



**LOWCOUNTRY GRADUATE CENTER  
BOARD OF DIRECTORS MEETING**

**March 5, 2013  
Lowcountry Graduate Center Room 130  
9:00 a.m.**

**Roll Call:**

**George Hynd – Provost, College of Charleston (CofC)**

**Sam Hines – Provost, The Citadel**

**Cherry Daniel – Trustee, CofC (*via conference call*)**

**Allison Dean Love – Trustee, The Citadel**

**Bill Scarborough - Commission on Higher Education (CHE) Representative**

**Also Present:**

**Chris Duncan – Marketing Coordinator, Lowcountry Graduate Center (LGC)**

**Godfrey Gibbison – Dean, CofC North Campus**

**Patty Simpson – Student Services Coordinator, LGC**

**Sue Sommer-Kresse – Consultant, LGC and CofC North Campus**

**Bronwyn Barron – Non-Credit Registrar/Director of Facility Operations, LGC**

**Anita Gadsden – Executive Assistant/Operations Manager, LGC**

**Alice Hamilton – Director, Center for Continuing Education and Professional Development**

Appropriate Notice was given and this organizational meeting was compliant with the statutes regarding public meeting laws. A quorum was present.

**I. Welcome**

**(George Hynd)**

Dr. Hynd welcomed the Board.

**II. Introduction**

Dr. Hynd introduced Alice Hamilton to the Board. Dr. Hamilton is the new Director for the Center of Continuing Education and Professional Development (CCEPD). She presented a brief summary of her qualifications and the following initiatives she currently has in progress within the university, between universities, and in the community (nationally and internationally).

- Collaborating with the director of CofC's Office of Sustainability to offer an online certificate program in Sustainability Management. The anticipated start date is fall 2013.
- Working with CofC's Economic Development Office to offer certificates that will serve as a job-bridge for graduating students who lack a specific skillset to obtain employment in a career field indirectly related to their degree. The goal is to create a seamless transition for students between graduation and entering the workforce.
- Collaborating with the department of Criminal Justice at The Citadel on the Southeastern Regional Security and Intelligence Conference for fall 2013.



- Developing a professional development series in collaboration with the Riley Center. First offering will be Cross Generational Leadership.
- Offering a series of free classes at the LGC to create a presence in the community and appeal to people who normally wouldn't consider education opportunities beyond graduation. The first series of classes begin in March 2013 in Financial Planning.
- Developing the English Language Institute in support of international student enrollment/global participation at all consortium institutions. The most important result will be the establishment of a global campus where our students will interact with people from many countries around the world.

Dr. Sommer-Kresse encouraged making online registration and payment available for the aforementioned Continuing Education certificate classes in order to ensure accessibility to students.

### **III. Approval of Meeting Minutes October 12, 2012**

Allison Dean Love moved to approve the minutes as written. The motion was seconded by Cherry Daniel and the minutes were approved.

### **IV. Enrollment Report: Spring 2013**

The enrollment report was provided in the meeting packet. Total enrollment has remained stable; however, The Citadel's graduate programs and the University of South Carolina's (USC) Master of Social Work (MSW) program have increased. George Hynd observed that the College of Charleston shows a trend of enrollment decline from the fall semester to the spring semester. The Citadel shows an opposite trend where their enrollment actually increases in the spring semester. It was determined that this is most likely a direct effect of course sequencing. Godfrey Gibbison affirmed there are more Project Management classes in the spring. The College of Charleston Master of Arts in Communication program has moved many of its courses downtown. Also, there are fewer sections and enrollments for CofC education courses held at the LGC.

Dr. Sommer-Kresse indicated that marketing has increased enrollments and use of facilities. The MSW program has done significant public relations and marketing about their program here. They will be hosting an MSW information session at the LGC on March 7, 2013.

Planning for the new LGC facility should include projections for new programs. Dr. Gibbison will contact the department chairs to discuss their intentions. The Board agreed that if in fact the University of South Carolina has removed the PhD program from Charleston the LGC should find another PhD in Education by Fall 2014.

The Lowcountry Graduate Center, USC and Clemson representatives met last spring to discuss doctoral programs. They liked the facilities and services, but indicated that courses were not available to expand the program to the LGC.

Cherry Daniel offered that the PhD in Higher Education is a very popular program, but is currently unavailable in our area. She added that it could be a substantial revenue generator and she would like to see the LGC make quick strides toward a collaborative agreement.



Dr. Hynd added that this information underscores the need for an LGC Director to enthusiastically supervise this process and foster these relationships.

**V. LGC Director Search Update (Godfrey Gibbison)**

Dr. Gibbison solicited feedback from the Board regarding the candidates. Bill Scarborough stated that while considering candidates for the position of LGC Director, the search committee should focus more on the marketing and outreach qualifications and less on academic qualifications.

Allison Dean Love offered that the director she envisions has a great background in strategic planning, fundraising, community development and developing partnerships. Ideally, this person should have established relationships in South Carolina and the Charleston Metropolitan area. She/he should also possess the ability to create new relationships, both in the SC Legislature and the Charleston Metro community. She added that the longevity of this organization is going to depend on a director who is adept at strategic planning and fundraising.

The Board agreed that none of the three candidates were ideal matches for the position of LGC Director. The Board recommended the position be advertised again.

**VI. Collaborative Bachelor of Health Science Discussion (Sue Sommer-Kresse)**

Dr. Sothmann is facilitating a discussion regarding this topic on March 29, 2013. This degree program would include all three consortium institutions and be offered at the LGC. Each provost will invite key faculty and administrators to participate in this discussion. This would be the first undergraduate degree offered through the LGC Consortium.

**VII. Facility Search Status (Godfrey Gibbison)**

Boeing has purchased the building that is currently leased by the North Campus and LGC. A Request for Proposal (RFP) has been prepared for a new location. Current facilities are approximately 25000 sq. ft. and a larger space will offer opportunities to better serve the community. The RFP will be released on or before March 15 with all proposals due within 30 days. A CofC review committee will make recommendations that will be shared with the LGC Board. Contracts must be approved by the CHE and the Budget and Control Board.

**VIII. Budget Review (Godfrey Gibbison, Sue Sommer-Kresse)**

- Current Balance - End of the fiscal year (2012-13) budget projections reflect a positive balance, mostly due to the vacant LGC Director position. This will allow some flexibility to execute several enhancement projects in the next few months. The LGC will allocate funding for professional memberships and marketing before June 30<sup>th</sup>. The goal is to raise public awareness of the LGC as a center for graduate education and professional development in the community.
- Carryover Funds – To date there is a carryover fund of approximately \$700,000. In light of repeated budget cuts from the state, the LGC needs to consider an operational contingency fund in the event that the current state appropriation is eliminated completely. Sue Sommer-Kresse asked the Board to consider setting aside a portion of the carryover funds that would cover 50% of current staff salaries and 100% of the LGC



Director proposed salary for at least one year. This amount would be approximately \$450,000.

Dr. Sommer-Kresse presented a statement provided by Julie Carullo, Interim Director of the SC Commission of Higher Education regarding LGC funding. It stated that the LGC may retain any funding it received from the state even in the event that all future state funding was eliminated. CofC General Counsel, Kathryn Bender, reviewed these documents and concurred. George Hynd requested that a written legal opinion be obtained from General Counsel. The Board unanimously favored a financial contingency package pending written verification from General Counsel regarding the use of carryover funds.

- LGC Opportunities for Economic Development – Included in the meeting packet was an overview of the LGC including the mission, summary of programs and enrollment data. This summary can be shared with legislators as well as serve as a resource for lobbyists from the three universities. The facility specifications and continuing education component can be updated as they develop and more information is available.

Bill Scarborough suggested that at some point an executive representative of the LGC collaborate with university lobbyists and personally engage the local delegation and members of the senate to inform them about the LGC and the possibilities associated with its existence.

Dr. Hines suggested removing the USC- PhD in Educational Administration program from the fact sheet. New students have not been accepted into the program at the LGC for several years and listing it on the fact sheet could be misleading.

- Projected FY 2015 Budget and Proposed Financial Model – Dr. Gibbison summarized the budget projections provided in the packet followed by the Proposed LGC Financial Model. The proposal requires that currently participating institutions contribute a percentage of tuition and fees associated with enrollment that exceeds their highest level of enrollment within the last 5 years. All new programs from current or new participating institutions will make a financial contribution to the LGC in the form of tax on tuition and fees. Additionally, the LGC would become a tenant of the College and there would be no diminution in the educational space currently allocated to the LGC. Dr. Hynd requested that Dr. Gibbison provide examples of how the LGC could benefit from revenue generated by institutional growth at the LGC during the next meeting. Dr. Gibbison suggested that the LGC begin to look at other schools to attract to the LGC.

#### **IX. Upcoming Governing Board meetings:**

June 4, 2013

September 30, 2013

All meetings will be held at the Lowcountry Graduate Center from 9 to 11 am.