[**www.lowcountrygradcenter.org**](http://www.lowcountrygradcenter.org/) **843.637.9041**

**66 George St. Charleston, SC 29424**

Meeting Agenda

Supervisory Council of the Lowcountry Graduate Center Tuesday, May 28, 2024, via ZOOM

1:00 p.m. – 2:30 p.m.

Topic: Supervisory Council

Time: May 28, 2024 01:00 PM Montreal

<https://cofc.zoom.us/j/98659520459?pwd=OVhKT1k2ZEo3aWZBS0c4QXZzM01mZz09>

Meeting ID: 986 5952 0459

Passcode: 937683

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* Welcome and Call to Order/FOIA Acknowledgement
* Establish Quorum
* Approval of Minutes – January 22, 2024
* Human Resources: Barry’s contract is set to renew June 1- recommended not renewing
* Office/Admin/Finance
  + Opportunity Funds for last quarter paid.
  + One more from 2022 (as I am asking for Impact statements – Digital Pharm)
  + Budget to Review
    - FY23 to be Approved
    - FY24 to be Approved
  + Access to Rollover account April 15th – balance $2,036,018
* Opportunity Funds Applied:
  + Citadel College Admissions Counseling Microcredential - $25,000
  + MUSC College of Nursing - $9500
  + MUSC DPHS MPH - $25000
  + MUSC Immersive Virtual Reality - $24,880.43
  + MUSC Pharmacy (3rd year, repeat application) - $25,000
* Website Status
  + Website is underway with programming updates.
* Social Media - Still keeping a presence, no paid ads.
* Additional Information: Meetings attended
* Goals and Objectives
* Closing Comments
* Adjournment - Next meeting September 5th

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**66 George St. Charleston, SC 29424**

Meeting Minutes

Supervisory Council of the Lowcountry Graduate Center Tuesday May 28, 2024

1:00 p.m. – 2:30 p.m.

**In Attendance**

Suzanne Austin, Provost, College of Charleston – Council Member

Lisa Saladin, Provost, Medical University of South Carolina – Council Member

Sally Selden, Provost, The Citadel – Council Member

Jessica Carter, Director, Lowcountry Graduate Center – Staff

**Call to Order**

With a quorum of members present, Saladin called the meeting to order at 4 pm. It was

noted the meeting was publicized to conform with FOIA policy. No one from the media or the

public appeared.

**Approval of Minutes**

Saladin made a motion and Selden and Austin both seconded to accept the minutes from the January 22, 2024 meeting, without changes. Minutes approved.

**Human Resources**

Saladin led the discussion on the approval of January meeting minutes and the review of Barry's contract. Carter recommended not renewing Barry's contract, suggesting the funds could be better allocated elsewhere, such as marketing or financial support. Selden and Austin agreed with Carter’s assessment, and they decided not to renew Barry's contract, instead opting for a non-renewal. They considered various options for students and others to write articles as needed.

**• ACTION ITEM:** Carter to address Barry’s non renewal as needed.

**Office/Administration/Finance**

- Budget Overview

Carter worked to correct budget allocation discrepancies and payment issues for various programs. She revised projections to rectify past errors and estimated that by the end of the current fiscal year, the correct opportunity fund allocation should be restored. More Funds to be allocated to previous years’ Opportunity Funds garnered by the ask by Carter for eOY Impact statements from previous programs. Carter also noted the reducing costs for contractual services with Fruition and increasing Opportunity Fund allocation for the Low Country Graduate Center (LCGC). Saladin and Austin emphasized the importance of maintaining budget oversight and agreed on utilizing LCGC's reserve for marketing and graduate programs across three institutions. Carter also indicated a potential change in fixed charges for the next fiscal year.

**• ACTION ITEM:** Austin to confirm Carter raise percentange to reflect on FY25 budget.

**• ACTION ITEM:** Carter will revise the FY25 budget to reflect the changes discussed in the meeting, including increasing the budget for opportunity funds and decreasing the budget for dues and memberships, and send it to the Supervisory Council for approval.

- Budget Access, Financial Transactions, and Conferences

Austin agreed to send a note to the CFO to request direct access for Carter to the office managing budget details. Saladin and Selden discussed the importance of documenting all financial transactions for potential audit purposes and considered hiring an auditor every five years. The team also discussed the need for clarity on the purpose and intended outcomes of conferences and other events attended by Carter, in order to better assess their value and decide whether to continue them in the future.

**• ACTION ITEM:** Austin to send a note to the CFO to request direct access for Carter to the office managing budget details.

- Addressing Miscommunication and Low Country Focus

Austin raised concerns about potential miscommunication within various organizations they are involved with, including the Chamber of Commerce. Saladin and Selden agreed that it may not be necessary to maintain formal memberships, especially since they no longer have a physical location. Carter noted that their current marketing expenditure didn't align with the overlap between the organizations, suggesting a need for a more balanced approach. The team emphasized the importance of thoughtful representation and communication to avoid misunderstandings. Additionally, a discussion was initiated about the focus of the Low Country Graduate Center, with Austin and Selden agreeing that the center's resources would be better utilized supporting program growth and graduate education access in the low country, rather than engaging in community work. They noted that the center's original intent was to bring graduate programs to the low country and make them more accessible, but with the shift towards online graduate programs, the center's mission has evolved.

- Organization Review and Event Planning

Saladin, Selden, Carter, and Austin deliberated on the organization list, deciding to eliminate certain entities such as the South Carolina Regional Development Alliance, Chambers, and the Association for Collaborative Learning after further investigation. They also discussed various events and programs including the North Charleston business expo, a manufacturing conference, and a leadership development program. Carter to explore three - Learn, PSHRM, and Thrive - from a membership and engagement perspective in relation to the Low Country Graduate Center.

**• ACTION ITEM:** Carter to explore three - Learn, PSHRM, and Thrive - from a membership and engagement perspective in relation to the Low Country Graduate Center, and remove all other memberships.

- Budget Adjustments and FY25 Discussion

Saladin, Selden, Carter, and Austin discussed adjustments to the overage rollover account. They agreed to increase the current awards amount to $35,000 and proposed to allocate $250,000 to each instritution from the 2 million dollars for marketing and graduate program, with a proposal due in mid-July.

**• ACTION ITEM:** Carter to make form for Overage allocation proposal.

**• ACTION ITEM:** Austin, Saladin, and Selden to submit proposal for allocation of $250,000 by mid-July.

**Opportunity Funds Review and Partnerships**

Carter presented five different opportunity funds for review. Austin and Saladin raised concerns about two of the proposals, which appeared to be tied to undergraduate programs rather than graduate programs, and suggested they should be reconsidered for graduate students. The team also discussed the challenges with pharmacy applications across the country, and Selden proposed reaching out to Darren Zimmerman, her dean, to explore potential partnerships. The issue of consecutive funding for the same program was also brought up, with a 3 year limit and petition for an exception to be brought forward from here on, and aforementioned increase of up to $35,000 per award.

o Citadel College Admissions Counseling Microcredential - $25,000 **APPROVED**

o MUSC College of Nursing - $9500 DENIED

o MUSC DPHS MPH - $25000 **APPROVED**

o MUSC Immersive Virtual Reality - $24,880.43 DENIED

o MUSC Pharmacy (3rd year, repeat application) - $25,000 **APPROVED**

**• ACTION ITEM:** Carter to send approval letters to three approved Opportunity fund submissions and letter to denials with explanation of graduate center focus.

**Website Status**

Programs being updated for MUSC on the LGC website. Carter requested a contact for program updates for the Citadel and CofC.

**• ACTION ITEM:** Austin and Selden to connect Carter with appropriate contact for program updates if needed, and website updates will continue.

**Social Media Status**

Carter shared her ongoing work on the LGC website, steady presence on social media despit no paid ads, with a significant increase in the Twitter/X platform.

**Additional Meetings attended**

Carter shared community outreach and programs attended, with a reiteration on changing the focus to events and meetings to further the LGC goals.

**Goals and Objectives**

Carter agreed to increase the number of proposals and considered the budget raise to accommodate this, with the next meeting scheduled for September 5th.

**• ACTION ITEM:** Carter to increase presence at each institution for increased Opportunity Fund Award applications.

With no other business, the meeting adjourned at approximately 2:04pm.

**ACTION ITEM SUMMARY (from above)**

**• ACTION ITEM:** Carter to address Barry’s non renewal as needed.

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