



BOARD OF DIRECTORS MEETING

September 30, 2013
Lowcountry Graduate Center Room 130
9:00 a.m.

Board Members Present:

Cherry Daniel – Trustee, College of Charleston

Sam Hines – Provost, The Citadel (*via conference call*)

George Hynd – Provost, College of Charleston

Allison Dean Love – Trustee, The Citadel (*Colonel Love departed the meeting after Executive Session*)

Douglas Snyder – Trustee, The Citadel (*via conference call*)

Joseph Thompson – Trustee, College of Charleston

Board Members Absent:

Mark Sothmann – Provost, The Medical University of South Carolina

Ex-Officio Members Present:

Bill Scarborough - Commission on Higher Education (CHE) Representative

Godfrey Gibbison – Dean, CofC North Campus

Others Present:

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

Donna Cattell – Business Manager, LGC

Chris Duncan – Marketing Coordinator, LGC

Anita Gadsden – Executive Assistant/Operations Manager, LGC

Nancy Muller –LGC Director and Associate Dean

Patty Simpson – Student Services Coordinator, LGC

Sue Sommer-Kresse – Consultant, CofC North Campus and Lowcountry Graduate Center (LGC)

Appropriate Notice was given and this organizational meeting was compliant with the statutes regarding public meeting laws. A quorum was present. The meeting was called to order by George Hynd at 9:00 a.m. as scheduled.

I. Welcome

(George Hynd)

George Hynd welcomed the new members of the Lowcountry Graduate Center Board:

Mr. Joseph Thompson, representing the College of Charleston Board of Trustees, is Assistant Dean for Finance and Administration at the Medical University of South Carolina. He has served on the CofC Board for 15 years.

Colonel Snyder, representing The Citadel Board of Visitors, is a Certified Public Accountant at the Snyder Firm, PA. He has served on The Citadel Board for 17 years.



II. Approval of Meeting Minutes September 30, 2013

Allison Dean Love moved to accept the minutes of the September 30, 2013 meeting. Cherry Daniel seconded and the minutes were approved.

III. Enrollment Report: Fall 2013

(Godfrey Gibbison)

The enrollment report was provided in the meeting packet. Dr. Godfrey Gibbison compared the enrollments of Fall 2012 to Fall 2013. The report reflects increased enrollment of The Citadel students which is largely due to the Project Management Program. There is also a significant increase in University of South Carolina student enrollment in the Master of Social Work Program. College of Charleston enrollment at the LGC has decreased from Fall 2012 to Fall 2013. The College's Master of Communication Program curriculum has been restructured to include more theoretical research preparation for students interested in pursuing a PhD. The student demographic has changed from primarily working students to include more full time graduate students. To accommodate this new student population, the Department of Communications is offering more classes on the main campus. Also, the School of Education, Health and Human Performance offered fewer sections of their courses in Fall 2013.

Dr. Gibbison reported a positive meeting with the Dean of USC College of Education. The PhD in Education Administration could potentially come back to the LGC. Dr. Cherry Daniel and Dr. George Hynd emphasized the necessity of such a program in the tri-county area. Dr. Hynd requested another update on the status of this endeavor at the next meeting of the Governing Board.

Dr. Hynd and Dr. Gibbison reported that the College of Charleston Urban Planning Program is starting a new cohort in Fall 2013. Dr. Gibbison also reported that he has proposed opportunities for growth at the LGC with the Computer Science department at CofC.

The University of South Carolina's Master of Social Work students have been utilizing the services of the College's writing lab in unprecedented numbers. Dr. Gibbison has coordinated a meeting with the Center for Student Learning at CofC and individuals at USC to implement a plan to assist all of the students served by the LGC. Mr. Clayton Nagy reported that technology and classroom recordings through Mediasite are being utilized in record numbers.

IV. Budget Review

(Godfrey Gibbison)

An LGC budget overview was included in the meeting packet. Dr. Gibbison stated that the LGC has carryover funds from the state allocation, primarily due to previously vacant positions. The LGC is now staffed at capacity and consequently FY 2013-14 will be the last year that residual funds will be available to carryover.

Next, he summarized the projected budget for FY 2014-15. Considering all of the current expenses and additional anticipated operational costs, there is a projected deficit of \$92, 294 at the end of FY 2014-15. Dr. Gibbison proposed that a case for an increase in state funding should be presented to the legislative delegation soon after November 1, 2013. There was a brief discussion about specifications and lease agreements associated with the new facility. The



College of Charleston is making the commitment to acquire the space and will assume responsibility of all contractual agreements.

Dr. Gibbison solicited the support of the LGC Governing Board for Dr. Nancy Muller, Director of the LGC, to engage the Legislature for increased funding from the state. Dr. Sam Hines and Dr. Hynd recommended that the three Provosts, Dr. Muller and Dr. Gibbison visit with the SC Legislative Delegation as soon as possible. The purpose of the visit would be to give the Delegation an update on the LGC and introduce Dr. Muller.

Dr. Sommer-Kresse inquired about the proper protocol for making a formal funding request. Mr. Bill Scarborough advised that the funding request must be coordinated between the three universities. Someone will speak on behalf of the LGC with the collective approval of the universities. In addition, it was agreed that since the College of Charleston is the fiscal agent of the LGC, the CofC liaison should be present for the visit with the delegation. It was agreed that Dr. Muller should meet with the three legislative liaisons for the three schools immediately after she officially begins her tenure.

Col. Love made a motion that the LGC move forward with the projected budget FY 2014-2015 and approach the Legislative Delegation to discuss additional funding, pending approval of the three Presidents. Dr. Daniel seconded the motion. The quorum unanimously approved the motion.

Col. Love recommended that the LGC host a community involved event to formally welcome Dr. Muller preceding the proposed visit with the Delegation.

V. Facilities Update/Contractual Agreements (discussed in Executive Session)

Col. Love moved that this part of the meeting be held in Executive Session as it will address contractual agreements relating to status of South Carolina purchase/rental of property. Dr. Daniel seconded the motion and the Board unanimously agreed to enter into Executive Session.

VI. Collaborative Degree Update (George Hynd)

Representatives from CofC, MUSC and the Charleston Metro Chamber of Commerce convened to discuss collaborative programs and merger possibilities of the two universities. The group identified for study six models of merger and collaboration. A task force consisting of six representatives and the provosts from each institution reviewed the organizational models of collaboration and merger. The task force evaluated the models and presented reports of their evaluations to each institution's President. The Chamber of Commerce is currently working on an economic analysis to accompany the task force organizational model report. The focus of the task force report reflected that collaborative models were easier to implement and seemed to be a good starting point in the direction of merger.

The report was examined by CofC faculty representing Informatics, Computer Science, and Physics. Additional faculty from MUSC represented Bioinformatics, Physics, and Medical Imaging faculty. This group assessed needs and proposed potential areas of collaboration between MUSC and CofC in developing research infrastructure capabilities. Also, they examined what additional faculty might be needed at CofC to enhance their research capabilities to offer



PhD programs in collaboration with MUSC. The Medical University will determine a budget request to help develop infrastructure needed for such collaborations.

Dr. Hines suggested that the three institutions in the Lowcountry and possibly Clemson, discuss how to respond to the identified engineering needs in the area. Dr. Hynd agreed and suggested Trident Technical College should be included in this discussion. Dr. Hines stated that The Citadel is considering specialized engineering programs at undergraduate and graduate levels. The Project Management Program delivered at the LGC has grown significantly. The Citadel is working with Boeing to identify its needs at the master's level. Dr. Hynd and Dr. Hines anticipate expanding the Computer Science master's program, specifically in the area of Cyber Security. Dr. Hynd stated that other areas of possible collaboration with MUSC are in Physics and Computer Science with a specialization in Informatics.

VII. LGC Program Fee (Godfrey Gibbison)

The Lowcountry Graduate Center is currently supported through funding allotted by the state legislature. The allotment amount has dramatically decreased since 2009. All tuition collected through programs delivered at the LGC is entirely credited to the individual institution. Dr. Gibbison proposed that each institution remit a fee of 15% of tuition and fees generated through increased enrollment and new programs after January 1, 2014. This fee will cover the facility and student services cost at the LGC.

In the Fall 2013 semester, the University of South Carolina, Master of Social Work Program was charged a room rental fee for two additional sections offered at the LGC. The fee totaled \$1,200 per room. It was expressed in correspondence with USC that the LGC Board plans to address the possibility of an assessment on program tuition and fees. They were charged a room rental fee since the Board had not yet voted on the program fee. Dr. Daniel made a motion to approve the Lowcountry Graduate Center's proposed program fee of 15% tuition and fees collected on new programs and growth on existing programs beginning January 1, 2014. Mr. Thompson seconded the motion. There were two affirmative votes and two abstentions. Dr. Hines and Col. Snyder refrained from voting until Dr. Hines has had an opportunity to confer with President Rosa. Dr. Hines stated that he agreed with the concept in principle, but believes it may be challenging for The Citadel to make such a commitment. For instance, The Citadel's Project Management Program has become an important revenue stream in that it helps to offset the revenue in their smaller programs. Dr. Hines stated that going forward with a fee on programs might discourage The Citadel from offering programs at the LGC.

Dr. Sommer-Kresse noted that when determining program locations, consideration should be given to students' needs based on recent needs assessments completed for our area. Dr. Gibbison stated that similar agencies, such as the University Center of Greenville, charge a rental fee per square footage as well as an assessment on tuition and fees. Dr. Hines affirmed that he will make a positive recommendation to President Rosa. Dr. Hines recommended deferring a formal vote on the program fee until the February meeting. Should the vote pass at that time, he recommended that the fee be assessed retroactively. Mr. Scarborough suggested that the Board meet to vote earlier than the February meeting if Dr. Hines is ready before then.



Dr. Daniel and Mr. Scarborough noted that the original financial model required each institution to make an annual \$12,000 contribution. This is no longer the standard.

VIII. Continuing Education and Professional Development (Godfrey Gibbison)

Dr. Gibbison reported the following on behalf of Dr. Alice Hamilton:

- The Center for Continuing and Professional Education offered Sustainable Leadership Programs in Fall 2013.
- The English Language Institute (ELI) continues to offer courses every semester. In Fall 2013 there are 20 students from 13 countries enrolled in ELI. The ELI program has partnered with Pinewood Preparatory School to teach their international students English as a second language.
- The Center for Creative Requirement has more than 75 people registered for the program.
- The JobBridge Program is a new initiative offering certificates in specific skills to enhance qualifications of college graduates before entering the workforce.

IX. Marketing (Chris Duncan)

Chris Duncan reported that the LGC experienced a significant increase in website traffic as a result of the advertising initiative over the summer of 2013. Studies show that the length of time between an individual's decision to return to school and when they actually commit to it is approximately 18 months. This indicates that individuals responding to the ads won't immediately enroll, but the LGC should expect a return on the marketing campaign investment within for the next 18 months. Dr. Gibbison expects to launch another marketing campaign early in the spring of 2014.

X. 2014 Meeting Dates: February 26, June 12, October 9

XI. Adjournment

The meeting adjourned at 10:45 a.m.