

**LOWCOUNTRY GRADUATE CENTER
SUPERVISORY COUNCIL MEETING MINUTES**

**Wednesday, April 17, 2019
Third Floor Conference Room
Randolph Hall
College of Charleston**

Supervisory Council Members Present:

Mark Bebensee - Interim Provost, The Citadel

Brian McGee - Provost, College of Charleston, Chairman of the Supervisory Council

Lisa Saladin - Provost, Medical University of South Carolina

LGC Staff and Others Present:

Larry Daniel - Dean, Zucker Family School of Education, The Citadel

Godfrey Gibbison - Dean of the School of Professional Studies, College of Charleston

Patrick Hoff - Staff Writer and Reporter, *SCBizNews*

Nancy Muller - Director, The Lowcountry Graduate Center, and Associate Dean of the School of Professional Studies, College of Charleston

Lee Westberry - Assistant Professor, Zucker Family School of Education, The Citadel

Call to Order:

McGee called to order the scheduled meeting of the LGC Supervisory Council (“The Council”) at 9:35 a.m. in the Randolph Hall conference room on the 3rd floor at the College of Charleston. Welcoming all present, he introduced everyone.

Minutes:

McGee said that he wishes to make a correction to the language in minutes of the January 10, 2019 meeting because authority to rent space to third parties at the North Campus is delegated to Gibbison. McGee will supply the new wording for this clarification to Muller. By unanimous consent, the minutes of this previous meeting of The Council were thereafter approved, as corrected. The corrected, approved document will be posted on the LGC website, in accordance with the FOIA of South Carolina.

Opportunity Funds:

In the interest of guests present from The Citadel, McGee asked permission of The Council to move directly to item six on the agenda to consider the request from The Citadel for \$25,000 in Opportunity Funds from the LGC to launch *The Low Country Principal Service Center* to provide relevant professional development to principals and aspiring superintendents. Prior to discussion, Muller briefly explained that Business Affairs at the College of Charleston, as the LGC’s fiscal agent, has outlined new procedures for how such funds should be disbursed to departments internal to the College of Charleston versus to The Citadel and MUSC. The monies should not be described as a “grant” in any language in proposals or documentation associated with approvals or the transfer of funds for such purposes because of the special restrictions

on “grants” in the context of the Foundation at the College of Charleston. Muller will insure this is adhered to in all forthcoming meeting minutes, internal correspondence and related documentation. She will also edit the LGC’s template for all future proposal submissions. The outlined procedures from Business Affairs as email correspondence were included in the hardcopy of documents in The Council’s meeting packet.

Daniel proceeded to share the goals of this new initiative as twofold: 1) to provide relevant quality service to sitting principals in the Low Country; and 2) to provide quality professional development for leadership pipelines. He explained that in the tri-county area it is estimated that half of such administrative staff will retire in the next five years, so there will be significant turnover and the need to orient and develop their replacements.

Westberry is new at The Citadel, specifically recruited from the field to develop programs in educational leadership and professional development. Her initiative began with a survey of needs. Among the top five needs identified by respondents were affecting cultural change, providing instructional leadership, and developing a data-supported, systems perspective. She explained there are other complementary services to The Citadel’s new program, including the Cradle to Career initiative supplied by consultants associated with the University of Washington and SCASA’s Center for Executive Education Leadership. The Citadel is collaborating with Clemson University to determine regional needs across the state, so that Clemson can implement a similar offering for principals in the Upstate. The program consists of four professional development sessions over the course of a year, beginning in the Fall 2019. For ease of access and convenient parking, all sessions by The Citadel will be hosted by the LGC. While the Commission on Higher Education supports the new undertaking, it does not have monies at the present time to fund it as a Center of Excellence.

McGee asked if academic credits would be generated for participants, to which Westberry said they would. Initially, the credits would count towards re-certification for state licensing as continuing education. She added that the goal is to create a “micro-credential” to be awarded to enrollees who complete the program. McGee commented this is an increasing trend in higher education. Saladin added that MUSC is investigating academic “micro-badges” in connection with the multitude of continuing education programs it offers. Westberry said that The Citadel hopes to migrate to a degree-earning model. Such a goal is advanced, said Westberry, by the fact the participants will work on a project for their respective schools, as a “work-study” concept. McGee again commented that this is in keeping with graduate-level credentials in the 21st century.

On this point, McGee made the motion for approval of the request for funding. Bebensee seconded the motion, and it passed by unanimous consent of the three provosts.

Moving back to the original sequence of agenda items, Muller briefly referred to the Summer 2019 Course Offerings, stating it is seasonally light as usual. South Carolina State University doesn't offer MBA courses during the summer; its program otherwise is growing and prospering. As for new programs, Muller applauded the longwinded perseverance of Dean Daniel in his pursuit for seamless connection with Clemson's PhD offering for K-12 leadership. It is finally secured, as a statewide three-way pipeline including Coastal Carolina and Winthrop for EdS graduates. A new EdS cohort offered by The Citadel - hosted by the LGC - is planned in 2019. This is in addition to the above approved funding for the launch of new professional enrichment for K-12 principals by The Citadel.

Additionally, the LGC is announcing as host hybrid classes for the newly approved Executive MPA program by the College of Charleston. Muller pointed out that this is specifically targeted to the local workforce, as the top ten public employers the Charleston area employ 62% more people than the top ten private sector employers. There are only two accredited MPA programs in SC and only 32 Executive MPA programs nationwide (and none south of Washington, DC).

While on the agenda topic, Muller shared the fact that Saint Leo University, whose MS in Instructional Design requested classroom space at the LGC at the January meeting of the Supervisory Council, withdrew its request because it did not feel welcomed. McGee said he would call Dean Kinsella, with apologies.

Attention turned to the financial report. Explaining the construction of the financial statement based on spending YTD, Muller said little had changed since the January statement, noting a new "special project" in the amount of \$3,400 for the installation of baby diaper changing tables in both of the gender neutral, handicap access restrooms on the North Campus. She said this is consistent with having the lactation rooms for nursing mothers who are faculty, students, and other third-party users of the facility. Saladin asked what happens to designated monies, budgeted in the amount of \$85,786, if all are not spent in 2018-2019. McGee said they will simply rollover.

Regarding financials, Muller reminded The Council that in January she had shared the forthcoming expiration as of August 6th of the five-year funding of web site and related digital marketing orchestrated by Blue Key. At the suggestion at that time of The Council, Muller investigated the feasibility and willingness of separate member institutions to assume this responsibility. Subsequently, there was a meeting of IT, Procurement, and Marketing from the College of Charleston with Muller to explore best next steps. Mark Staples, as head of IT, urged a sole vendor arrangement to minimize disruption. Muller supplied Procurement with the written justification for such an arrangement and it secured state approval to proceed as such without need for a new RFP. Muller will work with Procurement to secure the PO and contractual arrangement with Blue Key. Saladin asked that there be specificity to the term of contract and breakdown of charges by category, for incorporation in the new 2019-2020 Budget when The Council next meets. She added that the state budget

assumptions anticipate “flat” funding for the coming fiscal year, in which case she expects this agreement to spell this out. Muller commented that given the state’s approval to this single vendor arrangement, what is needed is an evergreen agreement with a 90-day cancellation to avoid such surprises.

In closing, McGee said that May 15 is his last day as provost, and Bebensee said his last day as interim provost is May 20. Fran Welch steps in as interim provost at the College of Charleston under new President Hsu on May 16. Sally Selden begins at The Citadel on June 17. With such transition underway, Bebensee nominated Saladin as the incoming chair of The Council effective May 16, and McGee seconded the nomination. The motion passed.

With no further business, all present congratulated each other given the above changes and successions. The meeting ended at 10:20 a.m.

Respectfully submitted,
Nancy Muller
April 25, 2019