

Minutes
Lowcountry Graduate Center Supervisory Council Meeting
Wednesday, January 15, 2020
Provost's Conference Room, Colcock Hall, MUSC Campus
12 Noon

Supervisory Council Members Present:

Lisa Saladin – Provost, Medical University of South Carolina

Sally Selden – Provost, The Citadel

Fran Welch – Provost, Colle of Charleston

LGC Staff and Others Present:

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

Shamira McCray – Reporter, *Charleston Regional Business Journal*, SC Biz

Nancy Muller – Director, Lowcountry Graduate Center; Associate Dean of the School of Professional Studies, College of Charleston

Jonathan Solomon – Administrative Assistant, Lowcountry Graduate Center

Call to Order:

The meeting was called to order at 12 noon by Chair Saladin, who noted adherence to the FOIA notification requirements. *Charleston Business Journal* and SC Biz Reporter, Shamira McCray, was acknowledged and welcomed.

Minutes:

As the first order of business, Saladin asked for approval of the minutes of the September 18, 2019 meeting, previously distributed. Selden moved and Welch seconded the motion for their approval, as drafted.

Enrollments:

Muller then reviewed the enrollment charts, making several points: 1) College of Charleston at its lowest level of use of the facility based on enrollments in graduate programs on the premises, 2) The Citadel's continued strong enrollments in Project Management, although down from peak Fall 2017 numbers as a more seasoned, established offering; and 3) USC's similar, continued success with enrollments in its MSW program. Additionally, Muller commented on the strength of both the SCMEP offerings in support of advanced manufacturing as well as the enrollment numbers in The Citadel's newly launched "Principal Service Program" intended to enable mentoring and support especially of new principals. Welch asked the geographical area from which enrollments draw, to which Selden responded that participants come from throughout the Lowcountry.

Graduating Trend Data:

The table illustrating number of graduates, by program, since 2011 was updated to reflect December 2019 graduates. This explains the relatively small number because the large majority are May graduates, stated Muller.

Program Offerings and Spring 2020 Course Offerings

Turning attention to the listing of programs by name, Muller said that SC State does not require a classroom at the LGC this spring term because of the small cohort size of Charleston-based students in healthcare management MBA. As an adjunct, she is therefore teaching her course as an independent study to enable May graduation. She remarked that Program Director Judy Millesen has done a great job of recruiting a rich mix of students in the College of Charleston's first Executive MPA program at the LGC. Its orientation was just held the prior Saturday, and Muller was impressed by the variety of backgrounds in the 12-person cohort. Saladin said it was helpful to view the class meeting days and times of each course, by program offering, for the current term.

Financial Report:

After orienting those present to the column headings of the LGC's financial report, Muller commented that actual expenses through December 31, 2019 now reflect the coverage of a portion of her salary by the College of Charleston's School of Professional Studies (SPS), as explained in a footnote. Saladin thanked Welch for following up swiftly to their conversation after the previous LGC Supervisory Council meeting in September when this matter was discussed. Muller reminded the group that the 2019-2020 Budget was approved unanimously via email vote during the early Fall. The second note Muller made was that \$50,000 in previously approved grants to the College of Charleston for new program development have yet to be actually transferred; namely for the: 1) new graduate certificate in Workplace Wellness; and 2) the newly launched executive MPA. As a result, there is only a net \$47,562 in monies in the approved 2019-2020 Budget for other new program support, still allowing a mandated zero-based budgeted spending. She reminded the group that February 1st is the deadline for proposals to be submitted for consideration in the current fiscal year. To date, she has received none.

Gibbison pointed out the carryforward of unspent funds from prior years of \$626,890 which the Supervisory Council could vote to release in part for such purposes. Muller commented that under the 2017 Consortium Agreement, the LGC is still held responsible for finding space for instruction in the future should the College of Charleston pull out of the agreement and/or forego renewal of the 3800 Paramount facility. The current lease allows one seven-year renewal, beginning in July 2021. Notice of intent is due to Holder Properties one year in advance of the expiration of the original lease term, or by July 1, 2020. Saladin asked Muller to provide a copy of the current lease agreement to all Supervisory Council members. She then asked Gibbison if the College of Charleston has determined its plans for the future. Gibbison said that in December 2019 several individuals at CofC had met formally for the first time to discuss this question. He said that CofC is looking for a daytime partner to better utilize the space. Saladin responded that MUSC definitely has interest in daytime hours and will need additional teaching space in the future beyond its main campus, based on current expansion plans. Selden commented that The Citadel has interest only in weekday evening hours at the present or other such satellite location.

Website Analytics:

Muller ended her presentation of charts with the 2019 Website Analytics Report, pointing out a doubling in number of sessions by website visitors over the 12 month period ending December 2019, compared to prior year. This is best illustrated graphically in the report. Commenting on the location of visitors based on IP address, she speculated amusingly if British Airways' recent addition of Charleston for its nonstop flights to London had fueled virtual visitors from the UK. She pointed out that demographics illustrate a more balanced mix by gender than in the past when women dominated. While social work remains the top visited program page, the second most frequented program is SC State's Healthcare Management MBA, indicating the strong interest in management opportunities in Metro Charleston as a medical mecca. When Selden inquired about the paralegal program ranked 16th among program pageviews, Muller explained it represented a broken link that needed to be removed from the site. Saladin suggested that Muller instruct the website administrator, ReasonOne, to review the site for this and possibly other deadend pages.

New Business: Use of Space for Teaching by MUSC

Discussion turned to MUSC's temporary use of the space during extensive renovations of both small and large classrooms on its main campus, plus library, beginning June 2020 and extending as long as 18 months to December 2021. Muller said about 12 members of faculty from the College of Nursing, Health Professions, and Medicine have already toured the LGC and another group is scheduled in the week to follow. She said that at least two of these colleges have weekly needs of a space like 110 because of their large enrollment numbers, so there needs to be an agreed to means for the College of Charleston's facility manager to prioritize requested space. It was quickly agreed that the facility, including meeting room 110, should be held "sacred" for such academic use. Selden said that it is important to communicate soon with third-parties relying on the location for either standing or repeated events so they are not caught off guard, assuming it remains available to them. This includes such groups as the Metro Charleston Chamber, YMCA, Charleston County School District, Charleston Regional Development Alliance, along with others. Gibbison said that the Society of Managers in Resource Management has a contract for its monthly meetings scheduled to end in June 2020. It may have flexibility to work around MUSC's schedule in the future, by scheduling rather than lunchtime meetings, for example. He feared that the only group that could become publicly vocal and negatively react to being "turned out" for 12-18 months is the Center for Creative Retirement (CCR) – a College of Charleston initiative housed within the SPS Continuing Education arm for serving retirees with weekly programs across a variety of topics. They currently meet Mondays 1 – 4 p.m. The Citadel was asked if it might temporarily accommodate the group, but Selden said it begins this summer to tear out its largest classroom building for renovations. Parking has meanwhile been lost by the Alumni Center due to new construction by the School of Business. Saladin agreed to try to explore with her faculty a possible "workaround" allowing the CCR to remain without disruption and will expedite soliciting feedback for a plan from her staff and faculty in the weeks ahead. Muller offered, in the meantime, to follow-up with the SPS facility manager to draft and send letters at this time,

alerting all those currently renting space from SPS of MUSC's use and timing of space short-term so they have time to find alternatives for themselves.

New Business: Use of Rental Agreements

As the next item of new business, Muller briefly explained that with the new consortium agreement effective January 2017, the College of Charleston replaced the LGC using language similar to that of landlord in referring to its relationship with other non-member institutions. Former provost Brian McGee had asked that the LGC's service level agreements (SLA) with such institutions substitute the name of the College of Charleston for rental payment arrangements. The College of Charleston's legal counsel subsequently advised that a simple, annual rental agreement between the College of Charleston and any such institution wishing to use classroom space for teaching be signed, attaching the SLA merely as an addendum for defining services by or through the LGC. Originally signed SLAs with SC State University and the University of South Carolina, with 3-year renewal periods, have since expired and now need to be replaced following the above described framework, to be signed for the College of Charleston by its SPS Dean, currently Godfrey Gibbison. Muller said she is in the process of filling in the blanks in the final, newest template for such a rental agreement as provided by the College of Charleston's legal counsel. Selden asked that all three provosts be provided with this document when completed for each of the two partnering institutions before it is forwarded.

Adjournment:

In closing, Saladin thanked all for their attendance and open discussion about the prioritization of the facility's use for academic purposes. She noted that due to an unforeseen and unavoidable conflict now in her calendar, an alternative date for the next meeting must be found in lieu of April 30, 2020.

With no further business, the meeting was adjourned at 1:10 p.m.