

**LOWCOUNTRY GRADUATE CENTER
ORGANIZATIONAL MEETING**

**March 2, 2010
Lowcountry Graduate Center Room 130
8:30 a.m.**

AGENDA

**I. APPOINTMENT OF OFFICERS AND GOVERNANCE
(George Benson)**

- Election of the Chair (Two Year Term)
- Trustee Designations by Member Institutions
- Chair's Appointment of the Secretary to the Board
- Ratification of the Interim Executive Director and Terms and Condition of Appointment
- Appointment of Fiscal Agent (Two Year Term)

**II. RECRUITMENT OF FULL-TIME EXECUTIVE DIRECTOR
(John Raymond and Sam Hines)**

- Duties and Responsibilities
- Qualifications
- Methods of Recruitment
- Interview and Screening Process
- Recruitment Budget
- Terms and Conditions of Employment
- Target Hire Date

III. COMMUNITY OUTREACH (John Rosa)

- Communications/Meetings with Advisory Council
- Communications with State, County, and City Officials

IV. ADMINISTRATIVE MATTERS (Ray Greenberg)

- 2010 Meeting Schedule
- Telephonic Meetings
- LGC Staff; Support of Fiscal Agent (**George Benson**)
- Other
