

**MINUTES OF MEETING  
SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION  
NOVEMBER 3, 1994**

MEMBERS PRESENT

Dr. Don Crolley  
Dr. Colgate Darden  
Mr. Fred Day  
Mr. Fred Fore  
Ms. Elaine Freeman  
Mr. Austin Gilbert  
Mr. Kenneth Goad  
Ms. Reba Kinon  
Dr. David Maxwell  
Mr. Willard Metcalf  
Dr. Ray Ramage  
Mr. Bill Stern  
Mr. Edwin Tolbert  
Ms. Debbie Whittle  
Ms. Mim Williams

GUESTS

Dr. Cheryl Addy  
Dr. Peter Barr  
Mr. Harry Bell  
Mr. Arthur M. Bjontegard  
Dr. Diane Branstadter  
Dr. Betsy Brown  
Dr. Mary Cheesboro  
Dr. Greg Clodfelter  
Dr. Patricia Cormier  
Mr. Dan Dobbins  
Ms. Naomi Dreher  
Dr. Nancy Dunlap  
Mr. Jim Edwards  
Ms. Katherine Fanning  
Mr. David Fleming  
Dr. Richard Fox  
Mr. Bob Gallagher  
Dr. Carol Garrison  
Mr. Sandy Gilliam  
Ms. Susan Haskill  
Dr. Dave Henderson  
Dr. Mac Holderfied  
Dr. Sally Horner  
Dr. Richard Ishler  
Dr. Ed Jackson  
Mr. Carl Jordan  
Mr. Gregory Labyak

MEMBERS ABSENT

Dr. Gregg Jones  
Mr. Ray Lathan  
Mr. Lewis Phillips

STAFF

Mr. Michael Brown  
Ms. Kim Corley  
Ms. Renea Eshleman  
Mr. Charlie FitzSimons  
Mr. Jeff Grace  
Dr. Lynn Kelley  
Mr. Raghu Korrapati  
Mr. Alan Krech  
Dr. David Loope  
Ms. Lynn Metcalf  
Dr. Gail Morrison  
Dr. Robert Poch  
Dr. Mike Raley  
Mr. Fred Sheheen  
Ms. Yolonda Solone  
Dr. John Sutusky  
Dr. Aileen Trainer  
Dr. Karen Woodfaulk

MEMBERS OF THE PRESS

Mr. Bill Robinson

continued, GUESTS

Dr. Lester Lefton  
Mr. Bill Mackie  
Dr. Alan MacTaggart  
Dr. Harry Matthews  
Dr. William Moran  
Mr. Larry Myers  
Dr. Wayne Patterson;  
Dr. Dorothe Payne  
Ms. Janice Poda  
Dr. Betsy Puskar  
Mr. William T. Putnam  
Dr. Lamar Robnet  
Dr. Jane Stephens  
Dr. Jerry Trapnell  
Dr. Jerome Wilson  
Ms. Gail Youngblood  
Dr. Linda Ziegler

For the record, notification of meeting was made to the media as required by the Freedom of Information Act.

Introduction of guests was provided by Mr. Krech.

**1. Approval of Minutes for Meeting of October 6, 1994:**

It was moved (Williams), seconded (Gilbert), and voted that minutes of the October 6, 1994, meeting be approved as written.

**2. Special Presentations:**

Commissioner Sheheen introduced the newly appointed member of the Commission, Mr. Fred Fore. Mr. Sheheen stated that Mr. Fore is the former president of Florence-Darlington Technical College and a pioneer of the technical education system.

**3. Committee Reports:**

**3.01 Report of the Executive Committee**  
(No Report)

**3.02 Report of the Committee on Academic Affairs**

**a. CONSIDERATION OF APPROPRIATIONS REQUESTS FOR FISCAL YEAR 1995-96**

**1. Teacher Loan and Governor's Teaching Scholarships Loan**

The Committee recommended that the Commission approve the requested additional amount of \$463,000 for the Teacher Loan Program (TLP) for a total appropriation for FY 1995-96 of \$4.2 million and for the Governor's Teaching Scholarship Loan Program (GLP) an increase of \$366,250 for a total appropriation of \$1.6 million for FY 1995-1996. Both of these increases are based on the documented eligibility of applicants to the programs in FY 1994-95 for whom no funds were available, and they constitute an increased appropriation request of approximately 16% for both programs.

It was moved (Goad), seconded (Ramage), and voted that the recommendation be approved.

**2. Benedict College's MATE (Minority Access to Teacher Education) Program**

The Committee recommended that the Commission approve the request for FY 1995-96 of \$220,756 which is an increase of \$14,756 (or 7.16%) over the FY 1994-95 appropriation.

It was moved (Goad), seconded (Ramage), and voted that the recommendation be approved.

3. SC State's Project PRMPT

The Committee recommended that the Commission approve the request for FY 1995-96 of \$287,915 which is an increase of \$51,915 (or 21%) over the FY 1994-95 appropriation.

It was moved (Williams), seconded (Metcalf), and voted that the recommendation be approved.

4. SC Teacher Recruitment Center

The Committee recommended that the Commission approve the request for FY 1995-96 of \$999,769 which is an increase of \$82,033 (or 8.9%) over the FY 1994-95 appropriation.

It was moved (Williams), seconded (Whittle), and voted that the recommendation be approved.

5. The Center for the Advancement of Teaching and School Leadership

The Committee recommended that the Commission approve an increase of \$33,476 (or 4.7%) over the FY 1994-95 appropriation for an appropriation of \$748,476. In addition, if the Dewitt Wallace Incentive Grant is awarded to the Center by February 1, 1995, the Committee recommended that the Center receive an additional \$75,000 for a total increase of \$108,476 (or 15.2%) over the FY 1994-95 appropriation, for a total appropriation of \$823,476 for the Center.

It was moved (Williams), seconded (Whittle), and voted that the recommendation be approved.

6. CHE's Centers of Excellence Program

The Committee recommended that the Commission approve the appropriation request for FY 1995-96 of \$450,000 which is an increase of \$62,150 (or 16%) over the FY 1994-95 appropriation.

It was moved (Williams), seconded (Whittle), and voted that the recommendation be approved.

Ms. Freeman stated that the some of the Centers seem to have strategies which focus on future funding -- some do not. She noted that the guidelines need to be drafted in a manner that takes future funding into consideration.

Dr. Morrison commented that that was one of the changes made although "it does not require mapping out a funding strategy for a six-year period."

## 3.02

The following proposals were considered by the Commission collectively:

b. CONSIDERATION OF NEW PROGRAM PROPOSALS

1. Undergraduate Certificate, Gerontology, Coastal Carolina  
The Committee recommended that the Commission approve the proposed program leading to a Certificate in Gerontology for implementation in January of 1995 provided that no "unique cost" or other special State funding be required or requested.
2. Associate in Computer Technology, Telecommunications Systems Management, Trident Technical College  
The Committee recommended that the Commission approve the proposed program leading to an Associate in Computer Technology degree with a major in Telecommunications Systems Management for implementation in the spring of 1995, provided that no "unique cost" or other special State funding be required or requested.
4. M.A., Legal Interpreting, College of Charleston Via, University of Charleston  
The Committee recommended that the Commission approve the proposed Master of Arts degree program in Legal Interpreting for implementation in the fall of 1995, provided that no "unique cost" or other special State funding be required or requested.
5. M.B.A., Business Administration, Clemson in Austria, Slovenia, and France  
The Committee recommended that the Commission approve the proposed programs leading to the M.B.A. degree at two sites in Austria (Vienna and Villach), one site in France (Aix-en-Provence), and one site in Slovenia (Ljubljana) to be implemented in the fall of 1995, provided that no "unique cost" or other special State funding be required or requested and provided further that the signed "memorandum of agreement" with the Austrian partner, the Consortium, and Clemson be received at the Commission by July 1, 1995.
6. M.A.T., Secondary Education, Concentrations in Art, English, and Science, Lander University  
The Committee recommended that the Commission approve the proposed program leading to a M.A.T. degree in Secondary Education with concentrations in Art, English, and Science for implementation in the summer of 1995 provided that no "unique cost" or other special State funding be required or requested.

7. **M.M., Composition, Performance, Piano Pedagogy, Music Theory, USC-Columbia**  
The Committee recommended that the Commission approve the reconfiguration of emphases in Composition, Performance, Piano Pedagogy, and Music Theory to separate majors leading to the Master of Music degree in Composition, the Master of Music degree in Performance, and the Master of Music degree in Music Theory for immediate implementation provided that no "unique cost" or other special State funding be required or requested.
8. **M.M., D.M.A., Conducting, USC-Columbia**  
The Committee recommended that the Commission approve the proposed programs leading to a Master of Music and a Doctor of Musical Arts in Conducting for immediate implementation provided that no "unique cost" or other special State funding be required or requested.
9. **M.M., Jazz Studies, USC-Columbia**  
The Committee recommended that the Commission approve the proposed program leading to a Master of Music degree in Jazz Studies for immediate implementation provided that no "unique cost" or other special State funding be required or requested.
10. **M.M., Opera Theater, USC-Columbia**  
The Committee recommended that the Commission approve the program leading to the Master of Music degree in Opera Theater for immediate implementation provided that no "unique cost" or other special State funding be required or requested.
12. **Center for Entrepreneurial Studies, Clemson University**  
The Committee recommended that the Commission approve the proposed Center for Entrepreneurial Studies for implementation on January 1, 1995, provided that no "unique cost" or other special funding be required or requested and provided further that the Center be terminated by June 1, 2000, unless specifically reauthorized by the Committee on Academic Affairs following submission of a report by June 1, 1999, detailing the achievements, accomplishments, and funding support for the Center.

It was moved (Williams), seconded (Ramage), and voted that the recommendations for numbers 1, 2, 4, 5, 6, 7, 8, 9, 10, and 12 be approved.

## 3.02

b. continued, CONSIDERATION OF NEW PROGRAM PROPOSALS3. B.S., Business Administration with a Major in Marketing/Cooperative Golf Management, Coastal Carolina

The Committee recommended that the Commission approve the proposed option in Cooperative Golf Management within the existing Market program at Coastal Carolina for implementation in the spring of 1995 provided that no "unique cost" or other special State funding be required or requested.

It was moved (Fore), seconded (Metcalf), and voted that the recommendation be approved.

Mr. Fore asked about the 18 hours of coursework in Turf Management and the courses being coordinated with Horry-Georgetown Technical College.

Mr. Fore was informed by a representative from Coastal Carolina that they already have an agreement with Horry-Georgetown Tech.

Mr. Sheheen stated that the academic programs under consideration do cost money. However, if colleges and universities want to establish new programs, they are responsible for finding the money in their own budget. Because of this, on most of the new programs, the caveat that "no 'unique cost' or other special State funding be required or requested" has been attached. This, therefore, results in no net increase in cost to the State.

He stated also that the methodology for determining the cost of new programs has been the subject of confusion for the Commission for many years. This matter was referred back to a joint committee of Academic and Business and Finance Vice Presidents who spent approximately a year studying the cost analysis. The recommendations of that joint committee were subsequently brought to the Commission, and the Commission approved the methodology.

11. Ph.D., Fisheries and Wildlife Science, Clemson University  
The Committee recommended that the Commission approve the proposed program leading to the Doctor of Philosophy in Fisheries and Wildlife Science with emphases in Conservation Biology, Fisheries, and Wildlife Biology for immediate implementation provided that no "unique cost" or other special State funds be required or requested.

It was moved (Williams), seconded (Goad), and voted that the recommendation be approved.

Mr. Dan Dobbins, of National Resources, expressed his support of this program.

3.02

c. CONSIDERATION OF PROGRAM EVALUATIONS

1. A.A., USC-UNION AT LAURENS

The Committee recommended that the Commission accept for information and concur with the decision of USC to discontinue, effective immediately, the Associate of Arts degree program offered by USC-Union at Laurens.

It was moved (Williams), seconded (Goad), and voted that the recommendation be approved.

2. B.A., History, SC State University

The Committee recommended that the Commission restore full approval to the B.A. in History program at South Carolina State University in recognition of the progress made in the past 2 years in this program. The Committee further recommended that this be done provided that the institution continues to make progress in recruiting, retaining, and graduating students at the levels of 1993-94 or higher; that the resources for the library continue to be made available for the program at or above the 1993-94 levels; that the number of upper-division courses be increased appropriately to reflect increased numbers of majors; and that full-time faculty members be retained at current levels or above.

It was moved (Williams), seconded (Goad), and voted that the recommendation be approved.

d. CONSIDERATION OF GUIDELINES FOR THE COMMISSION'S CENTERS OF EXCELLENCE PROGRAM FOR FY 1995-96

The Committee recommended that the Commission approve the Centers of Excellence Guidelines for FY 1995-96.

It was moved (Williams), seconded (Metcalf), and voted that the recommendation be approved.

Dr. Darden expressed concern about where the four-year time limit comes from for funding and how does anyone expect to become "excellent" in four years. He then said that 10 years would be "more appropriate."



Dr. Morrison replied that 10 years would be favorable, but unfortunately, the timeframe of the appropriations has been shorter. She also stated that the institutions have sought external funds through various grant activities.

Mr. Sheheen stated that the Centers of Excellence are funded by the Education Improvement Act, and they are supposed to be resource centers for the public schools in the State. He pointed out that one of the conditions of the award is that an institution must already have the strength in the area which established the center. Therefore, there is a presumption that the institution itself already has substantial strength in the disciplinary area in which the award is made.

Ms. Freeman stated that as new centers develop, funding should be considered at the very start.

\*An amended motion was moved (Freeman) that a fifth goal be established in the plan regarding long-range "fund-raising" strategies that would involve the institution in the development areas of the institution.

Dr. Garrison then asked if Ms. Freeman meant "fund-raising" or "long-range funding strategies."

\*Ms. Freeman clarified and said, "long-range funding strategies."

It was moved (Freeman), seconded (Williams), and voted for the amended motion.

#### e. CONSIDERATION OF SPECIAL STUDIES

##### 1. Compliance of Programs with Programs' Productivity Standards

The Committee recommended to the Commission that the programs listed below be approved for continuation. Based on previous service enrollment data reported by

USC-Columbia, these programs are in compliance with at least one of the Minimum Standards for Degree Productivity for the initial period (1987-91) covered by the study.

USC-Columbia: B.S., Pharmaceutical Science  
B.A., African-American Studies  
M.A., Applied History (Art)  
M.M., Music History

2. The Committee recommended to the Commission that the programs listed below be approved for continuation. These programs come into compliance with at least one of the Minimum Standards for Degree Productivity when the corrected major enrollment data are included in the five-year calculations for 1989-93.

Clemson: M.S., Agricultural Engineering  
M.S., Textile Science  
M.S., Textile Chemistry  
Ph.D., Plant Pathology

3. The Committee recommended to the Commission that the B.A. degree program in Dramatic Arts and the B.S. degree program in Food and Nutrition at SC State, and the M.S. degree program in Biology at Winthrop be approved for continuation. These programs are in compliance with the minimum productivity standards when the 1992 and 1993 service enrollments are included in the five-year calculations for the expanded periods of 1988-92 and 1989-93.
4. The Committee recommended to the Commission that South Carolina State University's B.A. degree program in Art: Printmaking be granted full approval. The program is now in compliance with the minimum standards for service enrollment when the corrected service enrollment data are placed in the five-year calculations during the years 1989-93.
5. The Committee recommended to the Commission that the Ph.D. in Speech-Language Pathology at USC-Columbia be approved for continuation. Although this program does not meet the Minimum Standards for Productivity at the present time, it should be possible that within a given time period the recent changes in the program (including a greater focus on language, discontinuing the Audiology emphasis, and allowing Pathology part-time students to be admitted to the program) will bring the degree program into compliance with at least one of the three standards.
7. The Committee recommended that the B.S. in Engineering Technology degree program at Francis Marion University be exempted from compliance with the Minimum Standards for Productivity. This degree program is an articulated program between Francis Marion University and Florence-Darlington Technical College designed to provide an opportunity for students to complete a baccalaureate degree program. However, the required courses offered in the B.S. degree program are courses taught to support other majors, including Physics, Chemistry and Mathematics rather than Engineering Technology.

Because of its specific purpose, the number of graduates completing this program is likely to remain small. Participation in the program has been ongoing but at very modest levels.

8. The Committee recommended that the Commission approve the B.S. degree program in Latin American-Studies for continuation and for exemption from compliance with Minimum Productivity Standards, recognizing that the program is primarily interdisciplinary and service-oriented in structure and, given its unique characteristics, is likely to remain small.

It was moved (Williams), seconded (Gilbert), and voted that the recommendations for numbers 1, 2, 3, 4, 5, 7, and 8 be approved.

### 3.02

#### e. continued, CONSIDERATION OF SPECIAL STUDIES

6. The Committee recommended to the Commission that the M.S. in Plant Pathology at Clemson be granted approval for continuation. Although this program does not meet the Minimum Standards for Productivity at the present time, major enrollment in the program in 1992-93 and 1993-94: has increased significantly, and it should be possible for the program to come into compliance with at least one of the minimum standards in the near future. Presently, the major enrollment in the program (five-year average) is 5.53 (minimum major enrollment standard = 6.0).

It was moved (Williams), seconded (Maxwell), and voted that the recommendation for number 6 be approved.

9. The Committee recommended to the Commission that the five degree programs listed below be approved for continuation until 1997. One undergraduate program and four graduate programs are not in compliance with the Minimum Standards for Productivity when the numbers of degrees awarded, major FTE enrollments or service enrollments are averaged over a five-year period. These programs did not meet the Minimum Standards for Productivity during the initial study (1987-1991). During the subsequent two-year period, the degree completion, major FTE enrollment data and service enrollment reported for 1992 and 1993 reveal that these programs have made only minimal progress in meeting the Minimum Standards for Productivity. In 1997, the degree programs listed below will be reevaluated under the productivity criteria as approved by the Commission.

Clemson: B.S., Plant Pathology  
Ph.D., Engineering Mechanics

MUSC: Ph.D., Physiology

USC-Columbia: Ph.D., Biostatistics

Winthrop: M.A., Spanish

It was moved (Williams), seconded (Maxwell), and voted that recommendation for number 9 be approved.

Dr. Garrison commented that she disagrees with the statement that "minimal progress has been made in meeting the Minimum Standards for Productivity." She stated that this is the one program which is new, and it only admitted its first students in 1987 -- when the averages were made. The figures for the most recent year, if one were to look at the last several years, do meet productivity standards. "It is a new program and has made substantial progress."

10. The Committee recommended that the Commission accept for information the decision of USC-Columbia to discontinue its Ed.D. Program in Student Personnel and concur in that decision.

It was moved (Williams), seconded (Gilbert), and voted that the recommendation of number 10 be approved.

### 3.02

#### e. CONSIDERATION OF SPECIAL STUDIES

2. Comparison of Projections Made in Program Proposals Approved within Last Five Years with Actual Resource Allocations and Student Data

The Committee recommended that the Commission approve the following recommendations:

- (1) The data compilation of projections as compared to actual achievements shall be referred to the institutions for their analysis in searching for ways to improve the enrollment-projection process.

It was moved (Williams), seconded (Gilbert), and voted that the recommendation be approved.

- (2) New programs approved by the Commission should be monitored through the enrollment reports already submitted by the institutions through CHEMIS during each of the five years after initial implementation.

The actual enrollments and additional student credit hours generated should be compared to the program proposal's projections as approved by the Commission. If the newly approved programs do not meet the program proposal's projections by years three and five after the implementation, the institutions should resubmit a plan to the Commission indicating how they intend to achieve the enrollment projections made in the proposal or explain what circumstance has prevented them from fulfilling these projections.

It was moved (Williams), seconded (Ramage), and voted that the recommendation be approved.

- (3) New program proposal requests should not be approved by the Commission unless the proposal contains reasonable assurances that enrollment projection will meet the minimum standards for degree productivity.

It was moved (Williams), seconded (Metcalf), and voted that the recommendation be approved.

- (4) The Electronic Library Network, as proposed by the South Carolina Library Directors' Forum and endorsed by the Commission and the public institutions as a means for sharing and enhancing library resources and supporting the development of new degree programs, as a strategy for minimizing the effects of the "corner cutting" that has occurred in enhancing library collections in support of new programs given the low levels of formula funding in recent years, should be funded at the earliest opportunity.

It was moved (Williams), seconded (Gilbert), and voted that the recommendation be approved.

### 3.02

#### **f. CONSIDERATION OF ANNUAL STUDIES**

- (1) **Institutional Compliance with the Provision of the English Language Fluency Act**

The Committee recommended that the Commission approve this report.

The Committee further recommended that the Commission require all institutions of public higher education in South Carolina to publish a clear, complete summary of the institution's policy on the English Fluency Act in Higher Education in

the Catalog and Student Handbook (at institutions which have two separate publications) or the Catalog's Academic Section and the Catalog's Student Code Section (at institutions which have one publication).

It was moved (Williams), seconded (Ramage), and voted that the recommendation be approved.

(2) **Fourth Annual Report on Nine New AA/AS Degree Programs**

The Committee recommended that the Commission accept this report and continue to request the reporting of indicators of quality in the nine new AA/AS programs for the fifth and final year of these reports next year.

It was moved (Williams), seconded (Goad), and voted that the recommendation be approved.

There was a concern that these nine institutions are not graduating minimally-accepted numbers of students in the AA/AS program; therefore, are those schools increasing in their efforts of enrollments?

A representative from one of the institutions commented that the growth of graduates is not consistent with the evaluation structure that has been in place for approximately fifteen years; therefore, those institutions have to ensure this year that they can come up to the standards. One problem that has been occurring is that there are enough people who generate sufficient hours to graduate, but they do not file for graduation. He also stated the numbers are not where they need to be -- given the total enrollment is greater and increasing this year. But the graduation rate does not meet the "standards" which were established fourteen years ago. He stated that if the institutions do not rectify, then "they will be in front of you a year from now -- and in discourse."

(3) **Report on Annual Evaluation of Associate Degree Programs in Public Institutions, 1992**

The Committee recommended that the Commission accept the report and approve the following specific recommendations:

- 1 That the report on the General Technology program's revised purpose and operations be accepted for information, and the purposes of the degree and the patterns of enrollment and graduation for this program be reviewed again in five years;
- 2 That the request from the staff of the State Board for Technical and Comprehensive Education that extended periods of probation be given to seven programs should be granted with the proviso that SBTCE and the technical colleges review the programs with consideration being given to the development of fewer, more generic degrees with common-core curricula and several definable tracks; and,
- 3 That consolidation of USC-Lancaster's Commercial Science and Secretarial Science degrees into one degree with two tracks be made official and implemented by June 30, 1995.

It was moved (Williams), seconded (Gilbert), and voted that the recommendation be approved.

### 3.02

#### **g. CONSIDERATION OF CHANGES TO POLICY AND PROCEDURES CONCERNING NEW PROGRAMS**

The Committee recommended that the Commission approve the proposed revision to the policy and procedures for the approval of new programs for implementation effective December 1, 1994.

It was moved (Williams), seconded (Ramage), and voted that the recommendation be approved.

### 3.03

#### **REPORT OF COMMITTEE ON ACCESS AND EQUITY**

Tolbert commented that the Committee met and awarded \$97,790.00 in competitive grants successfully, and that the Committee members are optimistic about the programs and projects that will be in process this year.

He also said that the Access and Equity conference will be held in Myrtle Beach, February 8-10, 1995. It will be their 10th annual conference. Mr. Tolbert encouraged all members to attend.

- 3.04 REPORT OF COMMITTEE ON BUSINESS AND FINANCE  
(No Report)
- 3.05 REPORT OF COMMITTEE ON PLANNING AND ASSESSMENT  
(No Report)
4. REPORT OF THE COMMISSIONER:  
(Report of Trip to Brandenburg, Germany)

Mr. Sheheen stated that he was part of a delegation appointed by the Budget and Control Board to go to Germany for one week. He said that South Carolina has, along with the Governor and Budget and Control Board, signed a sister-state agreement with the State of Brandenburg. Higher education was the first delegation to go over. He stated that recommendations will be submitted to the Budget and Control Board on the implementation of higher education agreements between South Carolina institutions and institutions in the State of Brandenburg.

5. OTHER BUSINESS:

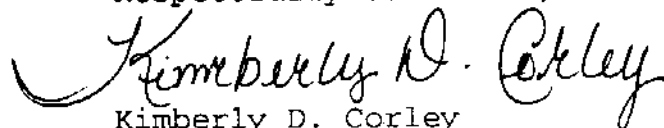
Mr. Sheheen stated that a joint meeting of the public college and university trustees, presidents, and the Commission on Higher Education will take place on December 15, 1994, at South Carolina State University (Orangeburg) from 10:00 A.M. to 2:30 P.M. This meeting is designed to address the concerns in higher education policy.

Ms. Freeman mentioned she had a letter from Chairman Day in reference to S.C.E.T.V. who will be willing to video tape the proceedings.

Mr. Sheheen said that the Dr. Poch will take care of following up on specific arrangements with E.T.V, and he thanked Ms. Freeman.

There being no other business, the meeting was adjourned.

Respectfully submitted,



Kimberly D. Corley  
Recording Secretary