

LANDER UNIVERSITY BOARD OF TRUSTEES

F. Mitchell Johnson Board Room
Lander University
Greenwood, South Carolina

Tuesday, September 19, 2017
10:00 a.m.

Presiding: Linda Dolny

Members of the Board in Attendance: Anne Walker
Angela Strickland
Bobby Bowers
Cathy Lee
Cary Corbitt
DeWitt Stone
Don Lloyd
Holly Bracknell
Jack Lawrence
Marcia Hydrick
Maurice Holloway
Peggy Makins
Ray Hunt
Robert Barber
Robert Sabalis

Absent:
Claude Robinson

Others in Attendance: President Richard Cosentino; Suzanne Ozment, Interim Vice President for Academic Affairs; Greg Lovins, Vice President for Business and Administration; Adam Taylor, Chief of Staff and Vice President for Governmental Relations; Randall Bouknight, Vice President for Student Affairs; Andy Benoit, Vice President for Enrollment and Access Management; Kim English, Vice President for University Advancement; Brian Reese, Director of Athletics; Matt Braaten, Assistant Vice President for Planning Analytics and Decision Support; Megan Price, Assistant Vice President of University Relations and Publications.

Guests: Deb Nygro, University Relations and Publications; Denise Manley, Director of Alumni Affairs; Laura Brown, Governmental Relations; Ashley Lee, Chair of Faculty Senate; Mark Newsome, Cherry Beakert; Rodney Jones, Chair of Staff Senate; Ariel Gilreath, Index Journal.

Chair Dolny stated for the record that appropriate publicity, in order to comply with the Freedom of Information Act, had been disseminated and this meeting complied with that act.

Chair Dolny acknowledged and welcomed all guests then called the regular meeting of the Lander University Board of Trustees to order.

Chair Dolny reminded board members to complete their travel vouchers.

Dates to Remember:

Thursday, October 26, 2017 - Scholarship Banquet

Friday, December 15, 2017 - Board of Trustees Meeting

Saturday, December 16, 2017 - December Commencement

I. APPROVAL OF MINUTES:

Two amendments were made to the proposed June minutes. Bob Sabalis moved to approve the minutes as amended; Maurice Holloway seconded his motion to approve. The June minutes were approved unanimously.

II. PRESIDENT'S REPORT

Director of Alumni Affairs:

President Cosentino introduced Denise Manley as the new Director of Alumni Affairs. She stressed the necessity of engaging early and often with alumni, our biggest Lander constituent group.

Diversity Advisory Council:

President Cosentino explained the new Diversity Advisory Council. This council will advise the President and other university constituency groups on all matters related to diversity in support of the University's mission, vision and strategic plan.

Diversity is a core value of the University, broadly defined to include demographic, socio-cognitive and organizational types of diversity. Members include representatives of the faculty, staff, students, alumni and community. As a representative group, the Diversity Advisory Council promotes and supports diversity initiatives across the University.

The Diversity Advisory Council will provide an ear and a voice to Lander faculty, staff and students to ensure our Lander family feels welcomed, heard, and valued.

<http://pepper.lander.edu/sites/diversity-advisory-council>

Policies:

President Cosentino invited Matt Braaten to explain the new organization for Lander policies. The new policy template contains the policy number, effective/review/approval dates, ownership, and policy implementation. The President thanked Dr. Sabalis for working hard to edit Lander policies before they are posted.

<http://pepper.lander.edu/university-policies>

Portal:

Matt Braaten introduced a website designed for board members to remain informed and organized. Minutes, reports, dashboards, etc. will be accessible to board members through this web portal. The portal will be ready by the December Board meeting.

Closing Remarks:

President Cosentino would like to aim for an athletic population no greater than 10% of our student body. Currently athletes make up 8% of student population. Lander should focus on recruiting students who have a GPA of 3.0 or above. The state scholarship program does not support students below a 3.0. If Lander does focus on 2.0-3.0 students, we will need a significant amount of

scholarship funds. Before May of each year, Lander needs to notify in-state students who are close to falling below a 3.0 that they are at risk of losing their Life Scholarship. This year and next year Lander will focus on our online and graduate programs.

SACSCOC :

Dr. Suzanne Ozment explained the SACSCOC process.

Every 10 years Colleges and Universities in the southern region are required to go through a two-part process to be reaccredited by SACSCOC. The Southern Association of Colleges and Schools Commission on Colleges administers a peer review process based on requirements voted on by 800+ Universities. Lander was found in noncompliance with 27 requirements in its initial review in November 2016.

Lander had an opportunity to address these 27 requirements again in a Focused Report. Lander's Focused Report, submitted in January 2017, satisfactorily addressed 16 requirements. The remaining 11 of the original 27 were not addressed satisfactorily.

Our Quality Enhancement Plan that was also submitted in January 2017 was not found to be acceptable. There were 5 more recommendations attached to the QEP. After the On-Site Committee visit in March, Lander was given another chance to meet these requirements through a Response Report. The Response Report was mailed the last week of August 2017.

Every institution must develop a Quality Enhancement Plan intended to have a strong influence on student learning and success. Lander redesigned our first year seminar course and renamed it LINK 101. LINK stands for leadership, involvement, networking, and knowledge.

One of the most serious noncompliance issues had to do with an adequate number of full-time faculty. Lander provided 2 years of data showing that 60% of faculty were teaching overloads. Our faculty are supposed to teach 12 contact hours per semester. However, many were routinely teaching more than this. Seven new faculty positions have been approved; meanwhile, Admissions was bringing in more students. Six new positions were filled by the start of fall semester. More new positions will likely be needed in the future.

Lander also had half as many library staff as we need. Dr. Mash's return to the Library added another faculty member, and a new staff support position was filled earlier this month.

The SACSCOC decision on reaffirmation will be announced in December. The best outcome would be reaffirmation with no follow up report. The second, and we believe the most probable outcome, is reaffirmation with a follow up monitoring report in a year. Another alternative is that Lander would receive a sanction of probation or warning.

III. Comments by Board Chair

Chair Dolny began by thanking previous chair, Jack Lawrence for his outstanding leadership. She then spoke on the following points.

Communication: Our goals are to send previous board meeting minutes to members within a month and keep meetings concise. Chair Dolny requested all committee reports made in the board meeting be action items only. If any significant changes occurred since receiving the Vice President's report, report these also.

Adam Taylor's role as Chief of Staff: Board members were asked to contact Adam with questions and concerns. If everything goes through a central place, we can spot trends.

Budget: The Board of Trustees budget is \$18,000 per year. Board members spent \$14,700 in fiscal year 2016, down from \$16,400 spent in 2015.

School Calendar: Saturday graduation causes Lander faculty and staff to work an additional weekend and causes graduates to wait up to five days after they finished final exams. The administration has begun to examine switching future commencement from a Saturday to a weekday. If there are any concerns about this, please contact Adam Taylor or Chair Dolny.

Interviews: Chair Dolny is still planning meetings with board members. The meetings will be complete by mid- October and a report will be sent to board members.

ACTION ITEM:

Foundation Board Representatives

The Board of Trustees nominees to represent the Board of Trustees on the Foundation Board are Linda Dolny and Holly Bracknell. Chair Dolny invited members to share other nominations. Jack Lawrence made a motion to nominate Linda Dolny and Holly Bracknell. Bobby Bowers seconded and the motioned passed unanimously.

To close her comments, Chair Dolny shared a positive student email addressed to the President that Mr. Charnes shared at the Foundation Board meeting.

IV. **COMMITTEE REPORTS**

Academic Affairs: Robert Barber

ACTION ITEMS:

1. Tenure and Promotion Policy – Revision

This item clarifies the election process for members of the University Tenure and Promotion Committee (section 3.27); makes minor adjustments to the Tenure and Promotion review calendar and outlines the process to be followed if the VPAA and/or the President disagrees with the recommendation of the Tenure and Promotion Committee (Sections 4.3 and 8.5). The recommendation came from committee. No second was necessary. Chair Dolny asked for questions and approval. There were no questions. The policy was approved unanimously.

2. Course Overload Policy – New

This item establishes criteria for overload assignments and a procedure for requesting an overload for a faculty member. The Provost must approve any overload that exceeds 1 credit hour. This will enable the Provost to monitor overloads more closely and to recognize when a new position is warranted. The recommendation came from committee. No second was necessary. Chair Dolny asked for questions and approval. There were no questions. The policy was approved unanimously.

3. Intellectual Property Policy – Revision

The revisions provide clarification of terms such as “substantial use” and a more detailed explanation of features of the policy such as “Distribution of Royalties.” DeWitt Stone questioned whether Lander’s attorney had reviewed the policy. Discussion followed. An attorney will examine the policy before the Board votes at the next meeting. The action item was tabled.

4. Multiple Exam Policy – Revision

Allows students who have more than two final exams scheduled on the same day to request moving one to another day. The motion to approve the revised Multiple Exam Policy came from committee. No second was necessary. Chair Dolny asked for questions and approval. There were no questions. The policy was approved unanimously.

5. Military Leave/Withdrawal Policy – New

This item establishes procedures for military students to apply for a late start or a Military Leave of Absence (MLOA) from the University if they are called to duty. The recommendation came from committee. No second was necessary. Chair Dolny asked for questions and approval. There were no questions. The policy was approved unanimously.

6. Degree Program Modification Proposal in Montessori Education

This item provides a new concentration for the Master of Education in Montessori Education, Elementary II- Grades 4-6. The recommendation came from committee. No second was necessary. Chair Dolny asked for questions and approval. There were no questions. The policy was approved unanimously.

Enrollment and Access Management: Holly Bracknell

The goal for freshman to sophomore retention is 71%. This is a significant increase from our historical low of 65%

Finance and Facilities: Don Lloyd

ACTION ITEM:

Budget Amendment #1

A motion from the committee is needed to seek Board of Trustee approval for amendments to the FY 2017-18 budget.

- i. An increase to Education & General revenues and expenses of \$972,264 to account for an increase in fund balance from FY 17 and other salary activity.
- ii. An increase in designated revenues and expenses of \$81,099 to reflect changes in fund balances for fee accounts.
- iii. A decrease in Restricted revenues and expenses of \$272,175 to indicate prior year actuals and a reduction in Lottery Technology funding for FY 18.
- iv. A decrease in Auxiliary revenues and expenses of \$542,146 to fund ongoing improvement and refurbishment projects in Housing, Food Services and Parking.

Chair Dolny asked for questions and approval. There were no questions. The amendment was approved unanimously.

Greg Lovins introduced the accounting firm Cherry Bekaert as our internal auditor. The internal auditor frequently works with the Lander Vice President of Business and Administration but formally reports to the Board. Mark Newsome, the audit manager with Cherry Bekaert, explained the audit process. Cherry Bekaert is conducting the annual risk assessment. The auditors have developed a work plan consisting of four phases. Those four phases are as follows: identify the risk, assess the risk, understand the tolerance of risk, and evaluate residual risk.

Cherry Bekaert completed the first process of identifying risk and created a risk registry. Risks 1-12 in the registry are referred to as risk domains. Twelve risks for Lander have been identified by Cherry Bekaert as political and economic, reputation and communication, financial stewardship, educational programs, human capital, information technology, physical infrastructure, athletic

programs, safety-security and wellness, fraud, business interruption, and reaffirmation of accreditation.

Mark Newsome plans to present phase four, which includes a three-year risk plan at the December board meeting.

Institutional Advancement: Cary Corbitt

No action items.

Student Affairs/Intercollegiate Athletics: Ray Hunt

No action items.

Trademark on Bearcat was renewed.

V. OTHER BUSINESS/ANNOUNCEMENTS/REPORTS

Faculty Senate: Ashley Lee

Lander's QEP project, LINK 101, is going well. The Library has added study room spaces. Archival materials of Samuel Lander in the Anderson County Museum promote Lander. Lander Honors College is growing. Suzanne Ozment, our interim Provost and Vice President for Academic Affairs, has agreed to an extended stay. Lander dining renovations include a Twisted Taco, a new restaurant on campus. Our faculty achieved many accomplishments in the past year including the release of 2 books, 17 journal articles, 15 papers, 1 piece of software, 120 presentations at conferences, 59 creative activities, and 5 grants from external sources.

Staff Senate: Rodney Jones

The Lander University Staff Senate exists to ensure the welfare of staff, to serve as a liaison between staff, administration, faculty, and students; and to advise the administration on matters affecting the staff. There is one senator for every twenty employees. Lander currently has roughly 275 staff employees.

VI. ADJOURNMENT

Chair Dolny asked if there were any other business. There was none.

Jack Lawrence made a motion to adjourn; Maurice Holloway seconded the motion. The motion carried unanimously; the meeting was adjourned.