

**Clemson University
Clemson, South Carolina**

MINUTES

THE CLEMSON UNIVERSITY BOARD OF TRUSTEES

**Madren Center
Clemson, South Carolina
Friday, January 30, 1998**

After notification as required by the Freedom of Information Act, the Chairman called the meeting to order at 1:05 P.M. with the following members present: Lawrence M. Gressette, Jr., presiding; Bill Amick, Louis P. Batson, Jr., J. J. Britton, Leon J. Hendrix, Harold D. Kingsmore, Louis Lynn, Patricia H. McAbee, Leslie McCraw, Thomas McTeer, William C. Smith, Jr., Joseph Swann, Allen Wood, Fletcher Derrick, W. G. DesChamps, Buck Mickel, D. Leslie Tindal, and Thornton Kirby, Executive Secretary

ADMINISTRATION PRESENT: Steffen Rogers, Almeda Jacks, Deborah DuBose, John Kelly, Scott Ludlow, Ben Anderson, David Stalnaker, and Bobby Robinson

MEDIA PRESENT: Kim Davis, *Greenville News*

Item 1. Announcements

Statement: Chairman Gressette informed the Board that President Constantine Curris' recent surgery went very well, and his surgeons are optimistic regarding his recovery. He stated that the Board has granted President Curris six weeks of medical leave which can be extended at the option of the Chairman of the Board. Mr. Gressette further stated that consistent with his position as Vice President for Academic Affairs and Provost, Steffen H. Rogers will have the full and complete authority to act in President Curris' stead in all University matters during President Curris' absence.

Item 2. Approval of Minutes

Statement: The Minutes of the October 10, 1997 Board Meeting, December 1, 1997 Teleconference, January 15, 1998 Teleconference, and January 20, 1998 Teleconference were previously distributed to Trustees.

Action: Approved as submitted.

Item 3. Report from the Executive Secretary to the Board

Statement: Mr. Kirby reported that the Board of Trustees will meet May 1, 1998 in Clemson and July 17-19, 1998 in Charleston.

Item 4. Executive and Audit Committee

Statement: Mr. Gressette stated that the Committee met this morning. A report regarding the University's external audit was received, and the University received a clean report from the State Auditor. Reports were also received regarding several internal audits. The Committee approved an amendment to the Audit Committee Charter. The Director of Athletics presented the academic report on student athletes and discussed the revenues from bowl games. Information was provided to the Committee on the Environmental Health and Safety Program.

Item 5. Student Affairs Committee

Action Items

A. Housing Rate Increase

Statement: Verna Howell requested a 4% increase in housing rates for the 1998-99 academic year. The rate increase will generate \$395,000 which will be used to help defray expenditures for resident computing hookups, salary increases for staff and student employees, and increased costs associated with a new security contract.

Action: Mr. Swann made a motion on behalf of the Student Affairs Committee to approve the increase, Mr. Batson seconded, and the vote of approval was unanimous.

B. Changes to Student Regulations

Statement: Almeda Jacks presented proposed changes to the Student Regulations (Attachment I).

Action: On behalf of the Student Affairs Committee, Mr. Swann made a motion to approve the proposed changes, Dr. Britton seconded, and the vote of approval was unanimous.

Informational Items

A. Student Government Update

Statement: Jim Hendrix, President of Student Government, thanked the Administration for the opportunity for students, faculty and staff to provide input into the Implementing Concepts of the University's Mission Statement. He stated that he feels Clemson is still a segregated campus, and he expressed the need for events that will bring all groups together in an effort to break down

racial barriers. He reported that the Excellence in Teaching Award will be presented next week. Communication between Student Government and the student body has been enhanced by the Student Government TV show. Campus Sweep will be held on April 17th. This is a day when students, faculty and staff join together to make improvements to the University's grounds and facilities. Students have expressed an interest in establishing an honor code. This issue will be presented to the Student Senate in March. Mr. Hendrix stated that it is his belief that a statewide organization of student governments is needed to coordinate legislative lobbying efforts on behalf of higher education. Mr. Hendrix announced that campus elections will be held on March 3rd. This will be the last Board meeting he attends as President of Student Government.

B. Graduate Student Government Update

Statement: David Hamilton, President of Graduate Student Government, reported that there has been a good working relationship between Student Government and Graduate Student Government this year. The two groups are working jointly to establish a Student Apartment Registry Service. He commended Chief Financial Officer Scott Ludlow for keeping students abreast of current fees and charges.

Item 6. Agriculture and Natural Resources Committee

Action Items

A. Duke Power Right-of-way Request

Statement: Stassen Thompson, Director of Land Management, presented a request from Duke Power for a 30 foot right-of-way for a distribution line to upgrade the service to Riverside Elementary School in Pendleton. The line will run from a sub-station on US 76 on either side of West Queen Street and then along the property line to Riverside Elementary (Attachment 2). The Administration recommends approval of the request.

Action: Mrs. McAbee made a motion on behalf of the Agriculture and Natural Resources Committee to approve the request, Mr. Kingsmore seconded, and the vote of approval was unanimous.

B. City of Columbia Easement/Deed Request

Statement: Dr. Thompson presented a request from the City of Columbia for an easement/deed to a water line. The Animal Diagnostic Laboratory is being constructed on Lot 32 in Richland Northeast Industrial Park. Siting the building on the lot requires the relocation of a water line. This in turn requires deeding the new water line to the City of Columbia and a 15 foot easement for operation and maintenance of the line (Attachment 3). The Administration recommends approval of the request.

Action: On behalf of the Agriculture and Natural Resources Committee, Mrs. McAbee made a motion to approve the request, Mr. McTeer seconded, and the vote of approval was unanimous.

Item 7. Budget and Finance Committee

Budget and Finance Committee Meeting

Statement: Mr. Amick convened the Budget and Finance Committee.

Action Item:

A. Series Resolution Providing for the Issuance and Sale of Clemson University Plant Improvement Refunding Bonds, Series 1998

Statement: Scott Ludlow requested approval of a Resolution to refinance the Plant Improvement Bonds, Series 1991.

Action: Mr. Smith made a motion to recommend approval of the Resolution to the full Board, Dr. Lynn seconded, and the vote of approval by the Budget and Finance Committee was unanimous. Mr. Amick adjourned the Budget and Finance Committee meeting.

Reconvene Full Board Meeting

Statement: Mr. Gressette reconvened the meeting of the full Board and asked Mr. Amick to continue with the Budget and Finance Committee report.

Action Item

A. Series Resolution Providing for the Issuance and Sale of Clemson University Plant Improvement Refunding Bonds, Series 1998 (Attachment 4)

Action: Mr. Amick made a motion on behalf of the Budget and Finance Committee to approve the Resolution to refinance the Plant Improvement Bonds, Series 1991, Mr. Kingsmore seconded, and the vote of approval by the full Board was unanimous.

Informational Items

A. Fort Hill – The John C. Calhoun Mansion

Statement: David Stalnaker provided an update on the Fort Hill Project. He stated that \$1.2 million was appropriated by the legislature for the restoration of the mansion. Mr. Stalnaker reported that this allocation will provide funds to repair the exterior of the building and the structure itself. It will not provide funds for restoration of the building's interior and furnishings. It is anticipated that an additional \$600,000 will be needed for restoration and repair of historic furnishings. Mr. Stalnaker indicated that there will be an annualized budget for maintenance of the mansion.

B. Facilities Update

Statement: Mr. Stalnaker reported that the Facilities, Maintenance and Operations Division is currently operating in the black. Steps have been taken to improve the operations in that area as follows:

- improvement of financial reporting and control
- closing out projects on a timely basis
- preparation and implementation of a strategic plan to complete deferred maintenance
- improvement of communications and follow through in all areas
- evaluation of the process used to oversee construction projects
- creation of a better system for tracking work orders through the University.

Item 8. Educational Policy Committee

Introductions

Statement: Provost Steffen Rogers introduced Francis McGuire, President of the Faculty Senate; Pat Smart, President-elect of the Faculty Senate; Horace Skipper, Faculty Senate Representative to the Agriculture and Natural Resources Committee of the Board of Trustees; and Robert Campbell, Faculty Senate Representative to the Budget and Finance Committee of the Board.

Action Items

A. Faculty Manual Change – Establishment of the Office of Faculty Ombudsman

Statement: Dr. Rogers proposed an addition to the Faculty Manual to provide a Faculty Ombudsman who can serve as a mediator in all faculty disputes except those involving retention, promotion, or tenure (Attachment 5).

Action: Mr. McCraw made a motion on behalf of the Educational Policy Committee to approve the addition to the Faculty Manual, Mr. Swann seconded, and the vote of approval was unanimous.

B. College of Agriculture, Forestry and Life Sciences – Reduction in Number of Departments

Statement: Dr. Rogers presented a consolidation proposal from the Dean of the College of Agriculture, Forestry and Life Sciences. The proposed consolidation will decrease administrative costs and enable resources saved to be redirected into the classroom and student services. A table depicting the consolidations is set forth at Attachment 6.

Action: On behalf of the Educational Policy Committee, Mr. McCraw made a motion to approve the consolidations, Mr. McTeer seconded, and after discussion, the vote of approval was unanimous.

C. Regulation of Subcontracting

Statement: Dr. Rogers recommended approval of a policy to regulate subcontracting by Faculty and others with the University (Attachment 7) which stipulates that all subcontracts must receive prior written approval of the Office of the Chief Research Officer and Senior Vice Provost for Research and Graduate Studies.

Action: Mr. McCraw made a motion on behalf of the Educational Policy Committee to approve the policy, Mr. Amick seconded, and the vote of approval was unanimous.

D. Policy on Academic Misconduct for Former Students and Policy and Procedure on Revocation of Academic Degrees

Statement: Dr. Rogers presented the policies for approval (Attachment 8).

Action: On behalf of the Educational Policy Committee, Mr. McCraw made a motion to approve the policies, Mr. Hendrix seconded, and after discussion the vote of approval was unanimous.

E. University Calendar Committee Report

Statement: Provost Rogers stated that the University Calendar Committee has proposed a revised University Calendar in order to solve some problems with the final exam schedules and scheduling problems for students. The proposed calendar eliminates most of the problems with one exception, which is the gap between the end of exams and commencement (approximately 5 days). This gap is necessary in order for final grades to be posted and transcripts to be reviewed by the Registrar's Office to determine the eligibility of candidates for graduation. The scheduling committee recommends that the period be shortened to approximately two days by changing the tradition of providing diplomas to students when they cross the stage. The recommendation is that students cross the stage as "candidates for graduation" and receive a letter of congratulations rather than a diploma in the diploma cover. If it were later determined some did not meet the criteria for graduation, it would not cause any problems of credibility for the University because the "candidate for graduation" would not have received a diploma.

Action: After discussion, Mr. Amick made a motion to table the issue and refer it back to the Educational Policy Committee. Mr. McTeer seconded and the vote of approval was unanimous.

Educational Policy Committee (EPC) Meeting

Statement: Mr. McCraw, Chairman, convened the Educational Policy Committee.

Action Item

A. Implementing Concepts and Summary for CHE

Statement: Dr. Rogers presented revised Implementing Concepts for consideration by the Committee. He stated that at the January 5, 1998 EPC meeting, this document was referred back to the President and Provost for revisions designed to incorporate input from the Educational Policy Committee, the Faculty Senate, the Student Senate and the Classified Staff Commission. The President and Provost incorporated suggestions from all parties in an effort to accurately express the wishes of the EPC. A draft was presented to the Chair of the EPC to confirm that the wishes of that Committee had been accurately portrayed, corrections were incorporated, and the final draft produced for action by the full EPC. Fran McGuire, President of the Faculty Senate, requested a wording change in the second paragraph of number 2.

Mr. Kirby distributed a summary of the Implementing Concepts which could accompany the University's Mission Statement in order to meet CHE requirements for performance funding.

Action: Mr. Kingsmore made a motion to recommend endorsement of the Implementing Concepts with the one suggested change to the full Board, Dr. Britton seconded, and after discussion, the vote of approval of the EPC was unanimous. Mr. McCraw adjourned the Educational Policy Committee Meeting.

Full Board Meeting Reconvened

Action Item

A. Implementing Concepts and Summary for CHE

Action: Mr. McCraw, on behalf of the Educational Policy Committee, made a motion to endorse the Implementing Concepts, Mr. McTeer seconded, and the vote of approval by the full Board was unanimous. A copy of the Implementing Concepts is at Attachment 9. A second motion was made by Mr. McCraw and seconded by Dr. Britton to authorize the Administration to submit to CHE a summary of the Implementing Concepts along with the University's Mission Statement. The vote of approval by the full Board was unanimous.

Informational Items

A. Division of Computer and Information Technology

Statement: Dr. Rogers submitted a report from Vice Provost Christopher Duckenfield, Division of Computing and Information Technology. Mr. McCraw commended Dr. Duckenfield for the report.

B. TIWET Director

Statement: Provost Rogers introduced Dr. John H. Rodgers, the new Director of The Institute of Wildlife and Environmental Technology.

C. Tenure and Promotion Document

Statement: Dr. Rogers reported that the Tenure and Promotion Document is with the Faculty Senate and is moving forward.

D. Core Curriculum Update

Statement: Dr. Rogers stated that there is a great deal of excitement from student groups and faculty for a general education curriculum. He indicated that he is personally working on this issue.

E. Director of Off-campus Programs

Statement: A search is currently underway for a Director of Off-campus Programs.

F. Faculty Workload Measurement System

Statement: A completely electronic process has been developed to measure faculty productivity, and it has been tested with the input of a number of faculty members. Dr. Rogers stated that this should prove to be a good management tool for the University.

G. European MBA Audit Report

Statement: In response to questions raised in a prior meeting, Dr. Rogers indicated that organizational documents and financial reports from the company that runs the Italian MBA program have been referred to the Internal Auditor for review.

Item 9. Institutional Advancement Committee

Informational Items

A. Endowment Report

Statement: Debbie DuBose reported that the market value of the combined University and Foundation endowments was \$168,410,000 on June 30, 1997. The comparative figure on June 30, 1996 was \$140,911,229. The Clemson University Foundation Endowments returned 27.15% for the past year and 6.81% for the quarter ending September 30, 1997. The University's endowment generated a total return of 10.95% for the year and 3.88% for the quarter.

B. Fund-raising Report

Statement: Mrs. DuBose reported that the total amount raised as of December 31, 1997 was \$18.744 million, compared to \$8.5 million on December 31, 1996. The average alumni gift is up to \$558 from \$475 at the same time last year. Mrs. DuBose indicated that the University is at 12% alumni participation. Last year at this same time the alumni participation was at 9%. Increasing alumni participation continues to be a major goal of the Development Office.

C. Public Relations Plan 97/98 Progress Report

Statement: Mrs. DuBose's report on the Public Relations Plan included highlights of activities that have occurred during the first half of the year, as well as priorities for the Spring. Among the priorities for the Spring are market research on key audiences and the development of an audience information database and resource center.

D. Media Activity Quarterly Report

Statement: Mr. DuBose distributed a report indicating that 237 articles were released by News Services during the first quarter of the year. The report included a list of stories that appeared in the national and international media, as well as stories picked up by the South Carolina Associated Press and the broadcast networks.

Item 10. Provost's Report

Statement: Provost Rogers reported that the latest University research report indicates that funding is up \$11.3 million over last year. He commended the faculty for their efforts in this area.

Dr. Rogers expressed his appreciation to the Board for the vote of confidence and assured the Trustees that the University will continue to move forward during President Curris' absence.

Item 11. Executive Session

Statement: Chairman Gressette stated that the Board needed to go into executive session to discuss contractual and personnel matters. Mr. McCraw made a motion to go into executive session, Mr. Kingsmore seconded, and the vote of approval was unanimous. Mr. Gressette stated that no decisions would be made and no votes would be taken while the Board was in executive session. Guests were invited to wait in the lobby. The Board went into executive session at 3:00 P.M.

Item 12. Open Session

Statement: The Chairman reconvened the meeting in open session at 4:20 P.M. He announced that there were three items of business to be brought before the Board of Trustees, two from the Agriculture and Natural Resources Committee and one from the Budget and Finance Committee.

Item 13. Director of the Cooperative Extension Service

Action: Mrs. McAbee made a motion on behalf of the Agriculture and Natural Resources Committee that the Board of Trustees approve Dr. Dan Smith as

January 30, 1998

Director of the Clemson University Cooperative Extension Service, Mr. Kingsmore seconded and the vote of approval was unanimous.

Item 14. Sale of Property Located in Myrtle Beach

Action: Mrs. McAbee made a motion on behalf of the Agriculture and Natural Resources Committee to approve the sale of 18+ acres of property located in Myrtle Beach for a price of \$1,983,700 to Columbia HCA Grand Strand Medical facility with \$248,000 of the proceeds dedicated to infrastructure. Net proceeds of that sale are to be placed in an endowment for educational programs to benefit the Grand Strand area. Mr. Batson seconded the motion, and the vote of approval was unanimous.

Item 15. Purchase of TIWET Facility

Action: Mr. Amick made a motion on behalf of the Budget and Finance Committee that Clemson University purchase The Institute of Wildlife and Environmental Technology facility from the Clemson University Research Foundation, pending approval by the Commission on Higher Education and the State Budget and Control Board. Dr. Britton seconded, and the vote of approval was unanimous.

Item 16. Adjourn

Statement: Dr. Lynn made a motion for the meeting to adjourn at 4:25 P.M., Mr. Smith seconded and the vote of approval was unanimous.

Respectfully submitted,

J. Thornton Kirby
Executive Secretary to the
Board of Trustees