher Education

  
-----  
Name  
Chair, Committee on Finance and Administration

**Part II**

**S.C Code of Law**

Institutional Budget Review	Code Section _59-103-35_____
Institutional practices	Code Section _59-103-20(b)_____
[Associated Committee responsibility topic]	Code Section _____
[Associated Committee responsibility topic]	Code Section _____

**Regulations**

National Guard College Assistance Program	SC Regulation 62-260
Palmetto Fellows	SC Regulation 62-370
SC Need Based Grant	SC Regulation 62-500
HOPE	SC Regulation 62-900.135
Lottery Tuition Assistance Program	SC Regulation 62-900.195
LIFE	SC Regulation 62-1200.70

**Proviso (24-25 Appropriations Act)**

Lottery Expenditure Report	Proviso 3.1
----------------------------	-------------