

**LOWCOUNTRY GRADUATE CENTER  
SUPERVISORY COUNCIL MEETING MINUTES**

**Monday, February 19, 2018  
Office of Brian McGee, Provost  
Randolph Hall 209B  
College of Charleston**

**Supervisory Council Members Present:**

*Brian McGee* – Provost, College of Charleston, Chairman of the Supervisory Council

*Connie Book* – Provost, The Citadel

*Lisa Saladin* – Provost, Medical University of South Carolina (by teleconference)

**LGC Staff and Other Guests Present:**

*Godfrey Gibbison* – Dean, School of Professional Studies, College of Charleston

*Mark Bebensee* – Associate Provost and Interim Provost, The Citadel

*Nancy Muller* – Director & Associate Dean, The Lowcountry Graduate Center

*Patrick Hoff* – Journalist, Charleston Regional Business Journal, SCBiz

**Call to Order:**

Upon the arrivals of Book and Bebensee at 2:45 p.m., McGee called to order the scheduled meeting of the LGC Supervisory Council (“The Council”), meeting in the office of McGee at the College of Charleston. McGee acknowledged advanced, public notice of the subject meeting in accordance with FOIA of South Carolina and welcomed Patrick Hoff from the press. Those present introduced themselves. Book introduced Bebensee, named Interim Provost beginning March 1st, upon the departure of Book from The Citadel for her new position at Elon University. Bebensee will therefore represent The Citadel in this interim role on The Council until a new, permanent provost is selected and announced.

**Minutes:**

By unanimous consent, the minutes of the previous meeting of The Council held on October 2, 2017 were approved as submitted and will be posted on the LGC website.

Because of his need to leave the meeting by 3:30 p.m., McGee rearranged agenda items so that the Executive Session could follow Item D.

**Financials:**

McGee asked Muller to review the salient line items of the LGC Financial Statement as of 2/18/2018 in the meeting documents. Muller explained that column 3 represents the FY 2018 Budget approved by The Council at its October meeting. Column 4 represents YTD actual posts of expenses plus estimates for the remaining six months of the current year according to the Approved Budget, for 12-month comparison to Budget. Instead of breakeven expenses against revenues as budgeted, there is currently an estimated \$9,684 operating deficit primarily because Muller underestimated fringe benefits last fall by \$5,992. There were also committed

spending in social media early in 2017 of which Muller was not aware when preparing the new budget. Muller noted a correction in the non-recurrent carryover balance which does not impact the current operating expenses. It had been incorrectly presented as \$21,753 in the proposed budget statement at the previous meeting of The Council but should have been shown as \$35,404. Based on the current estimate of full year expenses, the total fund balance including recurrent and non-recurrent funds is projected at \$552,549.

McGee asked if the \$34,425 represented the final and full cost of the audit. Muller said that to her knowledge, that is true, although she has not seen invoices from the accounting firm Finney, Greene & Horton LLC that completed the review of agreed upon procedures for the specified period FY 2014-2016. Bebensee said that he would check on this since The Citadel managed the undertaking and process.

McGee asked if the current statement reflected the amount approved for the opportunity fund by The Council at its last meeting, and Muller confirmed affirmatively the budgeted amount remains \$28,900. It appears on the line item entitled "New Program Launches."

**Grant Request and Approval Process:**

At 3:00 p.m., Saladin joined the meeting by teleconference, and McGee asked Muller to explain the template she had prepared for grant applications to The Council. Muller explained that she had largely followed the structure developed by the Colonial Academic Alliance of which the College of Charleston is a member, incorporating those specific items discussed by The Council at its October 2, 2017 meeting and reflected in the approved minutes (see "New Grant-Making Process With LGC Funds").

Book objected to restricting a single program to ten years before qualifying for more than one grant. After a brief discussion, it was agreed to reduce this to five years. She also recommended eliminating any reference to the current fiscal year so as not to "date" the document. Additionally, Book objected to restricting use of such monies to targeted sectors. Muller explained this is the result of independent research and input of area employers, naturally subject to change as the region's workforce requirements of the region change over time based on supply and demand. Gibbison agreed, commenting that regardless of whether specific sectors are stated in the application document, any use of LGC funds must be directed solely to local workforce development in keeping with the original charter and ongoing purpose of the LGC.

Book then asked that the requirement for advanced notification be lowered to 30 days rather than 60 days, as required by the Colonial Academic Alliance. She wants the member institutions to be free to submit a request by March 1<sup>st</sup> of each year rather than the March 15<sup>th</sup> date in the draft document. There was no further discussion regarding the document or process.

### **Executive Session:**

At 3:10 p.m., the group entered Executive Session. Gibbison, Muller, and Hoff were asked to be excused during the Session. At 3:20 p.m., they rejoined The Council. McGee stated that there was no business conducted and no vote was taken while in Executive Session.

Muller briefly presented the EAB report of Regional Master's Degree and Graduate Certificate Opportunities, based on its analysis of Burning Glass data scraping job posting and the skills/qualifications being sought. She pointed out the graph of 2017 employer demand and changes in demand for positions over the 2014-2017 period as a visual means of displaying opportunities. This includes demand that may encompass programs already available, such as both undergraduate and graduate degrees in Accounting and Software Development to illustrate the relative strength of opportunities and newly emerging areas, such as Public Health & Safety. Muller pointed out that support for individuals possessing a Psychology Master's Degree or a Psychiatric Disorders Graduate Certificate was verbalized by the LGC's K-12 Teacher Education & Administrative Leadership Advisory Board in meeting discussions about the growing number of social issues and problems confronting school counselors, causing school districts to contract third parties because need demand outstrips the supply and time of school counselors. There is also growing concern of parents with school safety and community safety in general.

Muller asked Saladin about MUSC's ability to meet EAB's identified opportunity for a Master's Degree in Speech Language Pathology because of its OT program. Saladin said that MUSC cut back this program seven years ago because it was too expensive to offer and couldn't be justified. There is demand on both ends of the age spectrum, whether the aging populace surviving a stroke but requiring rehab afterwards or young children struggling with developmental delays due to poor prenatal maternal health, premature birth, etc. South Carolina suffers greatly from both sets of epidemiological statistics and especially the Lowcountry.

Book expressed concern over the fact that the College of Charleston and The Citadel continue to offer their joint program in software development, having added new graduate certificates in the past year with CHE approval. Enrollment, however, is not materializing as hoped, given such reports. She said employers are not helping students with tuition. Muller commented that she suspects much of the recent growth in the Lowcountry in IT has occurred in start-ups and new companies, recognizing the entrepreneurial nature of IT and the rate of change in technology fueling it. Small companies don't have the resources to devote to professional development like large, public companies do, such as Blackbaud, trying to retain their talent without losing them to the start-ups.

Muller continued with brief presentation of graduate housing information about the College of Charleston. Asked by McGee in January to prepare data about housing costs that may be negatively impacting enrollment in programs only available downtown, Muller shared data from Charleston Trident Association of Realtors and Real Data demonstrating that North Charleston apartment rents are 50% lower than those downtown. She added that the students

have figured this out, as the College of Charleston provided data showing that only 18% of all graduate students currently enrolled are living downtown. Decisions, she pointed out, are complex and depend on more than housing costs, as they represent locations of jobs while also attending graduate school, needs of partners/spouses/children, transportation costs and issues including parking, etc. These documents were included among handouts for The Council.

**Unfinished Business:**

McGee moved to remaining agenda items, by sharing that the Service Level Agreement, while a legacy of the LGC, has been reviewed by the College of Charleston Legal Counsel since the College is assuming such responsibilities upon the LGC restructuring and new Consortium Agreement dated January 30, 2017. General Counsel Mulholland has made several edits to the document previously signed by the LGC and its “partner” institutions such as the University of South Carolina and South Carolina State University. McGee will share this with The Council and Muller and Gibbison this week so that it can be shared with partner institutions.

As for the records retention policy that Muller has drafted because of the large files retained from all recorded and archived classes, primarily those of The Citadel, McGee comment that there is not a resolution with respect to policy. The LGC was an early leader in such recordings with MediaSite software from Sonic Foundry. South Carolina’s policies need to be updated to reflect current technology, cloud archives, etc. Book commented that The Citadel has recently moved to a three-year policy for academic data archives. Muller said that the MediaSite files are relatively large because they are A/V compared to the text documents of course syllabi, etc. Gibbison said that the Sonic Foundry’s contract for cloud storage with the College of Charleston calls for charges that the vendor has not imposed, in hopes of a decision regarding destruction of dated files. More than a third of all files stored have never been opened or viewed. Muller said that she started this conversation last year by first meeting with the program directors of The Citadel before drafting a draft policy to submit to the College of Charleston, so that a policy would not be arbitrarily imposed on users. The Citadel program directors believed that they could comfortably live with the two years recommended in the draft document submitted last summer by Muller to the College of Charleston.

**Adjournment:**

As the meeting concluded, McGee asked Muller to provide The Council a breakdown by percentage the coverage with LGC funds used for shared College of Charleston employees on the North Campus, such as the librarian.

McGee added that the next meeting, yet to be scheduled, needs to include the election of a new chairman of The Council, as this is an annual election. The meeting was adjourned at 3:35 p.m. by McGee.

February 23, 2018