

May 1, 1998

**Clemson University
Clemson, South Carolina**

MINUTES

of the meeting of

THE CLEMSON UNIVERSITY BOARD OF TRUSTEES

Madren Center

Clemson, South Carolina

Friday, May 1, 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, Harold D. Kingsmore, Louis Lynn, Patricia McAbee, Leslie McCraw, Thomas B. McTeer, William C. Smith, Jr., Joseph Swann, Allen Wood, W. G. DesChamps, D. Leslie Tindal and J. Thornton Kirby, Executive Secretary

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

MEDIA PRESENT: Kim Davis, *Greenville News*

Item 1. Introductions

Statement: Bobby Robinson introduced Clemson's new basketball coach, Larry Shyatt, who spoke briefly to the Board of Trustees and then introduced his staff. The Trustees expressed their pleasure at his return to Clemson, and they wished him much success.

Chairman Gressette welcomed President Curris back from medical leave to full time service as President of Clemson University. The Chairman thanked Provost Steffen Rogers for his hard work and efforts during President Curris' absence.

Item 2. Approval of Minutes

Statement: The Minutes of the January 30, 1998 meeting were previously distributed to Trustees

Action: Approved as submitted.

Item 3. Report from the Executive Secretary to the Board

Statement: Mr. Kirby stated that dates for future Board meetings are as follows: July 17-19, 1998, meeting and retreat in Charleston; and October 9, 1998 in Clemson.

Item 4. Student Affairs Committee

Statement: Mr. Swann convened the Student Affairs Committee.

A. Future Housing Construction

Statement: Mr. Swann proposed the construction of 700 new beds, 300 of which will be in a dormitory facility adjacent to the Shoeboxes and 400 of which will be new apartments at Lightsey Bridge. Once these new beds have been constructed, Johnstone Hall sections D, E, and F will be demolished.

Action: Mrs. McAbee made a motion to approve the recommendation, Mr. Wood seconded, and the vote of approval was unanimous. There being no further business, the committee meeting adjourned.

Chairman Gressette reconvened the meeting of the full Board, and he asked Mr. Swann to report on behalf of the Student Affairs Committee.

Action: Mr. Swann made a motion on behalf of the Student Affairs Committee to construct 700 new beds, 300 of which will be in a dormitory facility adjacent to the Shoeboxes and 400 of which will be new apartments at Lightsey Bridge. Dr. Britton seconded, and the vote of approval was unanimous.

B. Non-motorized Vehicles and Devices Ordinance

Statement: On behalf of the Administration, Mrs. Jacks recommended approval of a Non-motorized Vehicles and Devices Ordinance (Attachment 1). The purpose of the ordinance is to ensure the safety of the general public on the Clemson University campus. Mrs. Jacks noted that the State-mandated process for approving ordinances has been followed, and student groups have been given opportunity for input.

Action: Mr. Swann made a motion to approve the recommendation, Mr. McTeer seconded, and the vote of approval was unanimous.

Informational Items

A. Student Government Update

Statement: Student Government President Matt Dunbar introduced himself and circulated names and hometowns of the President's Cabinet for the upcoming school year. Mr. Dunbar advised the Trustees that Student Government will be working on an Internet Web page and an honor system proposal during the

summer. He concluded his report by offering the assistance of Student Government at any time it can be of help to the Board.

B. Graduate Student Government Update

Statement: Greg Manley introduced himself and promised to give a report at the next meeting after the Graduate Student Government has conducted its first meeting of the new year. He thanked the Trustees for the opportunity to appear and advised that he looked forward to working with the Board in the coming year.

5. Agriculture and Natural Resources Committee

A. Lease-out Portion of Aquaculture Demonstration Center, Hampton County

Statement: John Kelly presented a lease agreement for a twenty-four acre portion of the Aquaculture Demonstration Center in Hampton County (plat included at Attachment 2). The purpose is to lease-out the facility and structure the lease so that Clemson can better deliver its research and educational programs. By using a lease-out, Clemson can reduce personnel and operating costs by \$75,000 annually. On behalf of the Administration, Dr. Kelly recommended approval of this proposal.

Action: Mrs. McAbee made a motion to approve the recommendation, Mr. McTeer seconded, and the vote of approval was unanimous.

Informational Item

A. Introduction of the New Director of the Cooperative Extension Service

Statement: Dr. Kelly introduced Dr. Daniel Smith, the new Director of the Cooperative Extension Service, and he noted that Dr. Smith's appointment has been well received throughout our State. Chairman Gressette congratulated Dr. Smith on his appointment, and Dr. Smith stated that he looked forward to working with the Board during his tenure.

Item 6. Budget and Finance Committee

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

A. Dining Services 1998-99 Meal Plan Rate Request

Statement: Scott Ludlow presented a request for a meal plan rate increase of 2.5%, and he outlined the justifications for the increase. On behalf of the Administration, Mr. Ludlow recommended approval of the rate increase.

Action: Mr. Smith made a motion to approve the increase, Mr. Wood seconded, and during the discussion Chairman Amick noted that even with this increase, the 5 year meal plan increases are less than the rate of inflation during the same period. There being no further discussion, Chairman Amick called for the vote,

which was unanimous in favor of the increase. There being no further business, the meeting of the Budget and Finance Committee was adjourned.

Chairman Gressette reconvened the full Board meeting and called on Mr. Amick to report on behalf of the Budget and Finance Committee.

Action: Mr. Amick made a motion to approve the 2.5% meal plan rate request presented by Administration, Mr. Wood seconded, and the vote of approval was unanimous.

B. Contingency Financing Plan for the Agriculture BioTechnology/Molecular Biology Complex

Statement: Mr. Ludlow discussed the commitments that have been received from the General Assembly to complete funding for the \$27 million dollar Agriculture BioTechnology/Molecular Biology Complex, and he also reported that the State Engineer refuses to authorize construction until full funding is available. Since a portion of the financing is expected to be granted by the General Assembly during the 1999 legislative session, construction cannot start without some financial assurance to the State Engineer. Mr. Ludlow reported that it is the recommendation of the Administration that the Board of Trustees authorize \$8 million of a Plant Improvement Bond and designation of \$2 million of Institutional Capital Projects funding towards the construction of the Agriculture BioTechnology/Molecular Biology Complex with the provision that upon receipt of State funding or redesign, this authorization will be reduced accordingly. He noted that the proposed action would not result in the issuance of bonds, merely the authorization thereof. It is the authorization which is needed by the State Engineer in order to approve commencement of the project.

Action: On behalf of the Budget and Finance Committee, Mr. Amick made a motion to approve the bond authorization, Dr. Britton seconded, and the vote of approval was unanimous.

C. Board Members for Clemson Research Facilities Corporation

Statement: Mr. Ludlow reported that several vacancies exist on the Clemson Research Facilities Corporation (CRFC) Board. On behalf of the Administration, Mr. Ludlow recommended that Y. T. Shah and James R. Fischer be appointed to fill these vacancies. In keeping with the recommendation by a committee member, Mr. Ludlow reported that a mechanism will be developed in the coming months for obtaining outside representation on the CRFC.

Action: Mr. Amick made a motion to approve the appointments, Mr. Swann seconded, and the vote of approval was unanimous.

D. Clemson University Recommended Changes on Fees

Statement: Mr. Ludlow stated that the Administration is proposing a two-tier student fee increase, 2.8% on residents and 4.7% on non-residents. This fee increase, if approved, will generate \$2.1 million in new revenues. It was noted that the University did not have a fee increase last year.

The Administration also recommends an increase in the Admission Application Fee from \$35 to \$40 for the Fall 1999 semester. The estimated revenue generated by this increase would amount to \$52,240 to be utilized for Admissions Office services.

Action: Mr. Amick made a motion to approve the fee increases, Mrs. McAbee seconded, and the vote of approval was unanimous.

E. Request for Bid Approvals

Statement: David Stalnaker discussed bids for the following projects:

1. Byrnes Hall – Asbestos Abatement

The low bid for the Byrnes Hall asbestos abatement project is \$1,355,000 as submitted by the National Service Cleaning, Inc. The low bid is under budget, and financing is in place for this project.

2. Lever Hall – Install Sprinkler System

The low bid for this project is \$711,650 as submitted by Carolina Safety Associates, Inc. The low bid is under budget, and financing is in place for this project.

3. Smith Hall – Asbestos Abatement

The low bid for the Smith Hall asbestos abatement project is \$541,261 as submitted by Dean Hunter & Company. The low bid is under budget, and financing is in place for this project.

Mr. Stalnaker stated that the Administration recommends that the low bids for the above-listed projects be accepted and respectfully asks the Board for approval to enter into contracts for the work.

Action: Mr. Amick made a motion to approve the recommendation, Mr. Smith seconded, and the vote of approval was unanimous.

F. Lease Amendment Relating to Center for Applied Technology

Statement: Mr. Stalnaker stated that the Department of Computing and Information Technology has requested their lease with the Center of Applied Technology be amended to add an additional 411 square feet. The original lease

was for 3,516.60 square feet at an annual rate of \$24,989.40 per year for 3 years (ending June 30, 2000). The additional 411 square feet will make the new annual rate \$29,510.40, and the ending date will remain the same.

Action: Mr. Amick made a motion to approve the lease amendment, Mr. Swann seconded, and the vote of approval was unanimous.

Informational Item

A. Facilities Update

Statement: David Stalnaker presented a brief update on facilities projects.

Following Mr. Stalnaker's report, President Curris pointed out several items of interest relating to the Budget and Finance Committee's actions. In particular, he pointed out that for the prior year Clemson University's tuition and fees amounted to \$3,252, compared to the national average for land-grant universities of \$3,365. He noted that Clemson was over \$100 less than the national average, and he expressed satisfaction with the Board's commitment to keep tuition affordable for the students of South Carolina. President Curris also pointed out that the South Carolina General Assembly is considering a bill to limit tuition increases to the higher education price index (HEPI), but he noted that this year's HEPI is 3.1% and would not prevent the tuition increase approved today, which amounts to 2.8%. President Curris pointed out that a proviso has been attached to the State Appropriations budget which would provide a financial disincentive for schools that charge tuition in excess of their costs of providing education. If enacted, this proviso would take effect as part of the performance funding methodology through the Commission on Higher Education. President Curris expressed confidence that this would benefit Clemson University, which has traditionally charged less tuition than many other institutions relative to the cost of providing education. Finally, President Curris stated that he was pleased at the progress being made by the Governor and the House of Representatives toward the development of LIFE Scholarships for South Carolina students. President Curris stated his belief that this program will help our State and our students, particularly in light of similar programs in neighboring states.

Item 7. Educational Policy Committee

Action Items

A. Out of State Fee Waivers for Undergraduate Students

Statement: Provost Steffen Rogers reported that Clemson University, like many other institutions in this State, has carried on a practice of granting out-of-state fee waivers for undergraduate students who receive scholarships from the institution. In addition to abating out-of-state tuition, these scholarships entitle the institution to count the student as a resident for formula funding purposes.

At Clemson, the practice has traditionally been to grant out-of-state fee waivers to any students who receive a scholarship equal to \$250 or more per year. Most other institutions in South Carolina have granted out-of-state fee waivers only to students who receive \$250 scholarships per semester, and the CHE has recently issued a requirement that students must receive at least \$250 per semester in order to be counted as residents for formula funding purposes. On behalf of the Administration, Dr. Rogers recommended that the Board ratify the practice of granting waivers to undergraduate students who receive a scholarship of \$250 or more per year and approve the new policy of granting waivers to undergraduate students who receive a scholarship of at least \$250 per semester.

Action: Mr. McCraw moved for the ratification and approval recommended by Administration, Mr. McTeer seconded, and the vote of approval was unanimous.

Item B. Graduate Assistantship Tuition Policy

Statement: Provost Rogers presented a proposed Graduate Assistantship Tuition Policy as follows:

	<u>Adding an Assistantship</u>	<u>Dropping an Assistantship</u>
The First Two Weeks of Class	Graduate Assistantship Fee	Full tuition and fees (based hours enrolled)
Between drop/add and the last day to drop or withdraw without grades	50% of total tuition and 100% of fees; Graduate assistant fee if new money to the University	100% of tuition and fees, minus the \$480 already paid
After the last day to drop or withdraw without a final grade	No benefit	No liability

Action: Mr. McCraw made a motion to approve the policy, Mr. McTeer seconded, and the vote of approval was unanimous.

C. Department Name Change – Department of Food Science to Department of Food Science and Human Nutrition

Statement: Provost Rogers presented a request from the department chairman for the name change. The name change better reflects the mission of the department and

makes the human nutrition aspect of the curriculum more readily identifiable to students and other clientele groups.

Action: Mr. McCraw made a motion to approve the departmental name change, Mr. Wood seconded, and the vote of approval was unanimous.

D. University Academic Calendar

Statement: Provost Rogers reported that a final recommendation has been made on the University's Academic Calendar, as follows. The University would continue to hand out diplomas at commencement; final exams would be conducted from Monday through Saturday; all candidates for graduation who do not meet the requirements for graduation will be notified no later than Wednesday following the last exam; and commencement will be held on Friday following the last exam.

Action: Mr. McCraw made a motion to approve this recommendation, Dr. Britton seconded, and the vote of approval was unanimous.

E. Faculty Manual Change - Modification of Procedures for Evaluation of Administrators

Statement: Provost Rogers presented several proposed changes to the existing procedures for evaluating administrators (Attachment 3). The intent is to give faculty an opportunity to comment on the performance of their administrative supervisors. This proposal does not eliminate annual evaluation of administrators by their superiors.

Action: Mr. McCraw made a motion to approve the Faculty Manual change, Mr. McTeer seconded, and the vote of approval was unanimous.

Mr. McCraw convened the Educational Policy Committee at 1:55 P.M.

F. Faculty Manual Change - Addition to Preamble on Research Ethics

Statement: Provost Rogers presented an addition to the Preamble on Research Ethics (Attachment 4) which was omitted due to an oversight when the Policy on Revocation of Academic Degrees was recently approved. He explained the purpose of the modification, and he recommended approval.

Action: Mr. Kingsmore made a motion to approve the recommendation, Mr. McTeer seconded, and the vote of approval was unanimous. There being no further business, the meeting of the Educational Policy Committee was adjourned.

Chairman Gressette reconvened the full Board meeting and asked Mr. McCraw to report on behalf of the Educational Policy Committee.

Action: Mr. McCraw made a motion to approve an addition to the Preamble on Research Ethics, Mr. Wood seconded, and the vote of approval was unanimous.

G. Faculty Manual Change – Reappointment of Department Chairs/School Directors

Statement: On behalf of the Administration, Provost Rogers recommended the adoption of a policy to require the Provost's approval prior to appointment or reappointment of department chairs and school directors (Attachment 5).

Action: Mr. McCraw made a motion to approve the recommendation, Mr. Wood seconded, and the vote of approval was unanimous.

H. Faculty Manual Change – Revisions to Personnel Grievance Procedures

Statement: Provost Rogers presented the Faculty Senate's proposed changes to Personnel Grievance Procedures (Attachment 6).

Action: Mr. McCraw made a motion to approve the changes, Mrs. McAbee seconded, and the vote of approval was unanimous.

Informational Items

A. Introduction of New Faculty Senate President

Statement: Provost Rogers introduced Pat Smart, the new Faculty Senate President. President Smart thanked the Board for allowing her to appear at the meeting and pledged to continue the partnership between the Faculty Senate and the Board of Trustees. She thanked the Board again for the invitation to appear, and she invited the Trustees to attend Faculty Senate meetings at any time they were inclined to do so. Mr. McCraw thanked President Smart for her comments and asked her to express the appreciation of the Educational Policy Committee to JoAnne Deekin, who appeared on behalf of the Faculty Senate at the Committee meeting and who provided written follow-up to the Committee on several issues.

Provost Rogers also introduced Horace Skipper, recently elected President-elect of the Faculty Senate.

B. Off-Campus, Distance and Continuing Education

Statement: Provost Rogers reported that the Office of Professional Development will be transferred from the College of Business and Public Affairs to the Division of Academic Affairs. Ralph Elliott, current director of that program, will report to the Provost, and his title will be changed to Vice Provost of Off-Campus, Distance and Continuing Education Programs. Barbara Hoskins will be the director of the programs. These changes will incur no additional administrative costs to the University. Chairman Gressette asked that a plan for

off-campus, distance and continuing education be presented to the Board of Trustees at its retreat in July.

C. Reduction in Number of University Committees

Statement: Provost Rogers stated that the Academic Council approved a proposal to reduce the number of academic committees from 54 to 15.

D. Summary Report on Minority Student Recruitment

Statement: Provost Rogers presented a report on minority student recruitment (Attachment 7). He described the University's efforts to increase minority enrollment, and he reported modest gains in the number of minority freshmen.

E. Post Tenure Review

Statement: Provost Rogers reported that the Faculty Senate has recently passed a Post Tenure Review Policy in keeping with the requirements of South Carolina's performance funding system. Dr. Rogers expressed his belief that the Faculty Senate's policy is a good one, and he commended the Senate for its efforts to adopt this policy in a timely fashion.

Item 8. Institutional Advancement Committee

Informational Items

A. Endowment Report

Statement: Mrs. DuBose pointed out the most recent endowment report is set forth for the Trustees in their materials, and she updated the figures through the first quarter of 1998. Mrs. DuBose pointed out that funds managed by the Foundation had increased from \$128,700,000 to \$143,500,000 since December 31, 1997, nearly a 12% increase. During the same period she pointed out that the total endowment had reached over \$183,000,000.

B. Academic Incentive Act Update

Statement: Mrs. DuBose reported that the General Assembly enacted legislation in 1997 to match spending from new endowment monies raised by public institutions. The regulations to govern this legislation have passed the House of Representatives, and Senate approval is expected. The Governor's budget includes \$800,000 in matching monies for next fiscal year, and these regulations are expected to be in effect so the program can be implemented beginning July 1, 1998.

C. Fund-raising Report

Statement: Mrs. DuBose reported that in FY 1996-97 the Foundation raised slightly over \$20 million. In contrast, during FY 1997-98 the Foundation has

already surpassed its \$24 million goal for the year as of the end of April, and conservative projections for FY 1997-98 would indicate a record year for fund-raising by the Foundation.

D. Media Activity Quarterly Report

Statement: Mrs. DuBose reported that the second quarter media activity report is included in the Trustees' materials for their review.

Item 9. Ratification of Mail Ballots

Statement: Mr. Kirby reported that three honorary degree recipients had been named through mail balloting of the Trustees, and he requested ratification of these awards for William Walter Dukes, Milton Winford Holcombe and Walter Gamewell Watson.

Action: Mr. McTeer made a motion to ratify the three honorary degrees, Dr. Britton seconded, and the vote of approval was unanimous.

Item 10. President's Report

Statement: President Curris thanked the Board of Trustees for granting his medical leave and for all the encouragement given to him during his illness. President Curris also thanked the administrative team for their teamwork during his absence.

President Curris noted that the Board of Trustees finalized Implementing Concepts to accompany the Mission Statement at its last meeting on January 30. President Curris stated that his goal is to translate those Implementing Concepts into the fabric of Clemson University through policies, programs, and other initiatives. The President also pledged periodic reports and updates for the Board.

The President concluded his report by noting four significant achievements of the University in recent months.

- Clemson's commitment to distance learning has moved forward with Provost Rogers' recent appointment of a Director of Distance and Continuing Education Programs, and we will continue to make progress in this vital area.
- John Kelly has succeeded in refocusing the University's agricultural priorities in an era when Clemson cannot afford to be all things to all people.
- The Presidents of the Atlantic Coast Conference institutions have established an academic consortium to collaborate on international faculty and student exchange, information technology, and library services.

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- The University continues to improve by seeking new efficiencies and encouraging innovation. The President noted that processes have been improved and organizations streamlined in recent months.

Item 11. Adjourn

Statement: There being no further business, Mr. Swann made a motion to

adjourn at 2:25 P.M., Mr. McCraw seconded, and the vote of approval was unanimous.

Respectfully submitted,

J. Thornton Kirby
Executive Secretary to the
Board of Trustees