MINUTES OF BUDGET AND CONTROL BOARD MEETING

JULY 21, 1975

The Budget and Control Board met at 2:00 p. m. on July 21, 1975, in the Conference Room of the Governor's office with the following members in attendance.

Governor James B. Edwards
Mr. Grady L. Patterson
Mr. Henry Mills
Senator Rembert C. Dennis
Mr. F. Julian LeaMond

Also in attendance were Messrs. P. C. Smith and W. T. Putnam.

The following business was conducted.

BUDGET AND CONTROL BOARD MINUTES - All Budget and Control Board members had been previously furnished with copies of the minutes of June 24, 1975. Upon a motion by Senator Dennis, seconded by Mr. Patterson, these minutes were approved as written.

SECRETARY'S NOTE: Dr. Jack Mullins reported that he had several items which dealt with personnel and should be heard in Executive Session. Therefore, Board members unanimously approved a motion by Mr. Mills, seconded by Mr. Patterson, declaring the meeting in Executive Session.

SECRETARY'S NOTE: When the Board once again declared itself in open session, Governor Edwards advised all visitors that during Executive Session, the Budget and Control Board had acted to reaffirm its position requiring a five hundred dollar differential between agency heads and non-medical employees and had taken additional action to establish the position of Director of Development at Patriots' Point Authority. He also reported that the Board had reviewed and acted upon unclassified salaries.

PERSONNEL DIVISION - Dr. Jack Mullins appeared before the Budget

and Control Board to discuss the following items.

INSURANCE CONTRACTS FOR FISCAL YEAR 1975-76 - Mr. Joseph Sullivan, President of Blue Cross/Blue Shield, appeared with Dr. Mullins to discuss proposed insurance contracts for State and public school employees for the fiscal year 1975-76. Data pertaining to the Blue Cross/Blue Shield contracts had been furnished to all Board members prior to the meeting. Dr. Mullins stated that the health insurance contract was routine except certain changes had been made to delete private duty nurses in hospitals and to add private duty nursing care in the home. Mr. Sullivan indicated that all contracts of this type with the Federal Government contained this provision.

Governor Edwards asked if Licensed Practical Nurses could be substituted and covered by insurance if Registered Nurses could not be obtained. Mr. Sullivan indicated that this practice was permissible under certain conditions.

Various Board members showed concern over delays by Blue Cross/Blue Shield in paying major medical claims. Therefore, Dr. Mullins agreed to conduct a random survey concerning such delays in the major medical program.

After further discussion, Board members unanimously approved a motion by Mr. Mills, seconded by Senator Dennis, to accept the contracts as submitted.

Data pertaining to the contracts has been retained in these files and is identified as Exhibit IV.

COMPENSATION STUDY OF APPOINTED OFFICIALS - Dr. Mullins reported to the Budget and Control Board that he felt that the compensation study for appointed officials should be conducted by a consulting group in order to provide complete objectivity and acceptance by agency heads and the General Assembly. He further indicated that

the study would include all perquisites and would be the basis of developing an official pay scale.

Dr. Mullins estimated that the cost of the study will be between $25,000 and $50,000 and that the final report can be submitted by October 31, 1975.

Board members unanimously approved a motion by Mr. LeaMond, seconded by Senator Dennis, authorizing Dr. Mullins to receive bids for the proposed study and to report these bids to the Board. He also further agreed that a decision on the source of funds for conducting this study will be deferred until the bids are received. The motion further indicated that payment would be made from the Civil Contingent Fund if no other source can be found.

Data pertaining to this matter has been retained in these files and is identified as Exhibit V.

DUAL EMPLOYMENT - Dr. Mullins furnished Budget and Control Board members with reports of dual employment requests approved during the fiscal year 1974-75. These reports are collectively identified as Exhibit VI.

MEDICAL UNIVERSITY OF SOUTH CAROLINA - Dr. William McCord appeared before the Budget and Control Board to discuss the following items of business.

PURCHASE OF PROPERTY - FAMILY PRACTICE - Dr. McCord advised Board members that the Department of Family Practice at the Medical University is presently housed in rental facilities at an annual cost of $145,000. The property is adjacent to the Medical University campus and was acquired approximately three years ago by the Health Sciences Foundation at a cost of $1,150,000. The Trustees of the Foundation have agreed to sell the property to the Medical University for $827,000.

With respect to this transaction, Dr. McCord requested

the following:

1. Budget and Control Board approval for the purchase of the property in question.

2. Board authorization to use $700,000 of funds appropriated for the Statewide Family Practice Residency Program.

3. Authorization to use $127,000 of the cash surplus in the Plant Improvement Debt Service Account.

Budget and Control Board members took note that the balance in the Plant Improvement Debt Service Account is presently in excess of $1,280,000. After considering this fact, Board members unanimously approved a motion by Senator Dennis, seconded by Mr. LeaMond, authorizing the transactions as requested by Dr. McCord.

A letter signed by Mr. John E. Wise, Vice President of the Medical University, and pertaining to this matter has been retained in these files and is identified as Exhibit VII.

PURCHASE OF PROPERTY - CHARLESTON HIGH SCHOOL - Dr. McCord advised Budget and Control Board members that on January 9, 1975, officials of the Medical University remitted a check in the amount of $5,000 to the Charleston County School District to confirm an offer to purchase the property known as Charleston High School. Dr. McCord indicated that the cost would be approximately $1,750,000 and that Capital Improvement Bond funds will be needed.

After discussing this matter, Board members agreed that the offer to purchase this property was tantamount to a commitment and, therefore, unanimously approved a motion by Mr. LeaMond, seconded by Senator Dennis, to authorize this purchase and to make Capital Improvement Bond funds available for payment.

A letter dated July 8, 1975, pertaining to this matter has been retained in these files and is identified as Exhibit VIII.

CLINICAL SCIENCES BUILDING - Dr. McCord stated that work

on the Clinical Sciences Building was approximately sixty-five percent complete and that Federal monies in the amount of $3,000,000 had been obtained to add additional floors to the present structure. He requested permission to complete the building and to shift approximately $1,000,000 of Capital Improvement Bond funds from other proposed projects of the Medical University.

Budget and Control Board members unanimously approved a motion by Senator Dennis, seconded by Mr. LeaMond, authorizing these transactions.

UNIVERSITY OF SOUTH CAROLINA - MEDICAL COLLEGE - At the Budget and Control Board meeting of June 24, 1975, a request for dual employment was submitted whereby Dr. Alexander G. Donald would serve as Director of the Division of Education and Research of the Department of Mental Health and also as Chairman of the Department of Psychiatry of the Medical College of the University of South Carolina. At that time, Board members declined to act upon the request and asked that officials of the University of South Carolina appear at the next meeting to discuss the situation.

At the present meeting, Dr. William H. Patterson and Dr. Adam Smith appeared to answer any questions which Board members might have.

The University officials indicated that they wish to use the Department of Mental Health as the Department of Psychiatry for the new Medical College. This arrangement has been deemed to be satisfactory by the Mental Health Commission provided that the Chairman of the Department of Psychiatry be an official of the Department of Mental Health. The arrangement whereby Dr. Donald would serve in a dual capacity, as previously indicated, was deemed to be completely satisfactory to both organizations.

In answer to specific questions by Board members, Dr. Adam Smith stated that he does not foresee the dual employment situation as becoming widespread. By the very nature of the institution, he feels that some

on the Clinical Sciences Building was approximately sixty-five percent complete and that Federal monies in the amount of $3,000,000 had been obtained to add additional floors to the present structure. He requested permission to complete the building and to shift approximately $1,000,000 of Capital Improvement Bond funds from other proposed projects of the Medical University.

Budget and Control Board members unanimously approved a motion by Senator Dennis, seconded by Mr. LeaMond, authorizing these transactions.

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In answer to specific questions by Board members, Dr. Adam Smith stated that he does not foresee the dual employment situation as becoming widespread. By the very nature of the institution, he feels that some

of the faculty members will be housed in other hospitals and that these doctors may be utilized by both agencies. However, the salaries would usually be paid by the University of South Carolina.

University officials and Budget and Control Board members agreed that the question of compensation of Medical College faculty members and their outside earnings deserves serious consideration and Governor Edwards commented that perhaps the Budget and Control Board should establish a subcommittee to monitor this situation.

Board members unanimously approved a motion by Mr. Mills, seconded by Senator Dennis, authorizing Dr. Alexander G. Donald to serve in the dual capacity as Director of the Division of Education and Research of the Department of Mental Health and Chairman of the Department of Psychiatry of the Medical College of the University of South Carolina. The motion further called for the approval of an annual salary of $50,000 for the position of Chairman of the Department of Psychiatry.

Board members also suggested that the two agencies develop a system whereby Dr. Donald would receive a single salary check.

COMMISSION ON HIGHER EDUCATION - UNCLASSIFIED SALARIES FOR 1975-76- The Budget and Control Board was presented with a letter of July 15, 1975, from Dr. Howard R. Boozer, Executive Director of the Commission on Higher Education, which contained proposed faculty salary ranges from all the institutions of higher learning and specific salaries for unclassified positions in each of the institutions.

After a brief discussion of this matter, the Budget and Control Board unanimously approved a motion by Senator Dennis, seconded by Mr. LeaMond, referring the request to a subcommittee composed of Mr. Patterson, Mr. Mills and Mr. Smith.

A copy of the letter of July 15, 1975, with all attached data has been retained in these files and is identified as Exhibit IX.

8.

BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION - The Budget and Control Board received a request from Dr. Charles E. Palmer, Executive Director of the Board for Technical and Comprehensive Education, for approval of a faculty and staff development program and also for authority to defer the complete implementation of the faculty compensation plan for an additional year.

Board members unanimously approved a motion by Senator Dennis, seconded by Mr. LeaMond, that consideration of these matters should also be referred to a subcommittee composed of Mr. Patterson, Mr. Mills and Mr. Smith.

Data pertaining to these requests have been retained in these files and are collectively identified as Exhibit X.

GENERAL SERVICES DIVISION - Mr. Furman McEachern appeared before the Budget and Control Board to discuss the following matters.

INDUSTRIAL COMMISSION - RENTAL SPACE - Mr. McEachern reported that at the direction of the Budget and Control Board, he had restudied the situation with respect to the selection of rental space for the Industrial Commission and recommended that a lease be negotiated with Keenan and Company for location in the Middleburg Complex. Mr. McEachern stated that the choice seemed to be between the Middleburg location and a site in the Dutch Square area. After evaluating the two proposals, the Middleburg Complex was selected because of a price differential of approximately $10,000 over a three year period.

Mr. Dawson Addis, of the Industrial Commission, appeared before the Budget and Control Board to request that the office located in the Dutch Square area be selected. He stated that, in the opinion of the Commissioners of the Industrial Commission, the Dutch Square location was much more convenient and would ultimately save money in travel expenses. He also felt that all facts had not been completely-

analyzed in the determination of the dollar savings as presented by Mr. McEachern.

After further discussion, Board members indicated that they felt that the facts as presented showed that there would be a savings for the State of South Carolina in renting space in the Middleburg Complex rather than at Dutch Square. Therefore, Board members unanimously approved a motion by Senator Dennis, seconded by Mr. Mills, authorizing Mr. McEachern to enter into a contract with the Keenan Company for suitable space in the Middleburg Complex in which to locate the Industrial Commission.

Data pertaining to this matter, as presented by Mr. McEachern, has been retained in these files and is identified as Exhibit XI.

SPACE RENTAL - DEPARTMENT OF SOCIAL SERVICES - Mr. McEachern reported that the Department of Social Services was moving to new quarters in the North Tower Building located on Bull Street Extension. Officials of this Agency have now requested permission to rent storage space in that general area. Space had been located for this storage facility but the General Services Division was unable to secure additional proposals in that general area.

In view of these facts, the Budget and Control Board unanimously approved a motion by Mr. Mills, seconded by Mr. Patterson, authorizing the leasing of the available space.

ADDITIONAL OFFICE SPACE - COMMISSION ON ALCOHOL AND DRUG ABUSE AND THE SENATE - Mr. McEachern reported that the Commission on Alcohol and Drug Abuse and certain administrative offices of the Senate had requested additional office space. Mr. McEachern asked for Board approval to simply rent additional space in the office buildings presently occupied by these groups.

Board members unanimously approved a motion by Mr. Patterson, seconded by Mr. Mills, authorizing these rentals.

TELEPHONE DIRECTORY - 1976 - Mr. McEachern reported that Wing Publications had approached him over a year ago and had offered to publish the 1975 State telephone directory at no cost. This publication was authorized and the arrangement was found to be very satisfactory. According to Mr. McEachern, this same organization has now indicated a desire to print the 1976 directory on the same basis. After determining that no other business had approached Mr. McEachern with the same offer, Board members unanimously approved a motion by Mr. LeaMond, seconded by Mr. Patterson, authorizing a continuation of the present contract with Wing Publications.

POWER LINE EASEMENT - BEAUFORT TEC - Mr. McEachern reported that the present power line easement at Beaufort TEC will conflict with building construction which is now underway. The South Carolina Electric and Gas Company is willing to abandon this easement in favor of a similar right-of-way at a different location and Mr. McEachern requested permission to execute an exchange agreement.

Budget and Control Board members unanimously approved a motion authorizing this exchange.

BEAUFORT TEC - USE OF PROPERTY - Mr. McEachern reported that the Federal Government is financing certain projects at the Beaufort TEC campus and that it would be necessary for the Budget and Control Board to pass a Resolution dedicating this particular property for educational purposes.

The Budget and Control Board unanimously approved a motion by Mr. Patterson, seconded by Mr. LeaMond, approving a Resolution dedicating the Beaufort TEC property to educational usage pro-

vided the Resolution received approval of the majority of the Beaufort County Delegation. EXHIBIT XI

EXTENDED EMPLOYMENT - Mr. McEachern reported that Miss Nancy Marie Goodson, an employee of the General Services Division, will reach the age of seventy-two on April 19, 1976, while Mr. Edward Jones, also an employee of that Organization, will become seventy-one on May 20, 1976. He asked that both be granted a one year extension of employment.

Board members unanimously approved a motion by Mr. Mills, seconded by Mr. LeaMond, authorizing this extension.

BUDGET SCHEDULE AND HEARINGS - Mr. P. C. Smith presented the Budget and Control Board with a tentative schedule for the preparation of the 1976-77 budget requests by the various State agencies and the hearings before the Budget and Control Board. After discussing the proposed schedule, several changes were made.

A copy of the revised schedule has been retained in these files and is identified as Exhibit XII.

GENERAL FUND REVENUE REPORT - Mr. P. C. Smith presented a report on General Fund Revenue collections for the fiscal year 1974-75. This report showed total collections of $841,575,617.72. This figure was $24,450,382.28 less than the revised estimates.

A copy of this report has been retained in these files and is identified as Exhibit XIII.

VACANCY FREEZE - CONTINUATION - Mr. P. C. Smith asked Board members for guidance as to whether the freeze on the filling of vacancies, which was instituted by the Budget and Control Board during the month of January, 1975, should be continued. In the discussion which followed, Board members indicated that the requiring of approval for the filling of all vacancies had the effect of reducing expenditures and, therefore, should be continued.

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The Budget and Control Board unanimously approved a motion by Mr. LeaMond, seconded by Mr. Patterson, directing that the freeze be continued.

DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL - The Budget and Control Board was advised that Act 354, Acts of 1973, provided $5,000,000 to the Department of Health and Environmental Control for a health care extension program. Section 116 of the Appropriations Act for the fiscal year 1975-76 reduced the amount to $3,000,000 and also required the approval of the Budget and Control Board for all expenditures of these monies.

On February 11, 1975, the Board of Health and Environmental Control approved an allocation of $100,000 of these funds to the Trident Health District. Since this allocation was committed prior to the passage of the Act mentioned above, the Budget and Control Board has been requested to endorse this expenditure.

The Budget and Control Board unanimously approved a motion by Mr. LeaMond, seconded by Mr. Patterson, approving of the allocation of $100,000 from Health Care Extension funds to be used by the Trident Health District.

Data pertaining to this matter has been retained in these files and is identified as Exhibit XIV.

LEGISLATIVE AUDIT COUNCIL - CARRY-OVER OF APPROPRIATED FUNDS - The Appropriations Act for the fiscal year 1974-75 provided $210,600 for the Legislative Research, Auditing and Governmental Operations Council. A balance remains in this account and Mr. Carl Harper, Jr., Chairman of the Legislative Audit Council (successor to the Legislative Research, Auditing and Governmental Operations Council) has requested authority to carry the remaining amount forward to be used during the fiscal year 1975-76.

Budget and Control Board members discussed this matter but felt that there was no authority for permitting the carrying-forward of general operating funds of this nature. Therefore, the members unanimously approved

a motion by Senator Dennis, seconded by Mr. Patterson, denying this request.

Letters from officials of the Legislative Audit Council have been retained in these files and are collectively identified as Exhibit XV.

TAX COMMISSION - ADDITIONAL STAFFING - Mr. Robert Wasson and other Commissioners of the South Carolina Tax Commission appeared before the Budget and Control Board to explain that the recent passage of Act 208, Acts of 1975, created a substantial increase in the workload of the Property Tax Division. The Commissioners asked the endorsement of the Budget and Control Board of a request which will be made to the General Assembly for a supplemental appropriation for the funding of five new positions for field appraisers and for two supporting clerks. The request will also include travel and other attendant expenses and will total approximately $96,000.

Board members unanimously approved a motion by Senator Dennis, seconded by Mr. Mills, whereby the Budget and Control Board agreed to endorse this request at the appropriate time.

Data pertaining to this matter has been retained in these files and is identified as Exhibit XVI.

STATE LAW ENFORCEMENT DIVISION - In letters dated June 17, 1975, and July 8, 1975, Chief J. P. Strom requested Budget and Control Board consideration for the following matters.

FEES - PRIVATE DETECTIVES/SECURITY - Act 387, Acts of 1973, provides for the collection of a license fee from private detectives and security agents and authorized the use of these fees as follows.

> "All proceeds received by the division of any fees provided for in this act shall be used in the administration of the provisions hereof. If the chief of the division determines that more proceeds are collected than are necessary for the administration of the provisions of this act, he shall pay such surplus funds to the State Treasurer to be deposited in the general fund of the State."

As of June 30, 1975, approximately $15,000 remained in this fund but Chief Strom feels that it should be retained for continuing operations.

Board members unanimously approved a motion by Mr. LeaMond, seconded by Mr. Mills, approving the use of these funds during the fiscal year 1975-76.

PISTOL DEALERS - Prior to the passage of Act 250, Acts of 1975, the responsibility for licensing dealers who sold pistols was delegated to the Clerks of Court of the various counties but this responsibility has now been transferred to SLED. In addition, this organization will be required to establish a system for insuring that no individual purchases more than one pistol during a thirty day period.

The act provides that "the fee for issuance of such licenses shall be one hundred dollars," but does not specify where these monies should be used. Therefore, Chief Strom has requested Board authorization to assess the one hundred dollar license fee and to retain these funds for the operation and enforcement of the new law.

The Budget and Control Board unanimously approved a motion by Mr. Patterson, seconded by Senator Dennis, authorizing the collection of these fees and the using of such fees by the State Law Enforcement Division for the enforcement of the act.

Data pertaining to each of the above mentioned matters have been retained in these files and are collectively identified as Exhibit XVII.

ATTORNEY GENERAL - CIVIL CONTINGENT FUND REQUEST - In a letter dated June 12, 1975, Mr. Daniel R. McLeod advised that he had extended an invitation to the Southern Regional Association of Attorneys General to hold its annual meeting in South Carolina during the month of May, 1976. He

has requested the Budget and Control Board to make approximately $7,000 available from the Civil Contingent Fund to finance this meeting.

The Budget and Control Board unanimously approved a motion by Mr. Patterson, seconded by Mr. Mills, authorizing the transfer of an amount not to exceed $7,000 from the Civil Contingent Fund for the financing of the meeting of the Southern Regional Association of Attorneys General.

A copy of Mr. McLeod's letter has been retained in these files and is identified as Exhibit XVIII.

HIGHWAY DEPARTMENT - UNCLASSIFIED SALARIES - In a letter dated June 23, 1975, Mr. S. N. Pearman, Chief Highway Commissioner, requested Budget and Control Board approval for the following annual salaries for unclassified positions.

Chief Highway Commissioner - $44,426
Assistant To Chief Highway Commissioner - $29,120
State Highway Engineer - $30,240
Secretary-Treasurer - $28,080

Board members unanimously approved a motion by Mr. Mills, seconded by Senator Dennis, approving these salary requests.

The letter of request from Mr. Pearman has been retained in these files and is identified as Exhibit XIX.

EMPLOYMENT SECURITY COMMISSION - SALARY OF EXECUTIVE DIRECTOR - Mr. P. C. Smith reported that officials of the Employment Security Commission had requested the increasing of the salary of the Executive Director from $29,500 to $32,000. In answer to this written request, he had advised that the salaries of other agency heads had been increased by only 3.8 percent of the 1974-75 salary and that the allocation of this percentage would provide an annual salary for the Executive Director of only $30,621. Upon receipt of this letter, Mr. Frank Baldwin, Chairman of the Employment Security Commission, asked that his request for the full amount be presented to the Budget and Control Board.

Mr. Smith had attempted to poll Board members pertaining to this

question but did not receive enough replies to finalize the matter. Therefore, Board members were requested to give this matter consideration at the present meeting.

In the discussion which ensued, Board members stated that it was obviously the intent of the General Assembly to limit agency heads' increases to 3.8 percent; therefore, they unanimously approved a motion by Senator Dennis, seconded by Mr. Mills, authorizing an annual salary for the Executive Director of the Employment Security Commission in the amount of $30,621.

Data pertaining to this matter has been retained in these files and is identified as Exhibit XX.

BUDGET AND CONTROL BOARD MEETING - Budget and Control Board members unanimously agreed that the next Board meeting should be held at 2:30 p. m. on Wednesday, August 20, 1975.

STATE PORTS AUTHORITY - Mr. P. C. Smith reported that some time ago bids were taken by the State Ports Authority for the purchase of two cranes to handle containerized cargoes but these bids were rejected. On June 24, 1975 new bids were received, the lowest of which reflected a total purchase price of $4,100,000. This bid will expire on July 24, 1975. Mr. Smith further indicated that officials of the Ports Authority had stated that commitments had already been made to two steamship lines for the handling of their cargoes in the Charleston harbor and that these commitments were based upon the assumption that the cranes would be obtained.

In the discussion which followed, Board members agreed that the facts surrounding this purchase created a situation which was tantamount to an existing contract and, therefore, unanimously approved a motion by Senator Dennis, seconded by Mr. Patterson, to authorize this purchase.

CAPITAL IMPROVEMENT BONDS - In answer to an inquiry by Senator Dennis, Mr. Smith advised that questionnaires pertaining to the need for Capital Improvement Bonds have been forwarded to those State agencies affected

by the present freeze and data will be made available to the Board as soon as the information is received and can be assembled.

There being no further business, the meeting was adjourned at 6:00 p. m.

MASTER GROUP CONTRACT

STATE OF SOUTH CAROLINA
WITH
BLUE CROSS-BLUE SHIELD
FOR
ACTIVE EMPLOYEES

Blue Cross®
Blue Shield®
of South Carolina

19

APPLICATION FOR GROUP HOSPITAL, GROUP MEDICAL SERVICE AND
GROUP MAJOR MEDICAL EXPENSE CONTRACT
BLUE CROSS AND BLUE SHIELD OF SOUTH CAROLINA
COLUMBIA, SOUTH CAROLINA

Application is hereby made for the Group Health Benefits set forth in the attached schedule insuring the eligible employees of the named applicant.

NAME OF APPLICANT: South Carolina State Budget and Control Board

ADDRESS OF APPLICANT: Columbia, South Carolina

CLASSIFICATION OF EMPLOYEES ELIGIBLE: All full-time employees of the State who receive compensation from a department, agency or institution of the State and Public School Districts are eligible. For plan purposes, an employee is to be classified as "full-time" if he works more than thirty (30) hours per week for more than five (5) months per year. Also to be eligible are members of the South Carolina General Assembly, clerical and administrative employees of the General Assembly and judges in the State Courts, wife only on Family or Employee and Spouse membership is eligible for maternity benefits. Effective October 1, 1975, married employees on single or Employee/Children membership will also be eligible for maternity benefits under Plan B.

With respect to Plan B, the surviving spouse and/or dependent children of a deceased active Employee shall be eligible to continue coverage, for one year after date of death at no premium. After one year they shall be eligible to continue coverage provided they pay the entire premium for such coverage.

Eligible Employees and/or Dependents who elect not to enroll in accordance with the ELECTION OF COVERAGE and COMMENCEMENT OF COVERAGE provisions specified in this contract may be enrolled for coverage only during any reopening dates of the group and only under such conditions as may be mutually agreed upon, in writing, by Blue Cross and Blue Shield of South Carolina and the South Carolina State Budget and Control Board.

PERIOD OF CONTINUOUS EMPLOYMENT AS PREREQUISITE TO ELIGIBILITY: For an Employee becoming eligible subsequent to the Effective Date, coverage for the Employee and his or her Dependents shall commence on the first working day of the month coincident with or following his or her date of employment provided an appropriate Notice of Election is filed and any necessary payroll deductions are authorized within thirty-one days after the Employee's date of employment.

All new employees will be subject to a 270 day waiting period for maternity benefits.

The effective date of coverage under this application shall be 12:01 A.M. standard time on the_____day of_____, 19____, at _____ and such coverage shall continue until terminated in accordance with the provisions of the master contract between the applicant and Blue Cross and Blue Shield of South Carolina.

It is understood and agreed that the applicant shall cause to be paid to Blue Cross and Blue Shield of South Carolina, monthly and in advance, the premiums specified in Schedule A of the master contract on behalf of the applicant's employees who meet the eligibility requirements specified in this application and that this application, when approved, shall form a part of the master contract to be issued by Blue Cross and Blue Shield of South Carolina

Dated at _____

this_____day of_____,19____

South Carolina State Budget and Control Board on behalf of the state of South Carolina, hereinafter referred to as the Applicant,

Policyholder or Employer _____

Applicant

Signed: _____

For Blue Cross and Blue Shield of South Carolina

By: _____

Authorized Signature

The Honorable James B. Edwards, Governor of the State of South Carolina and Chairman of the South Carolina State Budget and Control Board

SCE - 775

APPLICATION FOR GROUP HOSPITAL, GROUP MEDICAL SERVICE AND
GROUP MAJOR MEDICAL EXPENSE CONTRACT
BLUE CROSS AND BLUE SHIELD OF SOUTH CAROLINA
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Eligible Employees and/or Dependents who elect not to enroll in accordance with the ELECTION OF COVERAGE and COMMENCEMENT OF COVERAGE provisions specified in this contract may be enrolled for coverage only during any reopening dates of the group and only under such conditions as may be mutually agreed upon, in writing, by Blue Cross and Blue Shield of South Carolina and the South Carolina State Budget and Control Board.

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Dated at _____

this_____ day of_____ ,19____

South Carolina State Budget and Control Board on behalf of the state of South Carolina, hereinafter referred to as the Applicant,

Policyholder or Employer

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Signed: _____

For Blue Cross and Blue Shield of South Carolina

By: _____

Authorized Signature

The Honorable James B. Edwards, Governor of the State of South Carolina and Chairman of the South Carolina State Budget and Control Board

_____ 20

SCE - 775

SCHEDULE OF BENEFITS

PLAN A

HOSPITAL BENEFITS

Days of Inpatient Care: 70 Per Continuous Period of Disability

Days of Inpatient Care: 30 For Pulmonary Tuberculosis, Mental or Nervous Disorders, Alcoholism or Drug Addiction per calendar year

Room Allowance: Semiprivate

Other Allowances: All Miscellaneous Hospital Services as listed

Deductible Amount: $25 Per Continuous Period of Disability

MEDICAL-SURGICAL BENEFITS

Indemnity Fee Schedule

Surgical Conversion Allowance: $5.50 (See Schedule of Allowances Attached to Contract)

In-Hospital Medical Service: $15.00 per visit, first day, $10.00 per visit, second day, $5.00 per visit, third and subsequent days for 70 daily visits per Continuous Period of Disability, but limited to 30 daily visits for Pulmonary Tuberculosis, Mental or Nervous Disorders, Alcoholism or Drug Addiction per calendar year.

Emergency First Aid: $15.00 for initial treatment

Consultation Allowance: $28.00 limited examination; $49.00 complete examination per Consulting physician, per Continuous Period of Disability

Pediatric Medical Service Allowance: $15.00

MAJOR MEDICAL EXPENSE

Percentage of Co-Insurance: 80/20%

Lifetime Maximum Payments: $50,000

The $25.00 deductible under "Hospital Benefits" shall not be considered toward the satisfaction of the $100.00 "Major Medical" deductible.

Room Allowance: Semiprivate + $5.00

Deductible Amount: $100.00 per person, per Benefit Period, limited to 3 deductibles per family

Restoration of Benefits: On July 1st of each year there shall be an automatic restoration of benefits paid for each Employee/Dependent provided such restoration shall not exceed $5,000 per year, and further provided that the existing lifetime maximum shall never exceed $50,000.

SCHEDULE OF BENEFITS

PLAN B

HOSPITAL BENEFITS

Days of In-Patient Care: 365 Per Continuous Period of Disability

Days of In-Patient Care: 30 For Pulmonary Tuberculosis, Mental or Nervous Disorders, Alcoholism or Drug Addiction per calendar year

Room Allowance: Semiprivate

Other Allowances: All Miscellaneous Hospital Services as listed

Deductible Amount: None Per Continuous Period of Disability

MEDICAL-SURGICAL BENEFITS

Customary and Prevailing Fee: 100%

In-Hospital Medical Service: 365 daily visits per Continuous Period of Disability, but limited to 30 daily visits for Pulmonary Tuberculosis, Mental or Nervous Disorders, Alcoholism or Drug Addiction per calendar year.

MAJOR MEDICAL EXPENSE

Percentage of Co-Insurance: 80/20% for first $5,000 payments, then 100% of eligible charges are paid for that benefit period.

Lifetime Maximum Payment: $50,000

Room and Board Allowance: Semiprivate + $5.00

Deductible Amount: $100 per person, Per Benefit Period, limited to 3 deductibles per family

Restoration of Benefits: On July 1st of each year there shall be an automatic restoration of benefits paid for each Employee/Dependent provided such restoration shall not exceed $5,000 per year, and further provided that the existing lifetime maximum shall never exceed $50,000.

SCHEDULE OF BENEFITS

PLAN C

CATASTROPHIC MAJOR MEDICAL EXPENSE

Percentage of Co-Insurance: 80/20% up to $5,000, then 100% of eligible charges will be paid for that benefit period.

Lifetime Maximum Payment: $50,000

Room and Board Allowance: Semiprivate + $5.00

Deductible Amount: $700 per person, Per Benefit Period, limited to two (2) deductibles per family per benefit period, and on the next benefit period, the $700 deductible will again be applied, with the same co-insurance as above.

Restoration of Benefits: On July 1st of each year there shall be an automatic restoration of benefits paid for each Employee/Dependent provided such restoration shall not exceed $5,000 per year, and further provided that the existing lifetime maximum shall never exceed $50,000.

SCHEDULE A

The monthly premiums applicable to this Contract and guaranteed during the period July 1, 1975–June 30, 1976 will be as follows:

Coverage	Monthly Premiums		
	Option A	Option B	Option C
Employee	$ 13.58	$14.58	$13.58
Employee + Spouse	27.00	29.78	27.00
Employee + Children	19.58	21.30	19.58
Full Family	33.00	37.22	33.00
Employee + Spouse (State Employee)	28.62	30.92	28.62
Full Family (State Employee)	34.62	37.36	34.62
Single with O.B.	N/A	16.34	N/A
Employee + Children with O.B.	N/A	23.06	N/A

Initial premiums shall be payable in advance of the Effective Date. Subsequent premiums shall be payable on or before the fifth working day of each month thereafter. In no event shall coverage hereby applied for become effective until payment for the initial premiums is received by Blue Cross and Blue Shield of South Carolina.

Blue Cross and Blue Shield of South Carolina may change the monthly premiums whenever benefits under the Contracts are changed by amendment.

The Employer agrees to pay $13.58 per month per active Employee during the first Contract Year. Any savings due to decreases in claims payments because of Medicare participation shall be reflected, as an identifiable item and to the extent of such savings, in the experience rating formula used to determine the premiums in each of the subsequent years.

The holder of this Contract is a member of Blue Cross and Blue Shield of South Carolina and is entitled to vote in person or by proxy at any and all meetings of said Corporation. This is a nonassessable contract and the holder hereof is not subject to any contingent liability. The annual meeting of the members shall be held at the Home Office of the Corporation on the fourth Thursday in March at 11:00 A.M., Eastern Standard Time.

BLUE CROSS AND BLUE SHIELD OF SOUTH CAROLINA

(A Corporation incorporated under the Laws of the State of South Carolina and hereinafter referred to as the Corporation)

HOME OFFICE: Columbia, South Carolina 29219

Group Contract No. 00-20000-00 and in series

IN CONSIDERATION

of the Application made by

South Carolina State Budget and Control Board, on behalf of the State of South Carolina

(hereinafter called the Employer)

a copy of which is attached hereto and made part of this Contract, and in consideration of payment by the Employer of the premium as herein provided,

THE CORPORATION HEREBY AGREES TO PROVIDE

The coverage and benefits herein described for a period of one year beginning at 12:01 A.M., on the date indicated below, hereinafter called the Effective Date and from year-to-year thereafter, unless this Contract is terminated as provided herein. The premium shall be due and payable by the Employer in advance of the Effective Date and thereafter as provided herein. This Contract is issued and delivered in the State of South Carolina, is governed by the laws thereof and is subject to the terms and provisions recited over the signatures hereto affixed.

IN WITNESS WHEREOF, THE CORPORATION HAS caused this Contract to be signed this . . . . . day of . . . . . , 19 . . . . .

Joseph F. Sullivan

President

SCE - 775

ARTICLE I - DEFINITIONS

1. "EMPLOYER" as used herein means the South Carolina State Budget and Control Board with whom the Corporation has contracted and by virtue of which Contract the Employees and their Dependents become eligible for the coverage and benefits described herein.

2. "EMPLOYEE" as used herein means any Employee of the Employer who is eligible for coverage as provided in Article II hereof who shall have been so designated to the Corporation by the Employer.

3. "DEPENDENT" means (a) an Employee's spouse not otherwise designated as an Employee by the Employer and (b) an Employee's unmarried child under twenty-three (23) years of age, including such stepchild, foster child, or any other child dependent upon the Employee for support and living with the Employee in a regular parent-child relationship.

4. "INCAPACITATED DEPENDENT" shall mean an unmarried child who is and continues to be both (a) incapable of self-sustaining employment by reason of mental retardation or physical handicap, and (b) chiefly dependent upon the Employee for support and maintenance and living in a regular parent-child relationship.

5. "CONTRACT" means the agreement between the Corporation and the Employer and shall include the Application of the Employer for this Contract, the attached Endorsements and Riders, if any. The Contract constitutes the entire contract between the parties.

6. "NOTICE OF ELECTION" means any mechanism mutually agreed upon by the Corporation and the Employer to be used in transmitting the necessary enrollment information from the Employees of the Employer to the Corporation.

7. "CONTRACT YEAR" means the period of twelve (12) months commencing on the Effective Date of this Contract and each like period thereafter.

8. "HOSPITAL" means an institution licensed by the State in which it operates which, for compensation from its patients and on an inpatient basis, is primarily engaged in providing diagnostic and therapeutic facilities for the surgical and medical diagnosis, treatment and care of injured and sick persons by or under the supervision of a staff of physicians who are duly licensed to practice medicine, and which continuously provides twenty-four (24) hour-a-day nursing service by registered graduate nurses physically present and on duty, and which is not, other than incidentally, a nursing home, or a place for: (a) rest, (b) the aged, (c) drug addicts, (d) alcoholics, or (e) the treatment of pulmonary tuberculosis or mental disorders.

9. "CONTRACTING HOSPITAL" means any licensed Hospital with which the Corporation has an agreement, and shall include any licensed Hospital with which any Blue Cross Plan has an agreement.

10. "SKILLED NURSING FACILITY" as used herein means an institution which is licensed and operated in accordance with the laws of the jurisdiction in which it is located pertaining to institutions identified as such which has an agreement with the Corporation.

11. "PHYSICIAN" means a duly licensed person, other than an intern or resident or house physician, legally entitled to practice medicine or surgery or dentistry within the scope of his or her license and who customarily bills patients for his or her services.

12. "PARTICIPATING PHYSICIAN" means any licensed physician with which the Corporation has an agreement.

13. "SPECIAL CARE UNIT" means a specially equipped unit, set aside as a distinct patient care area, staffed and equipped to handle seriously ill patients requiring extraordinary care on a concentrated and continuous basis. Some examples are intensive care, coronary care, burn or constant care units and others as may be agreed to by the Corporation.

14. "CONTINUOUS PERIOD OF DISABILITY" wherever used in this Contract shall mean two or more successive Hospital or Skilled Nursing Facility admissions for treatment of the same or any related conditions which are not separated by an intervening period of at least ninety (90) days between the date of discharge and date of readmission. However, in the case of an Employee who has returned to active work for a period of not less than two weeks, the foregoing statement does not apply.

15. "CUSTOMARY AND PREVAILING FEE" means an allowance based jointly on a 'Customary' fee and a 'Prevailing' fee. A 'Customary' fee is defined as the Physician's fee for a service or procedure which represents the middle or median charge among all of the actual charges made by the Physician and filed with the Corporation during the preceding calendar year. The Physician's 'Customary' charge for covered and necessary medical services will be allowed, subject to any deductible or co-insurance, provided it does not exceed the 'Prevailing' fee. A 'Prevailing' fee is defined as a fee for a service or procedure that does not exceed the 'Customary' fees of at least 90 percent of other Physicians in the same or similar specialty and geographic area. A Physician's actual charge, or his 'Customary' fee, or the 'Prevailing' fee, whichever is least, is hereinafter referred to as the Allowable Charge.

ARTICLE II - ELIGIBILITY FOR COVERAGE

1. ELIGIBILITY

Every Employee described in and within the classification set forth in the attached Application shall be eligible for coverage for himself and his Dependents if, on or after the Effective Date, such Employee shall have completed the period of continuous employment commonly referred to as "probationary period" with the Employer set forth in such classification. An Employee cannot be eligible as a dependent of another eligible Employee under this Contract.

2. ELECTION OF COVERAGE

   a. Any Employee eligible for coverage may elect coverage for himself and his eligible Dependents by completing and filing with the Employer a Notice of such Election.

   b. The Employer shall furnish to the Corporation a list of eligible Employees to be covered together with such data, other than evidence of insurability, as may be required by the Corporation as a prerequisite to coverage of such Employees under this Contract.

3. COMMENCEMENT OF COVERAGE

Coverage hereunder, unless otherwise provided in the Application for this Contract, shall commence as follows:

   a. For an Employee eligible prior to the Effective Date, and for his Dependents, if then eligible, and if coverage therefore is elected, coverage shall commence on the Effective Date of this Contract, if such Employee files a Notice of Election prior to the Effective Date and is still eligible on the Effective Date.

   b. For an Employee or Dependent becoming eligible subsequent to the Effective Date, coverage shall commence in the first month following his eligibility, on the date in said month corresponding to this Contract Effective Date, provided his Notice of Election is completed prior to the first day of the next month following his eligibility, provided, however, that if at the time this coverage would otherwise commence, the Employee is not still eligible, the commencement of coverage for such Employee and for his Dependents, if any, shall be postponed until the date corresponding to the Effective Date of this Contract in the first month following his return to eligibility. If a Dependent (other than an infant born healthy, who subsequently becomes sick) is a patient in a Hospital at the time coverage would otherwise commence, the commencement date for such Dependent shall be postponed until the day following the end of such period of hospitalization.

   c. For any Employee or Dependent who did not elect to enroll or make change in membership status in accordance with subparagraphs a. or b. immediately preceding, no coverage under this Contract will commence except as provided in the application, with the following exception. If the employment status of the dependent changes such as the wife or husband of a State employee was employed through another employer and subsequently loses that coverage by virtue of the employer cancelling his present group insurance, or the employee left such employment, a statement of the circumstances is required to accompany the revised "Notice of Election". Also an employee who loses coverage as a result of separation/divorce may also elect coverage as described herein.

4. EXTENSION OF ELIGIBILITY

By mutual agreement between the Employer and the Corporation this Contract may be amended to extend coverage to (a) Groups of Employees not theretofore designated as eligible by the Employer, or (b) Employees of companies which are subsidiaries of or affiliated with the Employer.

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ARTICLE III A - HOSPITAL BENEFITS

1. BENEFITS PROVIDED FOR INPATIENT CARE

Subject to all provisions of this Contract, including but not limited to Article V, EXCLUSIONS AND LIMITATIONS herein, an Employee or Dependent who is admitted to a Contracting Hospital or Skilled Nursing Facility on or after the Effective Date of coverage shall be entitled to the following benefits for Hospital Service when treatment is consistent with the diagnosis of the condition requiring hospitalization during any one Continuous Period of Disability, as defined in Article I.

a. Days of Care

(1) All Employees or Dependents shall upon each admission to a Hospital be entitled, except as limited in (2), (3), (4) and (5) below, to the number of days of Hospital Service shown in the Schedule of Benefits for each admission.

(2) When Hospital Service is rendered primarily for pulmonary tuberculosis, mental or nervous conditions, alcoholism or drug addiction, benefits for any and all such conditions shall be limited to the number of days shown in the Schedule of Benefits as the aggregate in licensed general Hospitals during a period of twelve (12) consecutive months commencing on January 1 of each year. Benefits and limitations for Hospital services described herein (except for pulmonary tuberculosis) will be provided in those State institutions with whom this Corporation has an agreement, including the Palmetto Center in Florence, South Carolina, the Holmes View Center in Greenville, South Carolina.

(3) Days will be counted according to standard midnight census procedure used in most hospitals. In computing the number of days of Hospital Benefits available and rendered to an Employee or Dependent, the day of admission shall be counted but the day of discharge shall not. If an Employee or Dependent is discharged on the same day on which he is admitted, such day shall be counted as one (1) day.

(4) The day on which a patient begins a leave of absence shall be treated as a day of discharge and not counted as an inpatient day, unless he returns to the hospital by midnight of the same day. The day the patient returns to the hospital from a leave of absence other than the day he begins a leave of absence is treated as a day of admission and counted as an inpatient day. The days during a leave of absence in which the patient is not physically present for inpatient treatment are not counted as inpatient days.

(5) An Employee or Dependent who is admitted to a Skilled Nursing Facility within fourteen (14) days following discharge from a Hospital shall be entitled to benefits for service when consistent with diagnosis and treatment of the condition which required hospitalization. During such period of time as it is medically necessary for an Employee or Dependent to receive skilled services, each Employee or Dependent shall be entitled to the unused portion of in-hospital days. In computing days available, two (2) days of care in a Skilled Nursing Facility are to be equated to one (1) hospital day.

b. Room and Board Accommodations

(1) Hospital Service shall include payment in full for bed and board, including meals, special diets, and general nursing service, of the type shown in the Schedule of Benefits. Where the Employee or Dependent received bed and board, including special diets, and general nursing service, of the type known as "private accommodations", an allowance shall be made toward payment of the charge made by the Contracting Hospital for private accommodations on the basis of the Hospital's charge per day for that Hospital's most prevalent charge for the type accommodations shown in the Schedule of Benefits; or

(2) Hospital Service shall include payment in full for bed and board of the type defined as "Special Care Unit", including special equipment and concentrated nursing services provided by personnel on the Hospital's payroll, only when such service is medically necessary. Where a separate room and board charge is made for a bed accommodation "reserved" for the patient who is in the Special Care Unit, no benefit is provided for that expense.

c. Hospital Service

"Hospital Service" as used in this Contract shall include in addition to Room and Board Accommodations the following services when regularly charged for by a Hospital:

(1) Use of operating, cystoscopic, delivery, recovery and treatment rooms and equipment;
(2) Oxygen and inhalation therapy and use of equipment for administration thereof;
(3) Drugs and medications for use in the Hospital which, at the time of use, are listed in the U. S. Pharmacopeia or National Formulary or are commercially available for purchase and readily obtainable by the Hospital;
(4) Sera, biologicals, vaccines, intravenous preparations and visualizing dyes, but not including human blood or blood plasma;
(5) Use of blood transfusion equipment; administration of blood derivatives;
(6) Dressings, ordinary splints and plaster casts;
(7) Anesthesia supplies and use of anesthesia equipment, administration of anesthesia;
(8) Use of physiotherapeutic and hydrotherapeutic equipment; physiotherapeutic and hydrotherapeutic treatments;
(9) Basal metabolic examinations;
(10) Use of cardiographic and electroencephalographic equipment;
(11) Laboratory examinations;
(12) X-ray examinations;
(13) Supplies and equipment for the administration of radiation therapy; radiation therapy treatment.

d. Human Organ Transplants

Benefits to the extent set forth in Paragraph 1. a, b, and c of this Article will be provided an Employee or Dependent when hospitalized for any type of human organ or tissue transplant from a living donor to a transplant recipient which requires the surgical removal of the donated part, subject to the following conditions:

(1) When both the transplant recipient and donor are Employees or Dependents, benefits will be provided for both;
(2) When the transplant recipient is an Employee or Dependent and the donor is not, benefits will be provided for both recipient and donor, to the extent that benefits to the donor are not provided under some other form of hospitalization coverage;
(3) When the transplant recipient is not an Employee or Dependent and the donor is, the donor will receive benefits to the extent that such benefits are not provided by any hospitalization coverage available to the recipient of the organ or tissue transplant procedure. Benefits will not be provided to the non-eligible transplant recipient.

e. Deductible

The total benefit for inpatient Hospital service shall be reduced by the amount of the deductible, if any, as shown in the Schedule of Benefits, per continuous period of disability.

2. BENEFITS PROVIDED FOR OUTPATIENT CARE

An Employee or Dependent receiving Hospital Service in a Hospital, but not admitted as a registered bed patient therein, shall be entitled to a benefit equal to the Hospital's regular charges for the Hospital Service furnished him, but only for the following:

a. Hospital care for accidental injury (initial treatment only);
b. Use of the Hospital's facilities and equipment for surgical procedures; or
c. Use of the Hospital's facilities and equipment for radiation therapy, inhalation therapy and physical therapy.

3. RECIPROCATING PLAN CONTRACTING HOSPITAL

When an Employee or Dependent is hospitalized in a Contracting Hospital or a Skilled Nursing Facility of another Blue Cross Plan with which the Corporation has a reciprocal agreement, such Employee or Dependent shall receive the benefits provided by the reciprocating plan for the number of days as provided in Article III-A, 1. subparagraph a.

4. SERVICE IN NON-CONTRACTING HOSPITALS OR OTHER HEALTH FACILITIES

Subject to all provisions of this Contract, the Corporation shall pay, at its option, to the Employee or to Non-Contracting Hospitals or other health facilities:

a. Where the care rendered is in a duly licensed Hospital which would be eligible to be a Contracting Hospital in accordance with the Corporation's standards, the Corporation at its sole discretion may pay eighty percent (80%) of regular charges for services listed in Article III-A, 1 and 2 when they are customarily provided by the Hospital and to the extent they are consistent with diagnosis and treatments, however, regular charges for Bailey Memorial Hospital, a Non-Contracting Hospital, will be paid at 100%;

b. In any other licensed general hospital, ear, eye, nose and throat hospital; maternity hospital, or school or college infirmary up to, but not to exceed the Room Allowance indicated in the Schedule of Benefits for each day of inpatient care. In no case shall the aggregate payment hereunder exceed the total charges.

c. Each day or part thereof that Hospital Service is furnished in a Non-Contracting Hospital shall count as one (1) day toward the number of days of Hospital Service to which an Employee or Dependent is entitled as indicated in the Schedule of Benefits.

ARTICLE III B - MEDICAL-SURGICAL BENEFITS (PLAN A)

1. BENEFITS PROVIDED

Subject to all provisions of this Contract, including but not limited to Article V, EXCLUSIONS AND LIMITATIONS herein, the Corporation will pay the amount shown in the attached Schedules of Allowances but not more than the physician's fee, for services when performed by a Physician on or after the Effective Date of coverage for treatment or diagnosis of disease or injury or for Obstetrical Care, as follows:

a. "SURGICAL SERVICE" consists of operative or cutting procedures or the treatment of fractures or dislocations; such service to include the usual, necessary and related preoperative and postoperative care, when performed by a Physician. Benefits shall be in accordance with allowances in the Schedule of Surgical Allowances herein, and subject to the following:

(1) If two (2) or more operations or procedures are performed at the same time, through the same surgical opening or by the same surgical approach, the total amount payable for such operations or procedures shall be the amount set forth in the Schedule of Surgical Allowances for the major procedure only.

(2) If two (2) or more operations or procedures are performed at the same time through different surgical openings or by different surgical approaches, the total amount payable shall be the amount set forth in the Schedule of Surgical Allowances for that operation or procedure bearing the highest allowance, plus one-half of the amount set forth in that Schedule for all other operations or procedures performed.

(3) If an operation or procedure is performed in two (2) or more steps or stages, payment for the entire operation or procedure shall be limited to the amount set forth in the Schedule of Surgical Allowances for such operation or procedure.

(4) If two (2) or more Physicians perform operations or procedures in conjunction with one another, other than as an assistant at surgery or anesthesiologist, the amount set forth in the Schedule of Surgical Allowances, subject to the above paragraphs, shall be paid for the services of only one Physician or shall be prorated between them by the Corporation when so requested by the Physician in charge of the case.

b. "SURGICAL ASSISTANT SERVICE" consists of the service of one Physician who actively assists the operating surgeon when a covered Surgical Service is performed in a Hospital, and when such Surgical Assistant Service is not available by an intern, resident Physician or house officer. The Corporation will provide benefits equal to 20% of the allowance for the Surgical Service, not to exceed the Physician's actual charge.

c. "ANESTHESIA SERVICE" consists of services rendered by a Physician or a Certified Registered Nurse Anesthetist, other than the attending surgeon or his assistant, and shall include the administration of spinal or rectal anesthesia, or a drug or other anesthetic agent by injection or inhalation, except by local infiltration, the purpose and effect of which administration is the obtaining of muscular relaxation, loss of sensation, or loss of consciousness. Additional benefits shall not be provided for preoperative anesthesia consultation. Benefits shall be provided in accordance with the Schedule of Anesthesia Allowances herein.

d. "IN-HOSPITAL MEDICAL SERVICE" consists of a Physician's visit or visits to an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility for treatment of a condition other than that for which Surgical Service or Obstetrical Service is required, as follows:

(1) In-Hospital Medical Service will be provided up to the actual expense incurred but not to exceed the amounts shown in the Schedule of Benefits for the total number of days of care shown in said Schedule, limited to one visit per day, per Continuous Period of Disability.

(2) In-Hospital Medical Service for treatment primarily for pulmonary tuberculosis, nervous and mental disorders, acute or chronic alcoholism, or drug addiction will be provided for a period not to exceed the number of days shown in the Schedule of Benefits applicable to such conditions during a period of twelve (12) consecutive months commencing on January 1 of each year, for such Employee and each of his or her Dependents, if any.

(3) In-Hospital Medical Service in a Skilled Nursing Facility will be provided for the visits of a Physician, limited to one visit per day up to the total number of in-hospital medical visits remaining for the same Continuous Period of Disability, provided the Employee or Dependent is admitted within fourteen (14) days following discharge from a Hospital for the continued care of the condition for which Hospital care was required.

(4) When two (2) or more Physicians render In-Hospital Medical Service at the same time, payment for such service shall be made only to one (1) Physician.

(5) Concurrent Medical/Surgical Care—Benefits for In-Hospital Medical Service in addition to benefits for Surgical Service will be provided (a) only when the condition for which In-Hospital Medical Service requires medical care not related to Surgical or Obstetrical Service, and does not constitute a part of the usual, necessary and related preoperative or postoperative care but requires supplemental skills not possessed by the attending surgeon or his assistant; or (b) only when a Physician, other than a surgeon, admits a patient to the Hospital for medical treatment and it later develops that surgery becomes necessary, such benefits to cease on the date of surgery.

e. "INTENSIVE MEDICAL CARE SERVICE" means medical care rendered by the attending Physician to an Employee or Dependent who is eligible for In-Hospital Medical Service, or medical care in the outpatient department of a Hospital immediately prior to admission, and who is confined with a serious disease or injury requiring additional time and study over and above the usual In-Hospital Medical Service not to exceed fourteen (14) days during each hospital confinement. The benefits for this service are twice (two times) the allowance described in the Schedule of Benefits for In-Hospital Medical Service for each of the fourteen (14) days, not to exceed the Physician's usual charge.

f. "CONSULTATION SERVICE" means services of a consulting Physician requested by the attending Physician and rendered during a Hospital or a Skilled Nursing Facility confinement. This service is limited to one consultation per consulting Physician for each Continuous Period of Disability and includes discussion with the attending Physician and/or family, and a written expression of opinion by the consultant based on examination of the patient. Consultation Service does not include radiological consultations and staff consultations required by institutional rules and regulations, nor when the patient is transferred or referred to the Physician providing the consultative service. The benefit for Consultation Service is as indicated in the Schedule of Benefits.

g. "EMERGENCY FIRST AID SERVICE" means initial treatment of an accident or injury, and for which no other Surgical Procedure is payable, and covered within the Schedule of Surgical Allowances attached, limited to the amount of the allowance as shown in the Schedule of Benefits.

h. "OBSTETRICAL SERVICE" includes the delivery, and necessary prenatal and postpartum care, wherever rendered, of one or more fetuses, and also In-Hospital Medical Service for conditions related directly to pregnancy, limited to the amount shown in the Schedule of Allowances for Obstetrical Service contained herein.

i. "PEDIATRIC MEDICAL SERVICE" means the initial inpatient examination of the newborn when such care is given by a Physician other than the delivering Physician or the Physician who administered anesthesia during delivery, limited to the amount shown in the Schedule of Benefits for each newborn.

j. "RADIATION THERAPY SERVICE" means the use of X-Ray, radium, or radioactive isotopes in the treatment of disease, when ordered by the attending Physician. Benefits for Radiation Therapy Service are provided only when the service is performed by a Physician. Benefits provided include care received and materials used in accordance with allowances in the Schedule of Allowances for Radiation Therapy Service.

k. "DIAGNOSTIC X-RAY SERVICE" shall be paid in accordance with allowances in the Schedule of Allowances for Diagnostic X-Ray Service contained herein and shall consist of the following, only when the service is performed by a Physician:

(1) An X-ray Examination ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility, when such examination is consistent with the condition for which such Employee or Dependent was admitted;

(2) An X-Ray Examination performed in a Physician's office, or in the outpatient department of a Hospital or a Skilled Nursing Facility, when such examination is required as the direct result of an accident (for the initial visit only); or

(3) An X-Ray Examination performed in the outpatient department of a Hospital when rendered on the same day and directly related to surgery performed in the emergency room or operating room of the Hospital.

l. "LABORATORY AND PATHOLOGICAL SERVICE" shall be paid in accordance with allowances in the Schedule of Allowances for Laboratory and Pathological Service contained herein, and shall consist of the following, only when the service is performed by a Physician:

(1) Laboratory and Pathological examinations ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility, when such examination is consistent with the condition for which such Employee or Dependent was admitted;

(2) Laboratory and pathological examinations performed in the outpatient department of a Hospital or Skilled Nursing Facility, when such examination is required as the direct result of an accident (for the initial visit only); and

(3) Laboratory and pathological examinations performed in the outpatient department of a Hospital, when rendered on the same day and directly related to surgery, performed in the emergency room or operating room of the Hospital and pathological examination of biopsied tissue in conjunction with surgery rendered in a Physician's office.

m. "PHYSIATRY SERVICE" shall consist of the treatment of disease by physical therapy prescribed by the attending Physician, including, but not limited to massage, hydrotherapy and heat. This service will be provided only during the period of time an Employee or Dependent is a registered bed patient in a Hospital or a Skilled Nursing Facility.

2. SERVICES OF A NON-PARTICIPATING PHYSICIAN

Subject to all provisions of this Contract, the Corporation shall pay, at its option, to the Employee or to the Non-Participating Physician the amount set forth in the Schedule of Allowances for Services outlined herein.

k. "DIAGNOSTIC X-RAY SERVICE" shall be paid in accordance with allowances in the Schedule of Allowances for Diagnostic X-Ray Service contained herein and shall consist of the following, only when the service is performed by a Physician:

(1) An X-ray Examination ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility, when such examination is consistent with the condition for which such Employee or Dependent was admitted;

(2) An X-Ray Examination performed in a Physician's office, or in the outpatient department of a Hospital or a Skilled Nursing Facility, when such examination is required as the direct result of an accident (for the initial visit only); or

(3) An X-Ray Examination performed in the outpatient department of a Hospital when rendered on the same day and directly related to surgery performed in the emergency room or operating room of the Hospital.

l. "LABORATORY AND PATHOLOGICAL SERVICE" shall be paid in accordance with allowances in the Schedule of Allowances for Laboratory and Pathological Service contained herein, and shall consist of the following, only when the service is performed by a Physician:

(1) Laboratory and Pathological examinations ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility, when such examination is consistent with the condition for which such Employee or Dependent was admitted;

(2) Laboratory and pathological examinations performed in the outpatient department of a Hospital or Skilled Nursing Facility, when such examination is required as the direct result of an accident (for the initial visit only); and

(3) Laboratory and pathological examinations performed in the outpatient department of a Hospital, when rendered on the same day and directly related to surgery, performed in the emergency room or operating room of the Hospital and pathological examination of biopsied tissue in conjunction with surgery rendered in a Physician's office.

m. "PHYSIATRY SERVICE" shall consist of the treatment of disease by physical therapy prescribed by the attending Physician, including, but not limited to massage, hydrotherapy and heat. This service will be provided only during the period of time an Employee or Dependent is a registered bed patient in a Hospital or a Skilled Nursing Facility.

2. SERVICES OF A NON-PARTICIPATING PHYSICIAN

Subject to all provisions of this Contract, the Corporation shall pay, at its option, to the Employee or to the Non-Participating Physician the amount set forth in the Schedule of Allowances for Services outlined herein.

ARTICLE III C - MEDICAL-SURGICAL BENEFITS (PLAN B)

1. BENEFITS PROVIDED

Subject to all provisions of this Contract, including but not limited to Article V, EXCLUSION AND LIMITATIONS herein, the Corporation shall pay the percentage of the Customary and Prevailing Fee (hereinafter called the "Allowable Charge") shown in the Schedule of Benefits during any one (1) Continuous Period of Disability, as defined in Article I, for services when performed by a Physician on or after the effective date of coverage for treatment or diagnosis of disease or injury or in providing obstetrical care, as follows:

a. "SURGICAL SERVICE" consists of operative or cutting procedures or the treatment of fractures or dislocations; such service to include the usual, necessary and related preoperative and postoperative care, when performed by a Physician and subject to the following:

(1) If two (2) or more operations or procedures are performed at the same time, through the same surgical opening or by the same surgical approach, the total amount payable for such operations or procedures shall be the Allowable Charge for the major procedure only.

(2) If two (2) or more operations or procedures are performed at the same time through different surgical openings or by different surgical approaches, the total amount payable shall be the Allowable Charge for that operation or procedure bearing the highest allowance, plus one-half of the Allowable Charge for all other operations or procedures performed.

(3) If an operation or procedure is performed in two (2) or more steps or stages, payment for the entire operation or procedure shall be limited to the Allowable Charge set forth for such operation or procedure.

(4) If two (2) or more Physicians perform operations or procedures in conjunction with one another, other than as an assistant at surgery or anesthesiologist, the Allowable Charge, subject to the above paragraphs, shall be paid for the services of only one Physician, or the Allowable Charge shall be prorated between them by the Corporation when so requested by the Physician in charge of the case.

b. "SURGICAL ASSISTANT SERVICE" consists of the services of one Physician, who actively assists the operating surgeon when an eligible Surgical Service is performed in a Hospital, and when such Surgical Assistant Service is not available by an intern, resident Physician or house officer. The Corporation will provide 20% of the Allowable Charge, not to exceed the Physician's actual charge.

c. "ANESTHESIA SERVICE" shall consists of services rendered by a Physician or a Certified Registered Nurse Anesthetist, other than the attending surgeon or his Assistant, and shall include the administration of spinal or rectal anesthesia, or a drug or other anesthetic agent by injection or inhalation, except by local infiltration, the purpose and effect of which administration is the obtaining of muscular relaxation, loss of sensation, or loss of consciousness. Additional benefits shall not be provided for preoperative anesthesia consultation.

d. "IN-HOSPITAL MEDICAL SERVICE" consists of a Physician's visit or visits to an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility for treatment of a condition other than that for which Surgical Service or Obstetrical Service is required, as follows:

(1) In-Hospital Medical Service will be provided for the number of days of care shown in the Schedule of Benefits, limited to one visit per day, per Continuous Period of Disability.

(2) In-Hospital Medical Service for treatment primarily for pulmonary tuberculosis, nervous and mental disorders, acute or chronic alcoholism or drug addiction will be provided for a period not to exceed the number of days shown in the Schedule of Benefits applicable to such conditions during a period of twelve (12) consecutive months commencing on January 1 of each year, for such Employee and each of his or her Dependents, if any.

(3) In-Hospital Medical Service in a Skilled Nursing Facility will be provided for the visits of a Physician, limited to one visit per day up to the total number of in-hospital medical visits remaining for the same Continuous Period of Disability, provided the Employee or Dependent is admitted within fourteen (14) days following discharge from a Hospital for the continued care of the condition for which hospital care was required.

(4) When two (2) or more Physicians render In-Hospital Medical Service at the same time, payment for such service shall be made only to one (1) Physician.

(5) Concurrent Medical/Surgical Care—Benefits for In-Hospital Medical Service in addition to benefits for Surgical Service will be provided (a) only when the condition for which In-Hospital Medical Service requires medical care not related to Surgical or Obstetrical Service, and does not constitute a part of the usual, necessary and related preoperative or postoperative care but requires supplemental skills not possessed by the attending surgeon or his assistant; or (b) only when a Physician, other than a surgeon, admits a patient to the Hospital for medical treatment and it later develops that surgery becomes necessary, such benefits to cease on the date of surgery.

e. "INTENSIVE MEDICAL CARE SERVICE" means medical care rendered by the attending Physician to an Employee or Dependent who is eligible for In-Hospital Medical Service, or medical care in the outpatient department of a Hospital immediately prior to admission, and who is confined with a serious disease or injury requiring additional time and study over and above the usual In-Hospital Medical Service not to exceed fourteen (14) days during each Hospital confinement.

f. "CONSULTATION SERVICE" means services of a consulting Physician requested by the attending Physician and rendered during a Hospital or Skilled Nursing Facility confinement. This service is limited to one consultation per consulting Physician for each Continuous Period of Disability and includes discussion with the attending Physician and/or family, and a written expression of opinion by the consultant based on examination of the patient. Consultation Service does not include radiological consultations and staff consultations required by institutional rules and regulations, nor when the patient is transferred or referred to the Physician providing the Consultative Services.

g. "EMERGENCY FIRST AID SERVICE" means initial treatment of an accident or injury and for which no other Surgical Service is payable.

h. "OBSTETRICAL SERVICE" includes the delivery, and necessary prenatal and postpartum care, wherever rendered, of one or more fetuses, and also In-Hospital Medical Service for conditions related directly to pregnancy.

i. "PEDIATRIC MEDICAL SERVICE" means the initial inpatient examination of the newborn when such care is given by a Physician other than the delivering Physician or the Physician who administered anesthesia during delivery.

j. "RADIATION THERAPY SERVICE" means the use of X-ray, radium, or radioactive isotopes in the treatment of diseases, when ordered by the attending Physician. Benefits for Radiation Therapy Service are provided only when the service is performed by a Physician.

k. "DIAGNOSTIC X-RAY SERVICE" shall consist of the following, only when the service is performed by a Physician:

(1) An X-Ray Examination ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility, when such examination is consistent with the condition for which such Employee or Dependent was admitted;

(2) An X-Ray Examination performed in a Physician's office or in the outpatient department of a Hospital or a Skilled Nursing Facility, when such examination is required as the direct result of an accident (for the initial visit only); and

(3) An X-Ray Examination performed in the outpatient department of a Hospital, when rendered on the same day and directly related to surgery performed in the emergency room or operating room of the Hospital.

l. "LABORATORY AND PATHOLOGICAL SERVICE" shall consist of the following, only when the service is performed by a physician:

(1) Laboratory and pathological examinations ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing

(4) When two (2) or more Physicians render In-Hospital Medical Service at the same time, payment for such service shall be made only to one (1) Physician.

(5) Concurrent Medical/Surgical Care—Benefits for In-Hospital Medical Service in addition to benefits for Surgical Service will be provided (a) only when the condition for which In-Hospital Medical Service requires medical care not related to Surgical or Obstetrical Service, and does not constitute a part of the usual, necessary and related preoperative or postoperative care but requires supplemental skills not possessed by the attending surgeon or his assistant; or (b) only when a Physician, other than a surgeon, admits a patient to the Hospital for medical treatment and it later develops that surgery becomes necessary, such benefits to cease on the date of surgery.

e. "INTENSIVE MEDICAL CARE SERVICE" means medical care rendered by the attending Physician to an Employee or Dependent who is eligible for In-Hospital Medical Service, or medical care in the outpatient department of a Hospital immediately prior to admission, and who is confined with a serious disease or injury requiring additional time and study over and above the usual In-Hospital Medical Service not to exceed fourteen (14) days during each Hospital confinement.

f. "CONSULTATION SERVICE" means services of a consulting Physician requested by the attending Physician and rendered during a Hospital or Skilled Nursing Facility confinement. This service is limited to one consultation per consulting Physician for each Continuous Period of Disability and includes discussion with the attending Physician and/or family, and a written expression of opinion by the consultant based on examination of the patient. Consultation Service does not include radiological consultations and staff consultations required by institutional rules and regulations, nor when the patient is transferred or referred to the Physician providing the Consultative Services.

g. "EMERGENCY FIRST AID SERVICE" means initial treatment of an accident or injury and for which no other Surgical Service is payable.

h. "OBSTETRICAL SERVICE" includes the delivery, and necessary prenatal and postpartum care, wherever rendered, of one or more fetuses, and also In-Hospital Medical Service for conditions related directly to pregnancy.

i. "PEDIATRIC MEDICAL SERVICE" means the initial inpatient examination of the newborn when such care is given by a Physician other than the delivering Physician or the Physician who administered anesthesia during delivery.

j. "RADIATION THERAPY SERVICE" means the use of X-ray, radium, or radioactive isotopes in the treatment of diseases, when ordered by the attending Physician. Benefits for Radiation Therapy Service are provided only when the service is performed by a Physician.

k. "DIAGNOSTIC X-RAY SERVICE" shall consist of the following, only when the service is performed by a Physician:

(1) An X-Ray Examination ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility, when such examination is consistent with the condition for which such Employee or Dependent was admitted;

(2) An X-Ray Examination performed in a Physician's office or in the outpatient department of a Hospital or a Skilled Nursing Facility, when such examination is required as the direct result of an accident (for the initial visit only); and

(3) An X-Ray Examination performed in the outpatient department of a Hospital, when rendered on the same day and directly related to surgery performed in the emergency room or operating room of the Hospital.

l. "LABORATORY AND PATHOLOGICAL SERVICE" shall consist of the following, only when the service is performed by a physician:

(1) Laboratory and pathological examinations ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing

Facility, when such examination is consistent with the condition for which such Employee or Dependent was admitted;

(2) Laboratory and pathological examinations performed in the outpatient department of a Hospital or Skilled Nursing Facility, when such examination is required as the direct result of an accident (for the initial visit only); and

(3) Laboratory and pathological examinations performed in the outpatient department of a Hospital, when rendered on the same day and directly related to surgery, performed in the emergency room or operating room of the Hospital and pathological examination of biopsied tissue in conjunction with surgery rendered in a Physician's office.

m. "PHYSIATRY SERVICE" shall consist of the treatment of disease by physical therapy prescribed by the attending Physician, including, but not limited to massage, hydrotherapy and heat. This service will be provided only during the period of time an Employee or Dependent is a registered bed patient in a Hospital or Skilled Nursing Facility.

2. SERVICES OF A NON-PARTICIPATING PHYSICIAN

Subject to all provisions of this Contract, the Corporation shall pay, at its option, to the Employee or to the Non-Participating Physician, the Allowable Charge.

ARTICLE III D - MAJOR MEDICAL EXPENSE (PLAN A AND PLAN B)

1. BENEFITS PROVIDED

Subject to all provisions of this Contract, including but not limited to Article V, EXCLUSIONS AND LIMITATIONS herein and subparagraph 5 of this Article III D, the Corporation agrees to pay the Employee for Covered Medical Expenses (as described in paragraph 2 of this Article III D) on or after the Effective Date of Coverage.

The maximum liability of the Corporation for Covered Medical Expenses is as indicated in the Schedule of Benefits and applies separately to Expenses incurred by each Employee or Dependent while covered under this Contract.

2. COVERED MEDICAL EXPENSES means the Allowable Charges for Physicians services and reasonable charges for other services and supplies incurred by the Employee or Dependent for diagnosis and treatment of disease or injury, only if care or treatment is performed or prescribed by a Physician for the following:

a. Services of Physicians except as they may be restricted by the limitations described in Article III B and III C of this Contract;

b. Charges of a Physician for care or treatment of alcoholism or nervous or mental disorders in the outpatient department of a Hospital or outside a Hospital limited to 80% of $20.00 per visit or an aggregate maximum of 80% of $1,000.00 for such charges incurred during any one contract year;

c. Bed, board, including special diets, and general nursing service in a Hospital or Skilled Nursing Facility, as specified in the Schedule of Benefits for Plans A and B, to include the following:
Use of operating or treatment room;
Anesthetics and administration thereof;
X-Ray and diagnostic laboratory procedures;
Radiation therapy;
Oxygen and its administration;

d. Hospital Service rendered primarily for mental or nervous conditions, alcoholism or drug addiction; shall be limited to 15 days. Hospital services described herein will be provided in those State institutions with whom this Corporation has an agreement, including also the Palmetto Center, Florence, South Carolina, and the Holmes View Center in Greenville, South Carolina;

e. Blood transfusions, including cost of blood, blood plasma and blood plasma expanders;

f. Drugs; medicines and dressings used in a Hospital; insulin, prescription drugs and prescription medicines purchased for use outside a Hospital; these being any medical substances–the original packaging label of which, under the Federal Food, Drug, and Cosmetic Act, is required to bear the legend: "Caution: Federal law prohibits dispensing without prescription.";

g. Licensed registered nurse (R.N.) charges for nursing care in the home, if provided by a licensed registered nurse (R.N.), or a Home Health Agency certified by the State of South Carolina, limited to a maximum payment, subject to the deductible and co-insurance as shown herein, of $500.00 per contract year. If justification of medical necessity is submitted to the Corporation, nursing care beyond the $500.00 payment as indicated in this paragraph may be extended if advance approval is provided by this Corporation;

h. Rental of durable medical equipment, and those supplies directly related thereto, required for temporary therapeutic use, up to the purchase price, or if such equipment is not available for rental, such purchase price may be approved by the Corporation;

i. Professional ambulance service used locally to or from a hospital outpatient department providing the necessary service in connection with accidental injury or medical emergency, and to or from a Hospital in connection with inpatient care;

j. Prosthetic appliances necessary for the alleviation of or correction of conditions arising out of accidental injury occurring or illness commencing after the Employee's or Dependent's effective date of coverage hereunder;

k. Oxygen and rental of equipment for its administration outside a Hospital.

3. BENEFIT PERIOD means a period of twelve (12) consecutive months commencing on the effective date of this Contract and each like period thereafter, for such Employee and each of his or her Dependents, if any. An expense shall be deemed to have been incurred on the date the service or supply for which the charge is made shall have been rendered or received.

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4. DEDUCTIBLE AMOUNT

a. Deductible Amount means (1) a cash deductible in the amount indicated in the Schedule of Benefits, and (2) any service or benefits to the extent provided under the Blue Cross Hospital or Blue Shield Medical Surgical benefits as indicated in the Schedule of Benefits and described herein.

b. Except as provided in subparagraph c immediately following, the cash deductible shall be applied to each Employee or Dependent for each Benefit Period. Any Covered Medical Expenses incurred during the last three (3) months of a Benefit Period which are applied toward satisfying that Benefit Period's cash deductible may be carried over and also applied toward satisfying the cash deductible for the next succeeding Benefit Period.

c. In the event that an Employee and/or one or more of his Dependents incur charges for Covered Medical Expenses as a result of injuries received in the same accident, then only one Deductible Amount shall be deducted from the aggregate of all charges for Covered Medical Expenses which are incurred by all such Employees or Dependents as a result of injuries in the same accident.

5. IN ADDITION TO THE EXCLUSIONS AND LIMITATIONS ENUMERATED IN ARTICLE V OF THIS CONTRACT THE FOLLOWING ARE ALSO APPLICABLE TO MAJOR MEDICAL EXPENSE BENEFITS. BENEFITS SHALL NOT BE PROVIDED FOR:

a. Services for mental or nervous conditions, alcoholism, or drug addiction outside of a Hospital or Skilled Nursing Facility, or in the outpatient department of a Hospital or Skilled Nursing Facility, except as covered under Article III D, paragraph 2, subparagraph b;

b. Services or supplies rendered for routine childbirth, abortion, miscarriage or cesarean section, routine prenatal or postnatal care, or for routine care of a newborn infant, except for severe complications of pregnancy such as ectopic, toxemia, convulsions, RH factor conditions, or other similar complications arising from pregnancy or abortion. However, no coverage for complications of intentional abortion will be provided unless such abortion was performed in the State of South Carolina under the laws of the State of South Carolina. No coverage for complications of pregnancy or abortion will be provided until coverage has been in effect for 270 consecutive days preceding admission to the Hospital;

c. Dental care and treatments, dental surgery or dental appliances except for such charges made necessary by accidental bodily injury occurring while the Employee or Dependent is covered under this Contract;

d. Private duty nursing charges when nursing services are provided in a Hospital or a Skilled Nursing Facility.

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ARTICLE III E - CATASTROPHIC MAJOR MEDICAL EXPENSE (PLAN C)

1. BENEFITS PROVIDED

Subject to all provisions of this Contract, including but not limited to Article V, EXCLUSIONS AND LIMITATIONS herein and subparagraph 5 of this Article III E, the Corporation agrees to pay the Employee for Covered Medical Expenses (as described in Articles III A, III C and in paragraph 2 of this Article III E) on or after the Effective Date of Coverage.

The maximum liability of the Corporation for Covered Medical Expenses is as indicated in the Schedule of Benefits and applies separately to Expenses incurred by each Employee or Dependent while covered under this Contract.

2. COVERED MEDICAL EXPENSES means the Allowable Charges for Physicians services, and reasonable charges for other services and supplies incurred by the Employee or Dependent for diagnosis and treatment of disease or injury, only if care or treatment is performed or prescribed by a Physician for the following:

a. Services of Physicians except as they may be restricted by the limitations described in III C of this Contract;

b. Charges of a Physician for care or treatment of alcoholism or nervous or mental disorders in the outpatient department of a Hospital or outside of a Hospital limited to 80% of $20.00 per visit or an aggregate maximum of 80% of $1000.00 for such charges incurred during any one contract year;

c. Charges by a licensed dentist for treatment of teeth or diseases of the gum (excluding orthodontic). Benefits are paid at 80% of $625 of covered expenses, which is a $500 maximum payment; except for such charges made necessary by accidental bodily injury occurring while the Employee or Dependent is covered under this contract limited to the amount shown in the Schedule of Benefits.

d. Charges for one diagnostic eye exam for anyone wearing glasses (up to 80% of $25.00 per exam) and charges for lenses when the prescription change if more than ± 30D from current lenses up to 80% of $31.25 per pair.

e. Bed, board, including special diets, and general nursing service in a Hospital or Skilled Nursing Facility, as specified in the Schedule of Benefits for Plan C, to include the following:
Use of operating or treatment room;
Anesthetics and administration thereof;
X-Ray and diagnostic laboratory procedures;
Radiation therapy;
Oxygen and its administration;

f. Hospital Service rendered primarily for mental or nervous conditions, alcoholism or drug addiction, shall be limited to 45 days. Hospital services described herein will be provided in those State institutions with whom this Corporation has an agreement, including also the Palmetto Center, Florence, South Carolina, and the Holmes View Center in Greenville, South Carolina;

g. Blood transfusions, including cost of blood, blood plasma and blood plasma expanders;

h. Drugs; medicines and dressings used in a Hospital; insulin, prescription drugs and prescription medicines purchased for use outside a Hospital; these being any medical substances–the original packaging label of which, under the Federal Food, Drug, and Cosmetic Act, is required to bear the legend: "Caution: Federal law prohibits dispensing without prescription.";

i. Licensed registered nurse (R.N.) charges for nursing care in the home, if provided by a licensed registered nurse (R.N.), or a Home Health Agency certified by the State of South Carolina, limited to a maximum payment, subject to the deductible and co-insurance as shown herein, of $500.00 per contract year. If justification of medical necessity is submitted to the Corporation, nursing care beyond the $500.00 payment as indicated in this paragraph may be extended if advance approval is provided by this Corporation;

j. Rental of durable medical equipment, and those supplies directly related thereto, required for temporary therapeutic use, up to the purchase price, or if such equipment is not available for rental, such purchase price may be approved by the Corporation;

k. Professional ambulance service used locally to or from a hospital outpatient department providing the necessary service in connection with accidental injury or medical emergency, and to or from a Hospital in connection with inpatient care;

l. Prosthetic appliances necessary for the alleviation of or correction of conditions arising out of accidental injury occurring or illness commencing after the Employee's or Dependent's effective date of coverage hereunder;

m. Oxygen and rental of equipment for its administration outside a Hospital.

3. BENEFIT PERIOD means a period of twelve (12) consecutive months commencing on the effective date of this Contract and each like period thereafter, for such Employee and each of his or her Dependents, if any. An expense shall be deemed to have been incurred on the date the service or supply for which the charge is made shall have been rendered or received.

4. DEDUCTIBLE AMOUNT

a. Deductible Amount means a cash deductible in the amount indicated in the Schedule of Benefits.

b. Except as provided in subparagraph c immediately following, the cash deductible shall be applied to each Employee or Dependent for each Benefit Period.

c. In the event that an Employee and/or one or more of his Dependents incur charges for Covered Medical Expenses as a result of injuries received in the same accident, then only one Deductible Amount shall be deducted from the aggregate of all charges for Covered Medical Expenses which are incurred by all such Employees or Dependents as a result of injuries in the same accident.

5. IN ADDITION TO THE EXCLUSIONS AND LIMITATIONS ENUMERATED IN ARTICLE V OF THIS CONTRACT, THE FOLLOWING ARE ALSO APPLICABLE TO CATASTROPHIC MAJOR MEDICAL EXPENSE BENEFITS. BENEFITS SHALL NOT BE PROVIDED FOR:

a. Services for mental or nervous conditions, alcoholism, or drug addiction outside of a Hospital or Skilled Nursing Facility or in the outpatient department of a Hospital or Skilled Nursing Facility, except as covered under Article III E, paragraph 2, subparagraph b;

b. Services or supplies rendered for complications of intentional abortion unless such abortion was performed in the State of South Carolina under the laws of the State of South Carolina. No coverage for pregnancy or abortion will be provided until coverage has been in effect for 270 consecutive days preceding admission to the Hospital;

c. Private duty nursing charges when nursing services are provided in a Hospital or a Skilled Nursing Facility.

ARTICLE IV - COORDINATION OF BENEFITS (REDUCTION OF BENEFITS BECAUSE OF OTHER GROUP COVERAGE)

1. EFFECTS ON BENEFITS

   a. If an Employee or Dependent covered hereunder is also covered for benefits or services under another Group Plan, the benefits applicable under this Plan shall be reduced so that for Covered Services incurred benefits available under all Plans shall not exceed the total reasonable charge of such Covered Services, except that if the coordinating provisions of this Contract are in conflict with the coordinating provisions of the other Plan's contract, the benefits of such other Plans will be ignored for purposes of determining the benefits under this contract, and benefits will be paid under this Contract as if the conflicting provisions did not exist.

   b. The rules establishing the order of benefits determinations are:

      (1) The benefits of a Plan which does not contain a Coordination of Benefits provision or other provisions of similar intent shall be determined before the benefits under this Contract;

      (2) The benefits of a Plan which covers an Employee, Contract Holder or Named Insured, primarily, shall be determined before the benefits of a Plan which covers such person as a Dependent, or secondarily;

      (3) The benefits of a Plan which covers the person as a Dependent of a male person shall be determined before the benefits of a Plan which covers such person as a Dependent of a female person;

      (4) When the prior rules do not establish an order of benefit determination, the benefits of a Plan which has covered the person for the longer period of time shall be determined before the benefits of a Plan which has covered such person the shorter period of time.

2. BENEFITS SUBJECT TO THIS ARTICLE

   All of the benefits provided under this Contract are subject to this Article.

3. DEFINITIONS

   a. "PLAN" means any program providing benefits or services for or by reason of care or treatment, which benefits or services are provided by (1) group insurance coverage, (2) Blue Cross and Blue Shield group prepayment coverage, or (3) any coverage under labor-management trusteed plans, union welfare plans, employer organization plans or employee benefit organization plans.

      The term "Plan" shall be construed separately with respect to each policy, contract or other arrangement for benefits or services and separately with respect to that portion of any such policy, contract, or other arrangement which reserves the right to coordinate benefits or services of other Plans in determining its benefits and that portion which does not.

   b. "COVERED SERVICES," as pertains to this Article only, means any necessary, reasonable and/or customary service of a Physician for which he normally bills his private patients and any necessary, reasonable and/or customary items of Hospital Service which would normally appear on the Hospital's or the Skilled Nursing Facility's regular statement of charges. Payment under this Contract cannot exceed the amount which would ordinarily be paid in the absence of this Article. Personal comfort items provided at the request of the patient such as television set, air conditioning, telephone, et cetera, that are entered separately on the Hospital's or Skilled Nursing Facility's regular statement of charges, are not considered as Covered Services. When a Plan provides benefits in the form of services, the reasonable cash value of each service rendered shall be deemed a benefit paid. The Corporation shall not be required to determine the existence of any Plan or amount of benefits payable under any Plan except this Contract, and the payment of benefits under this Contract shall be affected by the benefits that would be payable under any and all other Plans only to the extent that the Corporation is furnished with information relative to such other Plans.

c. "DEPENDENT" means, with respect to this Article, any person included in the definition of Dependent in Article I hereof and with respect to any other Plan, any person who qualifies as a Dependent under such Plan.

4. RIGHT TO RECEIVE AND RELEASE NECESSARY INFORMATION

For the purpose of determining the applicability of and implementing the terms of this Article or any provision of similar purpose of any other Plan, the Corporation may, without the consent of or notice to any person, release to or obtain from any insurance company or other organization or person any information, with respect to any person, which it deems to be necessary for such purposes. Any person claiming benefits under this Plan shall furnish to the Corporation such information as may be necessary to implement this Article.

5. FACILITY OF PAYMENT

Whenever payments which should have been made under this Plan in accordance with this Article have been made under any other Plan, the Corporation shall have the right to pay over to any organizations making such other payments any amounts it shall determine to be warranted in order to satisfy the intent of this Article, and amounts so paid shall be deemed to be benefits paid under this Plan and, to the extent of such payments for Covered Services, the Corporation shall be fully discharged from liability under this Contract.

6. RIGHT OF RECOVERY

Whenever payments have been made under this Contract by the Corporation, with respect to Covered Services in a total amount in excess of the amount necessary to satisfy the purposes of this Article, the Corporation shall be entitled to recover such excess amounts from the Employee or Dependent or any group insurer, Plan or other person or organization contractually obligated to such Employee or Dependent with respect to such Covered Service.

The Employee, for him or herself and on behalf of his or her Dependents, shall upon request, execute and deliver such instruments and papers as may be required and do whatever else is necessary to secure such rights to the Corporation or any other Plan.

ARTICLE V - EXCLUSIONS AND LIMITATIONS

1. Benefits shall not be provided for:
   a. Any services or charges for services not reasonable and necessary for the diagnosis or treatment of an illness or injury or to improve the functioning of a malformed body member;
   b. Any service or expense for service to the extent the Employee or Dependent is entitled to payment or benefits (whether or not any such payment or benefits has been applied for or paid) pursuant to the laws (now existing or as may be amended) of the United States, any state or political subidvision thereof. Specifically excluded hereunder, without limiting the generality of the foregoing, are benefits provided by or payable under Workmen's Compensation Laws,the Veterans Administration, or any state or federal hospital for which hospital services the Employee or Dependent is not legally obligated;
   c. Any service or expense for service to the extent the Employee or Dependent is entitled to payment or benefits under state or federal programs of health care, to include Medicaid and Medicare and amendments thereto, but only to the extent that benefits are provided or reimbursement is paid or payable thereunder;
   d. Disease hereafter contracted or injuries hereafter sustained as a result of war or while in the military service;
   e. Any Hospital or Physician services commencing prior to the Effective Date;
   f. Hospitalization or inpatient admissions and Physicians services rendered in conjunction with Hospital admissions which are principally for diagnostic studies or medications and treatments which could have been safely performed on an outpatient basis unless the patients symptoms and physical condition alone warranted hospitalization;

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g. Services or charges incurred for any experimental surgery or medical procedures including but not limited to transsexuality or related procedures, acupuncture, or complications thereof;

h. Services, supplies or charges for premarital, pre-employment or routine physical examinations;

i. Hospital or Skilled Nursing Facilities admissions for sanitarium care or rest cures; admissions primarily for physical or occupational therapy; or admissions for custodial care, that being defined as care designed essentially to assist an individual to meet his activities of daily living, e.g., services which constitute personal care such as help in walking and getting in and out of bed, assistance in bathing, dressing, feeding, and using the toilet, preparation of special diets, and supervision of medication which can usually be self administered and which does not entail or require the continuous attention of trained medical personnel;

j. Hospital and Physician services related to Cosmetic surgery, a term which shall mean surgical procedures performed to improve appearance or to correct a deformity without restoring a bodily function. Except that when the malappearance or deformity was caused by physical trauma, surgery, or congenital anomaly (as opposed to familial characteristics or aging phenomenon) which occurred while the patient was covered by the Corporation, the benefit will be paid. In the instances of the following and other procedures which might be considered "Cosmetic", e.g., Rhinoplasty (nose), Mentoplasty (chin), Rhytidoplasty (face lift), Glabellar Rhytidoplasty, Surgical Planing (dermabrasion), Blepharoplasty (eyelid), Mammoplasty (suspension or augmentation), Superficial Chemosurgery (acid peel of the face) and Rhytidectomy (abdomen, legs, hips or buttocks including lipectomy or adipectomy), benefits shall be provided only if advance approval of coverage was obtained from the Corporation;

k. Hospital and Physician services for dental procedures involving tooth structures, extractions, gingival tissue, alveolar process, dental X-rays, or procedures of dental origin which are principally for the preserving of teeth, except for:

(1) Excision and extraction of impacted teeth when supported by dental X-rays; and

(2) When advance approval of coverage has been authorized by the Corporation, Hospital services will be paid in connection with the provisions of dental services if the procedure is of such complexity as to require hospitalization, or if hospitalization is required to ensure proper medical management, control or treatment of a nondental impairment;

(3) Covered expenses in Article III E, paragraph 2 c.

l. Physician's charges for medicine, drugs, appliances, supplies, blood and blood derivatives;

m. Eyeglasses, contact lenses, hearing aids and examination for the prescription or fitting thereof, except as covered in Article III E, paragraph 2 d.

n. Travel, whether or not recommended by a Physician; and

o. Any Service or charge incurred for surgical procedures or injections which are repeated after the eighth (8th) procedure or injection.

2. There are additional exclusions and limitations applicable only to the Major Medical Expense benefits, if shown in the Schedule of Benefits, and as enumerated in Article III D, paragraph 5, or III E, paragraph 5.

3. Benefits shall not be provided for services or supplies not specifically listed in Articles III inclusive, and payment to any degree greater than specified in this Contract will be made only at the discretion of the Corporation.

ARTICLE VI - PAYMENT OF PREMIUM

1. Unless the Employer or the Corporation has given notice of termination of this Contract, as provided in Article VIII, the premium shall be due and payable no later than the fifth working day following the monthly due date, provided that the premium due on any due date shall not be deemed to have been paid unless the total premium for all coverages in force on such date has been paid.

2. All premiums are payable by the Employer at the Home Office of Blue Cross and Blue Shield of South Carolina, Columbia, South Carolina 29219, or to an authorized agent of the Corporation. The payment of any premium shall not maintain the coverage under this Contract in force beyond the date immediately preceding the next due date except as provided in paragraph 3 of this Article.

3. A grace period of thirty-one (31) days will be granted for the payment of premiums, other than premiums for the initial month or agreed periodic term, during which grace period this Contract shall continue in force and the Employer shall be liable to the Corporation for all premiums due and unpaid for the period this Contract continued in force.

4. The Corporation may change the monthly unit rates per Employee whenever the terms of this Contract are changed by amendments effected under the terms of Article XI, paragraph 1, by giving 120 days prior written notice to the Members of the State Budget and Control Board acting on behalf of the State of South Carolina and its Employees; provided, however, that in the absence of an amendment changing the terms of this Contract, no adjustment in the monthly unit rates shall become effective except on July 1 of any year the contract remains in force and any notice of adjustment in the monthly unit rates must be accompanied by an explanation of the experience rating formula and other factors which the Corporation has used in calculating the proposed rate adjustment.

ARTICLE VII - EMPLOYER'S PERSONNEL DATA

1. The Employer shall furnish to the Corporation monthly during the period of this Contract, on forms to be approved by the Corporation, such information as may be required by the Corporation for the purpose of enrolling Employees of the Employer under this Contract, processing terminations and effecting changes in family status and transfers of employment of covered Employees. The Corporation shall furnish to the Employer such information concerning enrollment of Employees and other matters as the Employer may reasonably require.

2. Clerical errors or delays in keeping or reporting data relative to coverage shall not invalidate coverage which would otherwise be validly in force or continue coverage which would otherwise be terminated, but, upon discovery of such errors or delays, an equitable adjustment of charges shall be made to the Employer.

ARTICLE VIII - TERMINATION AND RENEWAL OF THIS CONTRACT AND COVERAGE

1. This Contract may be terminated by the Employer at any time by giving written notice to the Corporation at least thirty (30) days prior to the due date of premium. This Contract shall be renewed automatically from year to year unless terminated pursuant to this paragraph or the following paragraphs of this Article or pursuant to Article VI.

2. In the event an Employee ceases to be in the employ of the Employer, or in the event the Employer notifies the Corporation that coverage of an Employee is to be terminated, or in the event this Contract is cancelled by the Employer or the Corporation, the coverage respecting such Employee and all of his or her Dependents shall terminate automatically at the end of the period for which payment of premium shall have been made by the Employer for such Employee. (See Article X for Conversion provisions.) However, maternity benefits will be paid where conception occurs prior to termination.

3. Under Plan A and C, the surviving spouse and/or dependent children of a deceased active Employee shall be eligible to continue coverage, provided they pay the entire premium without any contribution by the Employer.

4. A spouse shall cease to be an eligible Dependent upon termination of marriage to the Employee. A child shall cease to be an eligible Dependent upon the attainment of age twenty-three (23) or upon his or her marriage, whichever occurs first, and eligibility may not be restored by virtue of divorce. However, the coverage of an Incapacitated Dependent under this Contract shall not be terminated merely by the attainment of age twenty-three (23), but may be continued provided proof of such incapacity and dependency is furnished to the Corporation by the Employee within thirty-one (31) days of such child's twenty-third birthday and subsequently on an annual basis after the two year period following the child's attainment of age twenty-three (23) as long as coverage remains in force for the Employee.

5. This Contract may be terminated by the Corporation should the Employer acquire any other group hospital, medical-surgical insurance coverage.

6. Coverage under this Contract may be terminated by the Corporation upon ninety (90) days prior written notice for any one or more of the following reasons:
   a. Fraudulent misrepresentations made in applying for this Contract or in applying for any benefits hereunder;
   b. Discontinuance of the class of contract to which this Contract belongs;
   c. Failure of the Employer to maintain the percentage of participation standards relating to the required percentage of enrollment prescribed.

7. If coverage is terminated for any cause, the Corporation shall return promptly the unearned portions of any premium paid. Termination shall be without prejudice to any claim incurred prior to the effective date of termination.

ARTICLE IX - REINSTATEMENT

Coverage under this Contract which shall have been terminated in any manner may be reinstated by the Corporation at its sole discretion upon such terms and conditions as it may determine.

ARTICLE X - CONVERSION OF COVERAGE

Subject to the provisions of Article VIII and paragraph 3 of this Article, the following provisions apply:

1. An Employee who leaves the employ of the Employer while this Contract is in force shall be entitled to have issued to him by the Corporation, without evidence of insurability, a contract of the type and class of direct payment contract then being generally issued by the Corporation by applying for such contract and by paying directly to the Corporation the regular charges therefor. Such application must be made within sixty (60) days after the termination of coverage under this Contract. The coverage under such direct payment contract shall commence from the date of termination of coverage under this Contract.

2. If a Dependent ceases to be covered under this Contract or in the event of the death of the Employee, the Dependent shall be entitled to have issued to him by the Corporation, without evidence of insurability, a contract of the type and class of direct payment contract then being generally issued by the Corporation by applying for and paying directly to the Corporation the regular charges for such contract within sixty (60) days after the date he is no longer covered under this Contract. Coverage under such contract shall commence from the date of termination of coverage under this Contract.

3. The Corporation will not be required to issue a converted contract if the Employee or Dependent applying for such contract shall have at that time in force other hospital medical-surgical coverage providing equivalent benefits, or is covered by equivalent benefits available under any statute or any welfare plan which together with the converted contract would result in overinsurance.

4. If an Employee covered under this Contract leaves the employ of the Employer and becomes eligible to participate in another group covered by the Corporation, such Employee may transfer his membership to the enrolled group provided he has maintained continuous coverage with the Corporation on a direct payment contract until the effective date established in the new group's contract for eligibility, as provided for by the Corporation's then current enrollment regulations.

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ARTICLE XI - GENERAL PROVISIONS

1. RIGHT TO AMEND

This Contract and the certificates issued hereunder may be changed only by mutual agreement between the Corporation and the South Carolina State Budget and Control Board. No such changes will be effective (a) until after thirty (30) days after a written agreement has been reached or (b) until such date as is mutually agreed upon by the Contracting parties.

2. THE CONTRACT

a. This Contract, the Application of the Employer, and the attached Endorsements and Riders if any, constitute the entire Contract between the parties.

b. All statements made by the Employer or by any of the Employees shall be deemed representations and not warranties and no such statement shall be used in defense to a claim hereunder unless it is contained in a written application signed by such party against whom such defense is asserted.

c. No agent of the Corporation has authority to change this Contract or to waive any of its provisions. No change in this Contract shall be valid unless approved by an individual authorized to sign the Contract on behalf of the State of South Carolina and an executive officer of the Corporation and such approval be endorsed thereon.

3. NOTICE AND PROOF OF CLAIM

a. The Employee or Dependent shall present an Identification Card when applying for Services.

b. Notice of care on which a claim may be based must be given to the Corporation by or on behalf of the Employee or Dependent within ninety (90) days after the beginning of such care. Service rendered by a hospital as described in Article III, A, or a physician as described in Article III, B. or III, C. shall be deemed written notice of claim and authorization for the Corporation to obtain such records as it may reasonably require to properly administer and pay benefits as described herein, provided the Employee or Dependent notifies the provider of services by presentation of an Identification Card. Claim for payment of services rendered under Article III, D, and E, may require written notice from the Employee or Dependent or injury or sickness upon which the claim is based.

c. Notice given by or on behalf of the Employee to the Corporation at its address stated in Article XII hereof, or to any authorized agent of the Corporation, with particulars sufficient to identify the Employee shall be deemed to be notice to the Corporation. Failure to give notice within the time provided shall not invalidate nor reduce any claim if it shall be shown not to have been reasonably possible to give such notice and that notice was furnished as soon as was reasonably possible.

d. The Corporation, upon receipt of such notice, will furnish or cause to be furnished to the Employee such forms as are usually furnished by it for filing proof of loss for services rendered by a Non-Contracting Hospital or a Non-Participating Physician. If such forms are not so furnished within fifteen (15) days after the receipt of such notice, the Employee shall be deemed to have complied with the requirements as to proof of loss upon submitting, within the time fixed for filing proof of loss, written proof covering the occurrence, character and extent of the care or services for which claim is made.

e. Written proof of loss must be furnished to the Corporation not later than December 31 of the Calendar Year following the one in which the care or service for which benefits are claimed was rendered, except where the Employee was legally incapable.

4. PAYMENT OF CLAIMS

All benefits provided in this Contract will be paid promptly upon receipt of due proof of loss. Payments shall, at the option of the Corporation, be made either directly to the Employee or to the provider of service.

5. INFORMATION AND RECORDS

The Corporation shall be entitled to obtain such authorization for medical and hospital records as it may reasonably require from any provider of services incident to the administration of the benefits hereunder and the attending Physician's certificate as to the medical necessity for care or treatment; provided, however, that the Corporation shall in every case hold such records as confidential except as authorized by the Employee or Dependent.

6. LEGAL ACTIONS

No action at law or in equity shall be brought to recover on this Contract prior to the expiration of sixty (60) days after written proof of loss has been furnished in accordance with the requirements of this Contract. No such action shall be brought after the expiration of six (6) years after the date written proof of loss is required to be furnished.

7. IDENTIFICATION CARDS AND CERTIFICATES

The Corporation will issue to the Employer for delivery to each Employee covered hereunder an Identification Card evidencing coverage and an individual certificate summarizing the benefits to which the Employee is entitled. If any amendment to this Contract shall materially affect any benefits described in such certificate, new certificates or Endorsements describing the changes shall be issued.

8. PHYSICAL EXAMINATION

The Corporation at its own expense shall have the right and opportunity to examine the person of any Employee or Dependent whose injury or sickness is the basis of claim when and as often as it may reasonably require during the pendency of a claim hereunder.

9. NON-APPLICABILITY

This Contract is not in lieu of and does not affect any requirement for coverage by Workmen's Compensation Insurance.

ARTICLE XII - NOTICE

Any notice given under this Contract shall be sufficient if given to the Employer, when addressed to it at its office stated in the Application; if given to the Corporation when addressed to it at its office at Columbia, South Carolina 29219; or if given to an Employee when addressed to the Employee at his address as it appears on the records of the Corporation.

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SCHEDULE OF ALLOWANCES FOR SURGICAL SERVICE AND RELATED ANESTHESIA SERVICE

The following schedule contains representative examples of the allowances provided for the services described in the Medical-Surgical Benefits Article, under "SURGICAL SERVICE". Also listed are the anesthesia unit values for these services, except where individual consideration "I.C." is listed and will be given. For any such benefits not listed in this schedule the Corporation reserves the right to determine a maximum allowance on the basis of comparable procedures for which allowances are established herein.

INTEGUMENTARY SYSTEM

	Allowance	Anesthesia Unit Value
Skin and Subcutaneous Tissue		
Excision of lesions		
up to ¼ in. of trunk, arms, or legs, benign	$ 10.00	3
Up to ¼ in. of trunk, arms or legs, malignant	40.00	3
Over ¼ in. to ½ in. of face, ears, eyelids, nose, lips, mucous membrane, benign	45.00	4
Over ¼ in. to ½ in. of face, ears, eyelids, nose, lips, mucous membrane, malignant	110.00	4
Biopsy of subcutaneous tissue	15.00	I.C.
Suture of Lacerations		
Up to 1 in. trunk, arms, legs, scalp, neck	15.00	3
2½ in. to 5 in. trunk, arms, legs	30.00	3
Chemosurgery, malignancies of skin	130.00	3
each subsequent treatment, up to five microscopic sections	35.00	3
each additional microscopic section over five	5.00	3
Excision of pilonidal cyst or sinus, simple	150.00	4
Breast		
Partial mastectomy, bilateral	140.00	3
Radical mastectomy, including pectoral muscles and axillary lymph nodes, unilateral	360.00	5

	Allowance	Anesthesia Unit Value
Fractures		
Radius, distal end, Colles, closed reduction	$ 100.00	3
Femur, shaft, closed reduction	200.00	4
Tibia and Fibula, Shaft, Closed reduction	150.00	3
Arthrotomy, knee	220.00	3
RESPIRATORY SYSTEM		
Nose		
Lobectomy	495.00	13
Bronchoscopy, diagnostic	75.00	6
CARDIOVASCULAR SYSTEM		
Ligation and division and complete stripping of saphenous veins, unilateral	160.00	3
Insertion or replacement of permanent internal pacemaker and myocardial electrodes	470.00	20
Aortic valve repair by valvuloplasty, with bypass	770.00	20
DIGESTIVE SYSTEM		
Tonsils and Adenoids		
Tonsillectomy, with or without adenoidectomy, under age 12	75.00	5
Age 12 and over	85.00	5
Stomach		
Subtotal gastrectomy with vagotomy	470.00	7
Pyloroplasty	235.00	7
Intestine		
Colostomy	225.00	6
Colectomy, partial, with anastomosis	440.00	6
Appendix		
Appendectomy	200.00	6

	Allowance	Anesthesia Unit Value
Rectum		
Proctoscopy	$ 15.00	4
Anus		
Hemorrhoidectomy, internal plus external including multiple procedures performed at the same time for fissure, fistula, crypts, minor prolapse	150.00	4
Abdomen, Peritoneum and Omentum		
Exploratory laparotomy, celiotomy	200.00	6
Herniorrhaphy, Hernioplasty, Herniotomy		
Inguinal, unilateral	200.00	4
Inguinal, bilateral	260.00	4
Umbilical	195.00	4
URINARY SYSTEM		
Kidney		
Nephrectomy, including partial ureterectomy, including rib resection	345.00	6
Transurethral Surgery		
Cystourethroscopy, with biopsy, initial	50.00	3
Cystourethroscopy, with removal ureteral calculus	115.00	3
MALE GENITAL SYSTEM		
Penis		
Circumcision, newborn, clamp procedure	15.00	3
Circumcision, over 12, except clamp procedure	45.00	3
Vas Deferens		
Vasectomy, unilateral or bilateral	55.00	3
Prostate		
Prostatectomy, subrapubic, one or two stages	350.00	6

	Allowance	Anesthesia Unit Value
FEMALE GENITAL SYSTEM		
Vagina		
Colpoperineorrhaphy (non-obstetrical)	$ 55.00	4
Oviduct		
Salpingectomy, complete or partial, unilateral or bilateral	205.00	6
Corpus Uteri		
Total hysterectomy, with or without tubes and/or ovaries, and/or dilation and curettage	330.00	6
Dilation and curettage, (non-obstetrical)	65.00	3
Ovary		
Excision of ovarian cyst, unilateral or bilateral	200.00	6
ENDOCRINE SYSTEM		
Thyroid Gland		
Thyroidectomy, total	320.00	6
NERVOUS SYSTEM		
Spinal puncture, lumbar, diagnostic	15.00	5
Laminectomy, one or two segments, for decompression of spinal cord and/or nerve roots, cervical or thoracic	375.00	10
EAR		
Stapedectomy with insertion of prosthetic stapes with fenestration of the oval window	445.00	5

SCHEDULE OF ALLOWANCES FOR

OBSTETRICAL SERVICE

The following Schedule lists the allowances provided for the services described in the Medical-Surgical Benefits Article, under "Obstetrical Service".

	Allowance	Anesthesia Unit Value
Classic C-Section, including pre and postnatal care	$ 250.00	7
Vaginal delivery, including pre and postnatal care	150.00	4
Abortion, completed surgically, first trimester	85.00	3
Therapeutic abortion by D & C	85.00	3

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ANESTHESIA ALLOWANCES

Anesthesia time is considered to start with the beginning of the administration of anesthesia and to end when the Physician or Certified Registered Nurse Anesthetist administering the anesthesia is no longer in personal attendance.

Anesthesia allowances are based on the anesthesia unit value shown with the proceding surgical allowances and which are assigned to each surgical or obstetrical procedure requiring anesthesia, plus one additional unit for each 15 minutes, or major fraction thereof, multiplied by the unit rate of [5.50], and rounded to the nearest dollar. If two or more operations or procedures are performed at the same time, only the anesthesia unit value assigned the major procedure shall be used in computing the anesthesia allowance.

The following are examples of anesthesia allowances, as provided in the Medical-Surgical Benefits Article, under "ANESTHESIA SERVICE", according to unit value and time.

Anesthesia Unit Value	+	Anesthesia Time (Units)	=	Total Units	x	Unit Rate	=	Allowance
2		Thirty Minutes (2)		4		5.50		$ 22.00
3		One Hour (4)		7		5.50		39.00
4		One Hour, Thirty Minutes (6)		10		5.50		55.00
2		Two Hours (8)		10		5.50		66.00
3		Two Hours, Thirty Minutes (10)		16		5.50		88.00
4		Three Hours (12)		20		5.50		110.00
2		Three Hours, Thirty Minutes (14)		24		5.50		132.00
3		Four Hours (16)		31		5.50		171.00
4		Four Hours, Thirty Minutes (18)		38		5.50		209.00

SCHEDULE OF ALLOWANCES FOR

DIAGNOSTIC X-RAY SERVICE AND LABORATORY AND PATHOLOGICAL SERVICE

The following schedule contains representative examples of the allowances provided for the services described in the Medical-Surgical Benefits Article, under "Diagnostic X-Ray Service" and "Laboratory and Pathological Service". For any such benefits not listed in this schedule, the Corporation reserves the right to determine a maximum allowance on the basis of comparable procedures for which allowances are established herein.

DIAGNOSTIC X-RAY ALLOWANCES

*Professional Allowance includes the services of reading, interpreting and preparing the written report for the referring physician.

**Professional and Technical Allowance includes the services of reading, interpreting and preparing the written report and the charges for use of his equipment.

	*Professional Allowance	**Professional and Technical Allowance
HEAD AND NECK		
Ventriculography	$ 29.50	$ 54.50
Mandible, partial	9.00	16.50
Mastoids, three or more views	12.00	22.00
Nasal bones	6.00	11.00
Skull, four or more views	15.00	27.50
CHEST		
Chest, single view (full sized film)	6.00	11.00
Ribs, bilateral	15.00	27.50
SPINE AND PELVIS		
Spine, entire spine, AP and lateral	24.00	44.00
Spine, thoracic, AP and lateral	9.00	16.50
Spine, lumbrosacal, complete	15.00	27.50
Pelvis, AP, stereo	9.00	16.50
UPPER EXTREMITIES		
Clavicle, complete	6.00	11.00
Scapula, complete	9.00	16.50
Shoulder, one view	9.00	16.50
Humerus, minimum of two views	6.00	11.00
Elbow, AP and lateral	6.00	11.00
Forearm, AP and lateral	7.50	13.50
Wrist, AP and lateral	6.00	11.00
LOWER EXTREMITIES		
Hip, complete	10.50	19.00
Both hips and pelvis, multiple positions	12.00	22.00
Femur, AP and lateral	9.00	16.50
Knee, AP and lateral	9.00	16.50
Leg, AP and lateral	6.00	11.00
Ankle, AP and lateral	6.00	11.00
Foot and heel, complete, routine, minimum of three views	7.50	13.50

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	Professional Allowance	Professional and Technical Allowance
ABDOMEN		
Abdomen, single AP view (independent procedure)	$ 12.00	$ 22.00
GASTROINTESTINAL TRACT		
Upper gastrointestinal tract, without KUB	18.00	33.00
Gall bladder, oral contrast	12.00	22.00

LABORATORY AND PATHOLOGICAL ALLOWANCES

	Allowance
MACHINE TESTS	
Electroencephalogram	$ 77.00
Basal Metabolism rate	8.50
Electrocardiogram, with interpretation and report	16.50
BLOOD EXAMS	
Bilirubin, total serum	5.50
Blood, red cell count (erythrocyte)	3.00
Cholesterol, total	5.50
Glucose tolerance, up to 5 specimens, 3 hours	16.50
TISSUE EXAMS	
Surgical, Gross and Microscopic, routine, up to 3 specimens	16.50
URINE EXAMS	
Acetone	1.00
Albumin, qualitative	1.00
Sugar, qualitative	2.00
Routine Microscopic	3.00

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COMPANION LIFE INSURANCE COMPANY
COLUMBIA, SOUTH CAROLINA
(Herein called Companion Life)

Group Policy Number . . . . . Date of Issue . . . . . .

Anniversary Date . . . . . Delivered in . . . . . .

Premium Due Date . . . . . .

In consideration of the application of

. . . . . South Carolina State Budget and Control Board on behalf of the State of South Carolina . . . . . .
(HEREIN CALLED THE POLICY HOLDER)

for this policy, a copy of which application is attached hereto and made a part hereof, and in consideration of the payment by the Policyholder of the initial premium and subsequent premiums as they become due as hereinafter provided, Companion Life

AGREES TO PAY
the amounts of insurance set forth with respect to the several persons insured hereunder, in accordance with and subject to the provisions of this policy.

The policy will be discontinued automatically, as hereinafter provided, upon failure of the policyholder to pay any premium within the grace period allowed or, under circumstances hereinafter provided, it will be discontinued following written notice by the Policyholder or by Companion Life.

Premiums are payable, in amounts determined as provided herein, on the date of issue of this policy and periodically thereafter during the continuance of this policy on the premium due date stated above.

This policy is governed by the laws of the jurisdiction in which it is delivered.

The provisions hereinafter contained are part of this policy as fully as if recited over the signatures hereto affixed.

IN WITNESS WHEREOF, Companion Life has caused this policy to be executed this . . . . . day of . . . . . to take effect as of the date of issue hereof.

Joseph F. Sullivan

President

GROUP DISABILITY INSURANCE POLICY

NON–PARTICIPATING

SCE(1094) 7/75

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PART 1 – AMOUNTS OF PERSONAL INSURANCE

The amount(s) of Personal Insurance of each employee insured hereunder shall be in accordance with the following Schedule. Any change in amount in accordance with said Schedule shall become effective on the first of the insurance month following the date of change in the employee's classification, provided, that if the employee is absent from active work and is disabled on the date a change in amount would become effective in accordance with this paragraph, such change shall not become effective until the date on which he is actively at work on full-time.

Schedule of Personal Insurance
Maximum Benefits

Classification of Insured	Weekly Maximum Benefit
I. Employees Electing Benefits to Begin After Missing 5 Consecutive Working Days	$ 65.00
II. Employees Electing Benefits to Begin After Missing 10 Consecutive Working Days	$ 80.00
III. Employees Electing Benefits to Begin After Missing 15 Consecutive Working Days	$ 90.00
IV. Employees Electing Benefits to Begin After Missing 20 Consecutive Working Days	$100.00
Maximum Payment Period shall not exceed 13 weeks per disability. Weekly Benefit may not exceed 65% of weekly salary, subject to the Weekly Maximum Benefit.	

PART 2 – ELIGIBILITY OF EMPLOYEES FOR PERSONAL INSURANCE

I. For the purposes of this policy, employee means any employee of the State of South Carolina and Public School Districts,
   A. who is in active employment, and
   B. who receives compensation from the Policyholder in the form of salary, wages or subsidy, and
   C. whose regular work week with the Policyholder is at least 30 hours, for more than 5 months per year.

II. The following classes of employees are eligible for Personal Insurance: All Employees of the State of South Carolina and Public School Districts who elect Plan C of the health insurance benefits of the Group Insurance Benefits for Employees of the State of South Carolina and Public School Districts

III. The date of eligibility shall be determined as follows:
   A. Each such employee in the employ of the Policyholder on the effective date of this policy shall be eligible on said date.
   B. Each such employee who enters the employ of the Policyholder subsequent to the effective date of this policy shall be eligible on the first of the month following the date of active employment in the service of the Policyholder.

IV. The date of eligibility of a former employee who has been reemployed shall be determined as follows: Such employee's period of service prior to termination of employment shall be included in the determination of his date of eligibility in accordance with this Part provided:
   A. he has resumed active work within one year after such termination, or
   B. if his previous employment was terminated due to entry into the Armed Forces, he has resumed active work within the time set by law for reinstatement of employment rights, or

C. if termination was due to disability, he has resumed active work within one month after ceasing to be disabled; otherwise he shall be considered as an employee entering the employ of the Policyholder on the date he resumed active work, and shall be eligible on the date he completes the period of service specified in subsection III. B. of this Part.

V. If any class of employees is not eligible under Section II of this Part, and if an employee transfers from such an ineligible class to an eligible class, he shall not be considered as having entered the employ of the Policyholder on the date of such transfer and his service in such ineligible class shall be included in the determination of his date of eligibility in accordance with this Part.

PART 3 – EFFECTIVE DATE OF THE PERSONAL INSURANCE OF AN EMPLOYEE

I. The Personal Insurance of an employee shall become effective on the date of his eligibility therefor, except as provided in Section II of this Part.

II. If an employee is absent from active work or is disabled on the date his insurance would become effective in accordance with Sections I of this Part, such insurance shall not become effective until the first day on which he is actively at work on full time.

PART 4 – TERMINATION OF INDIVIDUAL INSURANCE

I. Except as may be provided to the contrary in this Part, an employee's Insurance under this policy shall cease on the first to occur of the following dates:

A. The date of discontinuance of this policy.

B. The date of termination of the employee's employment. Termination of employment, for the purpose of this section, and for no other purpose, means cessation of active work as an employee in a class of employees eligible for insurance hereunder, except that:

(1) if the employee ceases active work because of disability due to illness or accidental bodily injury, his employment may be continued during the continuance of such disability until terminated by the Policyholder, or

(2) if the employee ceases active work because of leave of absence or temporary layoff, his employment shall be deemed to continue until terminated by the Policyholder, but in no event beyond the end of the policy month next following the policy month in which he is granted such leave of absence or is laid off, except that in no event shall employment be deemed to continue beyond the date the employee enters the military, naval or air forces of any country at war, whether such war be declared or undeclared.

If such employee ceases active work for any reason specified in provisions (1) and (2) of this paragraph, such employee's insurance may be continued as therein provided only on a basis which shall preclude discrimination against any employee.

PART 5 – PERSONAL GROUP DISABILITY INSURANCE

I. DEFINITIONS

A. EARNINGS - an employee's basic rate of compensation, exclusive of overtime pay, bonuses or any other form of additional compensation.

B. TOTAL DISABILITY of an employee (except when otherwise defined elsewhere in this policy) means disability which commences subsequent to the effective date of an employee's insurance and which prevents the employee from performing any and all of the usual duties of his occupation, subject to Article IV below.

C. WORKING DAY - a regularly scheduled day of active employment, exclusive of official state holidays enacted by the State Legislature or declared by the Governor of the State in which this policy is delivered. This definition shall also include a regularly scheduled day of classroom instruction, exclusive of school holidays; scheduled day or days shall be those anounced and/or published by the administrative officials of the public school, public school districts or public school systems included for coverage under this policy.

II. INSURING CLAUSE

A. If an employee, while insured under this Part, becomes totally disabled from accidental bodily injury or disease, Companion Life upon receipt of due proof of disability will pay to such employee a benefit at a weekly rate and from a

C. if termination was due to disability, he has resumed active work within one month after ceasing to be disabled; otherwise he shall be considered as an employee entering the employ of the Policyholder on the date he resumed active work, and shall be eligible on the date he completes the period of service specified in subsection III. B. of this Part.

V. If any class of employees is not eligible under Section II of this Part, and if an employee transfers from such an ineligible class to an eligible class, he shall not be considered as having entered the employ of the Policyholder on the date of such transfer and his service in such ineligible class shall be included in the determination of his date of eligibility in accordance with this Part.

PART 3 – EFFECTIVE DATE OF THE PERSONAL INSURANCE OF AN EMPLOYEE

I. The Personal Insurance of an employee shall become effective on the date of his eligibility therefor, except as provided in Section II of this Part.

II. If an employee is absent from active work or is disabled on the date his insurance would become effective in accordance with Sections I of this Part, such insurance shall not become effective until the first day on which he is actively at work on full time.

PART 4 – TERMINATION OF INDIVIDUAL INSURANCE

I. Except as may be provided to the contrary in this Part, an employee's Insurance under this policy shall cease on the first to occur of the following dates:

A. The date of discontinuance of this policy.

B. The date of termination of the employee's employment. Termination of employment, for the purpose of this section, and for no other purpose, means cessation of active work as an employee in a class of employees eligible for insurance hereunder, except that:

(1) if the employee ceases active work because of disability due to illness or accidental bodily injury, his employment may be continued during the continuance of such disability until terminated by the Policyholder, or

(2) if the employee ceases active work because of leave of absence or temporary layoff, his employment shall be deemed to continue until terminated by the Policyholder, but in no event beyond the end of the policy month next following the policy month in which he is granted such leave of absence or is laid off, except that in no event shall employment be deemed to continue beyond the date the employee enters the military, naval or air forces of any country at war, whether such war be declared or undeclared.

If such employee ceases active work for any reason specified in provisions (1) and (2) of this paragraph, such employee's insurance may be continued as therein provided only on a basis which shall preclude discrimination against any employee.

PART 5 – PERSONAL GROUP DISABILITY INSURANCE

I. DEFINITIONS

A. EARNINGS - an employee's basic rate of compensation, exclusive of overtime pay, bonuses or any other form of additional compensation.

B. TOTAL DISABILITY of an employee (except when otherwise defined elsewhere in this policy) means disability which commences subsequent to the effective date of an employee's insurance and which prevents the employee from performing any and all of the usual duties of his occupation, subject to Article IV below.

C. WORKING DAY - a regularly scheduled day of active employment, exclusive of official state holidays enacted by the State Legislature or declared by the Governor of the State in which this policy is delivered. This definition shall also include a regularly scheduled day of classroom instruction, exclusive of school holidays; scheduled day or days shall be those anounced and/or published by the administrative officials of the public school, public school districts or public school systems included for coverage under this policy.

II. INSURING CLAUSE

A. If an employee, while insured under this Part, becomes totally disabled from accidental bodily injury or disease, Companion Life upon receipt of due proof of disability will pay to such employee a benefit at a weekly rate and from a

commencement date determined from the Schedule of Personal Insurance and continuing during the continuance of disability provided that

(1) in no case shall weekly benefits be paid for more than the Maximum Payment Period shown in the Schedule of Personal Insurance for any one continuous period of disability, and

(2) in no case shall weekly benefits be paid for more than the maximum Payment Period during any twelve consecutive months for all periods of disability commencing after the employee's sixty-fifth birthday.

B. Successive periods of disability separated by less than two weeks of continuous active work on full time shall be considered as one continuous period of disability unless the subsequent disability arises from an injury or disease entirely unrelated to the causes of the previous disability and commences after the employee has returned to active work on full time.

III. REDUCTION IN AMOUNTS OF WEEKLY BENEFITS

The amount of weekly maximum benefits provided in the Schedule of Personal Insurance, Part I, will be reduced by any amount of compensation received, or by any amount otherwise eligible to receive, from the Policyholder, or from benefits received, or from which the employee is eligible to receive, under any Workmen's Compensation Act or the United States Social Security Act. The amount of weekly maximum benefits payable hereunder shall not exceed the lesser of the weekly maximum benefit or the maximum percentage of weekly salary provided in the Schedule of Personal Insurance.

IV. LIMITATIONS

THE WEEKLY BENEFITS PROVIDED HEREUNDER SHALL NOT BE PAYABLE ON ACCOUNT OF

A. Any period of disability for which the employee is not under treatment by a physician, or

B. Any period of disability due to pregnancy, childbirth, miscarriage, abortion and complications thereof.

V. NOTICE AND PROOF OF CLAIM - APPLICABLE TO BENEFITS OTHER THAN LIFE INSURANCE

A. Written notice of injury of disease upon which claim may be based must be given to Companion Life within 20 days of the date of the first loss for which benefits arising out of each such injury or disease may be claimed.

B. Notice given by or on behalf of the claimant to Companion Life at its Home Office or to an authorized agent of Companion Life, with particulars sufficient to identify the insured employee, shall be deemed to be notice to Companion Life. Failure to furnish notice or proof within the time provided in this policy shall not invalidate nor reduce any claim if it shall be shown not to have been reasonably possible to furnish such notice or proof and that such notice or proof was furnished as soon as was reasonably possible.

C. Companion Life, upon receipt of the notice required by this policy, will furnish to the claimant such forms as are required by it for filing proof of loss. If such forms are not so furnished within fifteen days after Companion Life receives such notice, the claimant shall be deemed to have complied with the requirements of this policy as to proof of loss upon submitting, within the time fixed in this policy for filing proofs of loss, written proof covering the occurrence, character, and extent of the loss for which claim is made.

D. Affirmative proof of loss on which claim may be based must be furnished to Companion Life not later than 90 days after the date of such loss.

E. Companion Life at its own expense shall have the right and opportunity to examine the person of the individual whose disease or injury is the basis of claim, when and so often as it may reasonably require during the pendency of claim hereunder.

F. No action at law or in equity shall be brought to recover on this policy prior to the expiration of 60 days after proof of loss has been filed in accordance with the requirements of this policy, nor shall such action be brought at all unless brought within 6 years from the expiration of the time within which proof of loss is required by this policy.

G. If any time limitation of this policy with respect to giving notice of claim or furnishing proof of loss is less than that permitted by the law of the state in which the insured resides at the time this policy is issued, such limitation is hereby extended to agree with the minimum period permitted by such law.

VI. COMMENCEMENT DATE. Weekly benefits will begin in accordance with the Schedule of Personal Insurance.

VII. PAYMENT OF CLAIM

Upon request of the insured employee and subject to due proof of loss, accrued benefits will be paid to the insured employee each week during any period for which Companion Life is liable, and any balance remaining unpaid at the termination of such period will be paid to the insured employee immediately upon receipt of due proof, or to the employee's beneficiary in case of death, immediately after receipt of due proof.

PART 6 – GENERAL PROVISIONS

I. Premium Rates, Calculations and Adjustments

A. Commencing with the effective date of any part of this policy, the premium rate specified below with respect to such Part shall be the basis of premium calculations therefor on each premium due date until such rate is changed in accordance with subsection B, below.

MONTHLY PREMIUM RATES

Part 5 – Personal Group Disability Insurance
The monthly premium shall be $2.00 per employee.

1. On the first anniversary of this policy and on any subsequent premium due date, Companion Life may, upon notice to the Policyholder, specify new premium rates to be effective at such time, provided that no rate shall be changed more than once in any period of 12 consecutive months except as specified in paragraph 2., below.

2. Whenever the terms of this policy are changed, Companion Life may specify new premium rates to be effective at such time. Any such change in premium rates may be in addition to any changes made under the provisions of paragraph 1., above.

B. If additional insurance or increases in amounts of insurance become effective during a policy month but after the first day thereof and are not due to a change in the terms of the policy, premiums therefor shall be charged from the first day of the policy month following the date on which such insurance or increase becomes effective.

C. If insurance is discontinued or decreased in amount during a policy month but after the first day thereof and such changes are not due to a change in the terms of the policy, premiums shall cease at the end of the policy month in which such discontinuance or decrease becomes effective.

D. If amounts of insurance are changed during a policy month due to a change in the terms of this policy, the premium charge therefor may be made, or the premium credit therefor may be given, as of the effective date of such change.

II. Premiums – When and Where Payable

A. The initial premium is due on the effective date of this policy, and subsequent premiums shall be due on the first day of each insurance month (herein called the due date) thereafter, provided that the premium due on any due date shall not be deemed to have been paid unless the total premium for all parts in force on such due date has been paid.

B. All premiums are payable by the Policyholder at the Home Office of Companion Life in Columbia, South Carolina. The payment of any premium shall not maintain the insurance under this policy in force beyond the date immediately preceding the next due date, except as otherwise provided in Section III., Grace Period.

III. Grace Period

A grace period of 31 days without interest charge, during which this policy shall continue in force, shall be granted to the Policyholder for payment of any premium due after the first premium, unless Companion Life or the Policyholder shall have given to the other party written notice of election to terminate this policy in accordance with the provisions of Section VII–Discontinuance of Policy, but the Policyholder shall be liable to Companion Life for the payment of the premium accruing for the period during which the policy continues in force.

IV. Insurance Date

The Policyholder shall furnish Companion Life at its Home Office with such information as Companion Life may require to enable it to administer the insurance provided hereunder, to determine the premium therefor and to enable it to carry out the provisions of this policy. All of the Policyholder's records which have a bearing on the insurance provided hereunder shall be available for inspection by Companion Life when and as often as it may reasonably require.

V. Clerical Error

Failure on the part of the Policyholder to report any employee who has qualified for insurance or for an increase in the amount of this insurance in compliance with the provisions of this policy shall not deprive such employee of such insurance or increase; nor shall failure on the part of the Policyholder to report any discontinuance of insurance or decrease in amount of insurance on any employee operate to defer such discontinuance or decrease beyond the date on which it should have occurred in accordance with the provisions of this policy. In the event of such an error, an equitable premium adjustment shall be made, provided that such adjustment shall be applied to premiums for the policy year in which the adjustment is made and shall have no effect on experience rating refunds declared for any prior years.

VI. Employee's Certificate

Companion Life will issue to the Policyholder, for delivery to each insured employee, an individual Certificate setting forth the insurance protection to which the employee is entitled, to whom the benefits are payable, such limitations and provisions in this policy as may pertain to the employee.

VII. Discontinuance of Policy

A. If during a grace period written notice is given by the Policyholder to Companion Life that
   1. the policy, or
   2. subject to the consent of Companion Life, any Part of the policy is to be discontinued before the expiration of the grace period, the policy or such Part shall be discontinued as of the date specified by the Policyholder on the date of receipt of such written notice by Companion Life, whichever is the later date, and the Policyholder shall be liable to Companion Life for the payment of a pro-rata premium for the period commencing with the last premium due date and ending with the date of such discontinuance.

B. This Policy shall terminate at the end of any grace period in which the permium has not been paid. Companion Life may, at its option, reinstate this policy for an oversight of premium payment.

VIII. Misstatement of Age or Sex

If the age or sex of any insured employee has been misstated, the amount payable hereunder shall be the full amount of insurance to which such employee is entitled at his true age and for his true sex in accordance with the Schedule of Insurance contained herein. If the premium under this policy would have been different had the true age or sex of the employee been stated, there shall be an adjustment of premiums based on such employee's true age and sex.

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IX. Assignment

A. By the Policyholder

This Policy is not assignable by the Policyholder without the written consent of Companion Life.

B. By an Employee or Payee

The insurance and any benefits under this policy are not assignable by any employee.

No payee under this policy shall have the right to assign, alienate, anticipate or commute any payments hereunder; and, except as otherwise prescribed by law, no payments shall be subject to the debts, contracts or engagements of any payee nor to any judicial process to levy upon or attach the same for the payment thereof.

X. Not in Lieu of Workmen's Compensation Insurance

This policy is not in lieu of, and shall not affect, any requirements for coverage by Workmen's Compensation Insurance.

XI. Entire Contract and Changes in Policy

This policy, the application of the Policyholder, a copy of which is attached hereto, and the individual applications, if any, of the employees constitute the entire contract between the parties, and any statement made by the Policyholder or by an individual employee shall, in the absence of fraud, be deemed a representation and not a warranty. No such statement shall void the insurance or reduce the benefits under this policy or be used in defense to a claim hereunder unless it is contained in a written instrument signed by the applicant. No agent has authority to change this contract or waive any of its provisions. No change under this policy shall be valid unless approved by an executive officer of Companion Life and evidenced by endorsement hereon, or by amendment hereto, signed by the Policyholder and by an executive officer of Companion Life. For the purpose of this Section, the President, a Vice President, the Secretary shall be considered an executive officer of Companion Life.

XII. Incontestability

After this policy has been in force for a period of two years, it shall become incontestable as to statements of the Policyholder contained in the application; and no statement made by any employee relating to his insurability shall be used in contesting the validity of the insurance with respect to which such statement was made, after the insurance has been in force during lifetime of the insured prior to the contest for a period of two years not unless it is contained in a written instrument signed by him and a copy of the instrument containing the statement is or has been furnished to such person or beneficiary.

XIII. Use of Masculine Pronoun

Wherever a masculine pronoun is used in this policy it shall be deemed to include the feminine gender unless the context clearly indicates otherwise.

With respect to contributory insurance, any retroactive premium rate reduction or experience rating refund may be applied to reduce the Policyholder's part of the cost of this policy, except that the excess, if any, of the employees' aggregate contribution under this policy over the net cost of the insurance shall be applied by the Policyholder for the sole benefit of the employees.

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APPLICATION TO COMPANION LIFE INSURANCE COMPANY FOR GROUP DISABILITY INSURANCE POLICY

Application is hereby made for the group disability insurance benefits set forth below insuring the eligible employees of the named applicant.

Name of Applicant: South Carolina State Budget and Control Board on behalf of the State of South Carolina

Classification of Eligible Employees: All Employees of the State of South Carolina and Public School District who are eligible to elect Plan C of the health insurance benefits of the Group Insurance Benefits for the Employees of the State of South Carolina and Public School Districts; only active, full time employees working at least 30 hours per week for more than 5 months per year are eligible.

Effective Date: October 1, 1975, for all eligible employees employed on or before October 1, 1975; otherwise the first of the month following date of active employment.

SCHEDULE OF BENEFITS	
Classification of Insured	Weekly Maximum Benefit
I. Employees Electing Benefits to Begin after Missing 5 Consecutive Working Days	$ 65.00
II. Employees Electing Benefits to Begin after Missing 10 Consecutive Working Days	$ 80.00
III. Employees Electing Benefits to Begin after Missing 15 Consecutive Working Days	$ 90.00
IV. Employees Electing Benefits to Begin after Missing 20 Consecutive Working Days	$100.00
Maximum Benefit period shall not exceed 13 weeks per disability. Weekly Benefits may not exceed 65% of weekly salary, subject to the Weekly Maximum Benefit.	

IT IS UNDERSTOOD AND AGREED that the applicant shall cause to be paid to Companion Life Insurance Company, monthly and in advance, the monthly premium charges specified in Part 6 of the master policy on behalf of the applicant's eligible employees; and that this application shall form a part of the master policy to be issued by Companion Life Insurance Company.

Dated at _____ _____
Applicant

This _____ day of _____, 19___ By _____
Authorized Signature

Signed: _____ _____
For Companion Life Insurance Company Title

SCE(1094-A) 7/75

MASTER GROUP CONTRACT

STATE OF SOUTH CAROLINA
WITH
BLUE CROSS-BLUE SHIELD
FOR
RETIREES

Blue Cross®
Blue Shield®
of South Carolina

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APPLICATION FOR
GROUP HOSPITAL SERVICE AND GROUP MEDICAL SERVICE CONTRACT
BLUE CROSS AND BLUE SHIELD OF SOUTH CAROLINA
COLUMBIA, SOUTH CAROLINA

Application is hereby made for the Group Health Benefits set forth in the attached schedule insuring the eligible employees of the named applicant.

NAME OF APPLICANT: South Carolina State Budget and Control Board

ADDRESS OF APPLICANT: Columbia, South Carolina

CLASSIFICATION OF EMPLOYEES ELIGIBLE: Eligibility is predicated on the retiree having been formerly employed by an agency, department, board, commission, or institution of the State which is eligible to participate in the States' Group Insurance Program. The retiree must receive a retirement income through the State Retirement System and must have been employed by a State Agency, department, board, commission, or institution at the time of retirement. Also eligible are retired members of the South Carolina General Assembly, retired clerical and administrative employees of the General Assembly and retired judges in the State Courts.

For the retiree eligible for Medicare this Contract is predicated on said retiree being enrolled for supplementary insurance (Parts A and B) coverage under Title XVIII of the Social Security Act (Medicare).

Eligible Retirees and/or Dependents who fail to enroll in accordance with the ELECTION OF COVERAGE and COMMENCEMENT OF COVERAGE provisions specified in this contract may be enrolled for coverage only during any reopening dates of the group and only under such conditions as may be mutually agreed upon, in writing, by Blue Cross and Blue Shield of South Carolina and the South Carolina State Budget and Control Board.

With specific reference to the group hospital service, and medical service coverage herein applied for, it is understood and agreed by the contracting parties that in all instances the definition "Employee" is construed to mean "Retiree" as defined in the paragraph titled, CLASSIFICATION OF ELIGIBILITY.

The effective date of coverage under this application shall be 12:01 A.M. standard time on the _____ day of _____, 19___, at _____ and such coverage shall continue until terminated in accordance with the provisions of the master contract between the applicant and Blue Cross and Blue Shield of South Carolina.

It is understood and agreed that the applicant shall cause to be paid to Blue Cross and Blue Shield of South Carolina, monthly and in advance, the premiums specified in Schedule A of the master contract on behalf of the applicant's employees who meet the eligibility requirements specified in this application and that this application, when approved, shall form a part of the master contract to be issued by Blue Cross and Blue Shield of South Carolina.

Dated at _____

this _____ day of ___, 19___

South Carolina State Budget and Control Board on behalf of the state of South Carolina, hereinafter referred to as the Applicant,

Policyholder or Employer _____

Applicant

Signed: _____

For Blue Cross and Blue Shield of South Carolina

By: _____

Authorized Signature

The Honorable James B. Edwards, Governor of the State of South Carolina and Chairman of the South Carolina State Budget and Control Board

SCRE - 775

APPLICATION FOR
GROUP HOSPITAL SERVICE AND GROUP MEDICAL SERVICE CONTRACT
BLUE CROSS AND BLUE SHIELD OF SOUTH CAROLINA
COLUMBIA, SOUTH CAROLINA

Application is hereby made for the Group Health Benefits set forth in the attached schedule insuring the eligible employees of the named applicant.

NAME OF APPLICANT: South Carolina State Budget and Control Board

ADDRESS OF APPLICANT: Columbia, South Carolina

CLASSIFICATION OF EMPLOYEES ELIGIBLE: Eligibility is predicated on the retiree having been formerly employed by an agency, department, board, commission, or institution of the State which is eligible to participate in the States' Group Insurance Program. The retiree must receive a retirement income through the State Retirement System and must have been employed by a State Agency, department, board, commission, or institution at the time of retirement. Also eligible are retired members of the South Carolina General Assembly, retired clerical and administrative employees of the General Assembly and retired judges in the State Courts.

For the retiree eligible for Medicare this Contract is predicated on said retiree being enrolled for supplementary insurance (Parts A and B) coverage under Title XVIII of the Social Security Act (Medicare).

Eligible Retirees and/or Dependents who fail to enroll in accordance with the ELECTION OF COVERAGE and COMMENCEMENT OF COVERAGE provisions specified in this contract may be enrolled for coverage only during any reopening dates of the group and only under such conditions as may be mutually agreed upon, in writing, by Blue Cross and Blue Shield of South Carolina and the South Carolina State Budget and Control Board.

With specific reference to the group hospital service, and medical service coverage herein applied for, it is understood and agreed by the contracting parties that in all instances the definition "Employee" is construed to mean "Retiree" as defined in the paragraph titled, CLASSIFICATION OF ELIGIBILITY.

The effective date of coverage under this application shall be 12:01 A.M. standard time on the _____ day of _____, 19___, at _____ and such coverage shall continue until terminated in accordance with the provisions of the master contract between the applicant and Blue Cross and Blue Shield of South Carolina.

It is understood and agreed that the applicant shall cause to be paid to Blue Cross and Blue Shield of South Carolina, monthly and in advance, the premiums specified in Schedule A of the master contract on behalf of the applicant's employees who meet the eligibility requirements specified in this application and that this application, when approved, shall form a part of the master contract to be issued by Blue Cross and Blue Shield of South Carolina.

Dated at _____

this _____ day of ___, 19___

South Carolina State Budget and Control Board on behalf of the state of South Carolina, hereinafter referred to as the Applicant,

Policyholder or Employer

Applicant

Signed: _____

For Blue Cross and Blue Shield of South Carolina

By: _____
Authorized Signature

The Honorable James B. Edwards, Governor of the State of South Carolina and Chairman of the South Carolina State Budget and Control Board

SCRE - 775

SCHEDULE OF BENEFITS

RETIREE PROGRAM

HOSPITAL BENEFITS

Days of Inpatient Care: 70 Per Continuous Period of Disability, but limited to

Days of Inpatient Care: 30 For Pulmonary Tuberculosis, Mental or Nervous Disorders, Alcoholism or Drug Addiction per calendar year

Room Allowance: Semiprivate, however, the difference between semiprivate and private room accommodations for Medicare beneficiaries will be paid under this contract when Medicare approved facilities are used.

Other Allowances: All Miscellaneous Hospital Services as listed

Deductible Amount: $25 Per Continuous Period of Disability

MEDICAL-SURGICAL BENEFITS

Indemnity Fee Schedule

Surgical Conversion Allowance: $5.50 (See Schedule of Allowances Attached to Contract)

In-Hospital Medical Service: $15.00 per visit, first day, $10.00 per visit, second day, $5.00 per visit, third and subsequent days for 70 daily visits per Continuous Period of Disability, but limited to 30 daily visits for Pulmonary Tuberculosis, Mental or Nervous Disorders, Alcoholism or Drug Addiction per calendar year.

Emergency First Aid: $15.00 per treatment

Consultation Allowance: $28.00 limited examination; $49.00 complete examination per Consulting physician, per Continuous Period of Disability

Obstetrical Service: Per Fee Schedule

Pediatric Medical Service Allowance: $15.00

SCHEDULE A

The monthly premiums applicable to this Contract and guaranteed during the period July 1, 1975–June 30, 1976 will be as follows:

	Premiums For Basic Benefits			Monthly Total
(A)	Employee 11.28	Spouse 11.28	Child/Children 5.12	27.68
(B)	Employee 11.28	Spouse 11.28	No Child/Children No Children	22.56
(C)	Employee 11.28	No Spouse No Spouse	Child/Children 5.12	16.40
(D)	Employee 11.28	No Spouse No Spouse	No Child/Children No Children	11.28

The Employer agrees to pay $6.00 per month per Retiree during the first Contract Year. Any savings due to decreases in claims payments because of Medicare participation shall be reflected, as an identifiable item and to the extent of such savings, in the experience rating formula used to determine the premiums in each of the subsequent years.

Initial premiums shall be payable in advance of the Effective Date. Subsequent premiums shall be payable on or before the fifth working day of each month thereafter. Provided further that Blue Cross and Blue Shield of South Carolina agree to pay claims for benefits hereunder commencing July 1, 1975.

The holder of this Contract is a member of Blue Cross and Blue Shield of South Carolina and is entitled to vote in person or by proxy at any and all meetings of said Corporation. This is a nonassessable contract and the holder hereof is not subject to any contingent liability. The annual meeting of the members shall be held at the Home Office of the Corporation on the fourth Thursday in March at 11:00 A.M., Eastern Standard Time.

BLUE CROSS AND BLUE SHIELD OF SOUTH CAROLINA

(A Corporation incorporated under the Laws of the State of South Carolina and hereinafter referred to as the Corporation)

HOME OFFICE: Columbia, South Carolina 29219

Group Contract No. 00-20000-00 and in series

IN CONSIDERATION

of the Application made by

South Carolina State Budget and Control Board on behalf of the State of South Carolina

(hereinafter called the Employer)

a copy of which is attached hereto and made part of this Contract, and in consideration of payment by the Employer of the premium as herein provided,

THE CORPORATION HEREBY AGREES TO PROVIDE

The coverage and benefits herein described for a period of one year beginning at 12:01 A.M., on the date indicated below, hereinafter called the Effective Date and from year-to-year thereafter, unless this Contract is terminated as provided herein. The premium shall be due and payable by the Employer in advance of the Effective Date and thereafter as provided herein. This Contract is issued and delivered in the State of South Carolina, is governed by the laws thereof and is subject to the terms and provisions recited over the signatures hereto affixed.

IN WITNESS WHEREOF, THE CORPORATION HAS caused this Contract to be signed this . . . . . day of . . . . . , 19 . . . . .

Joseph F. Sullivan

President

SCRE - 775

ARTICLE 1 - DEFINITIONS

1. "EMPLOYER" as used herein means the South Carolina State Budget and Control Board with whom the Corporation has contracted and by virtue of which Contract the Employees and their Dependents become eligible for the coverage and benefits described herein.

2. "EMPLOYEE" as used herein means any Employee of the Employer who is eligible for coverage as provided in Article II hereof who shall have been so designated to the Corporation by the Employer.

3. "DEPENDENT" means (a) an Employee's spouse not otherwise designated as an Employee by the Employer and (b) an Employee's unmarried child under twenty-three (23) years of age, including such stepchild, foster child, or any other child dependent upon the Employee for support and living with the Employee in a regular parent-child relationship.

4. "INCAPACITATED DEPENDENT" shall mean an unmarried child who is and continues to be both (a) incapable of self-sustaining employment by reason of mental retardation or physical handicap, and (b) chiefly dependent upon the Employee for support and maintenance and living in a regular parent-child relationship.

5. "CONTRACT" means the agreement between the Corporation and the Employer and shall include the Application of the Employer for this Contract, the attached Endorsements and Riders, if any. The Contract constitutes the entire contract between the parties.

6. "NOTICE OF ELECTION" means any mechanism mutually agreed upon by the Corporation and the Employer to be used in transmitting the necessary enrollment information from the Employees of the Employer to the Corporation.

7. "CONTRACT YEAR" means the period of twelve (12) months commencing on the Effective Date of this Contract and each like period thereafter.

8. "HOSPITAL" means an institution licensed by the State in which it operates which, for compensation from its patients and on an inpatient basis, is primarily engaged in providing diagnostic and therapeutic facilities for the surgical and medical diagnosis, treatment and care of injured and sick persons by or under the supervision of a staff of physicians who are duly licensed to practice medicine, and which continuously provides twenty-four (24) hour-a-day nursing service by registered graduate nurses physically present and on duty, and which is not, other than incidentally, a nursing home, or a place for: (a) rest, (b) the aged, (c) drug addicts, (d) alcoholics, or (e) the treatment of pulmonary tuberculosis or mental disorders.

9. "CONTRACTING HOSPITAL" means any licensed Hospital with which the Corporation has an agreement, and shall include any licensed Hospital with which any Blue Cross Plan has an agreement.

10. "SKILLED NURSING FACILITY" as used herein means an institution which is licensed and operated in accordance with the laws of the jurisdiction in which it is located pertaining to institutions identified as such which has an agreement with the Corporation.

11. "PHYSICIAN" means a duly licensed person, other than an intern or resident or house physician, legally entitled to practice medicine or surgery or dentistry within the scope of his or her license and who customarily bills patients for his or her services.

12. "PARTICIPATING PHYSICIAN" means any licensed physician with which the Corporation has an agreement.

13. "SPECIAL CARE UNIT" means a specially equipped unit, set aside as a distinct patient care area, staffed and equipped to handle seriously ill patients requiring extraordinary care on a concentrated and continuous basis. Some examples are intensive care, coronary care, burn or constant care units and others as may be agreed to by the Corporation.

14. "CONTINUOUS PERIOD OF DISABILITY" wherever used in this Contract shall mean two or more successive Hospital or Skilled Nursing Facility admissions for treatment of the same or any related conditions which are not separated by an intervening period of at least ninety (90) days between the date of discharge and date of readmission. However, in the case of an Employee who has returned to active work for a period of not less than two weeks, the foregoing statement does not apply.

ARTICLE II - ELIGIBILITY FOR COVERAGE

1. ELIGIBILITY
Every Employee described in and within the classification set forth in the attached Application shall be eligible for coverage for himself and his Dependents if, on or after the Effective Date, such Employee shall have completed the period of continuous employment commonly referred to as "probationary period" with the Employer set forth in such classification. An Employee cannot be eligible as a dependent of another eligible Employee under this Contract.

2. ELECTION OF COVERAGE
   a. Any Employee eligible for coverage may elect coverage for himself and his eligible Dependents by completing and filing with the Employer a Notice of such Election.
   b. The Employer shall furnish to the Corporation a list of eligible Employees to be covered together with such data, other than evidence of insurability, as may be required by the Corporation as a prerequisite to coverage of such Employees under this Contract.

3. COMMENCEMENT OF COVERAGE
Coverage hereunder, unless otherwise provided in the Application for this Contract, shall commence as follows:
   a. For an Employee eligible prior to the Effective Date, and for his Dependents, if then eligible, and if coverage therefore is elected, coverage shall commence on the Effective Date of this Contract, if such Employee files a Notice of Election prior to the Effective Date and is still eligible on the Effective Date.
   b. For an Employee or Dependent becoming eligible subsequent to the Effective Date, coverage shall commence in the first month following his eligibility, on the date in said month corresponding to this Contract Effective Date, provided his Notice of Election is completed prior to the first day of the next month following his eligibility, provided, however, that if at the time this coverage would otherwise commence, the Employee is not still eligible, the commencement of coverage for such Employee and for his Dependents, if any, shall be postponed until the date corresponding to the Effective Date of this Contract in the first month following his return to eligibility. If a Dependent (other than an infant born healthy, who subsequently becomes sick) is a patient in a Hospital at the time coverage would otherwise commence, the commencement date for such Dependent shall be postponed until the day following the end of such period of hospitalization.
   c. For any Employee or Dependent who did not elect to enroll or make change in membership status in accordance a. or b. immediately preceding, no coverage under this Contract will commence except as provided in the application, with the following exception. If the employment status of the dependent changes such as the wife or husband of a State employee was employed through another employer and subsequently loses that coverage by virtue of the employer cancelling his present group insurance, or the employee left such employment, a statement of the circumstances is required to accompany the revised "Notice of Election". Also an employee who loses coverage as a result of separation/divorce may also elect coverage as described herein.

4. EXTENSION OF ELIGIBILITY

By mutual agreement between the Employer and the Corporation this Contract may be amended to extend coverage to (a) Groups of Employees not theretofore designated as eligible by the Employer, or (b) Employees of companies which are subsidiaries of or affiliated with the Employer.

ARTICLE III A - HOSPITAL BENEFITS

1. BENEFITS PROVIDED FOR INPATIENT CARE

Subject to all provisions of this Contract, including but not limited to Article V, EXCLUSIONS AND LIMITATIONS herein, an Employee or Dependent who is admitted to a Contracting Hospital or Skilled Nursing Facility on or after the Effective Date of coverage shall be entitled to the following benefits for Hospital Service when treatment is consistent with the diagnosis of the condition requiring hospitalization during any one Continuous Period of Disability, as defined in Article I.

a. Days of Care

(1) All Employees or Dependents shall upon each admission to a Hospital be entitled, except as limited in (2), (3), (4) and (5) below, to the number of days of Hospital Service shown in the Schedule of Benefits for each admission.

(2) When Hospital Service is rendered primarily for pulmonary tuberculosis, mental or nervous conditions, alcoholism or drug addiction, benefits for any and all such conditions shall be limited to the number of days shown in the Schedule of Benefits as the aggregate in licensed general Hospitals during a period of twelve (12) consecutive months commencing on January 1 of each year. Benefits and limitations for Hospital services described herein (except for pulmonary tuberculosis) will be provided in those State institutions with whom this Corporation has an agreement, including the Palmetto Center in Florence, South Carolina, the Holmes View Center in Greenville, South Carolina.

(3) Days will be counted according to standard midnight census procedure used in most hospitals. In computing the number of days of Hospital Benefits available and rendered to an Employee or Dependent, the day of admission shall be counted but the day of discharge shall not. If an Employee or Dependent is discharged on the same day on which he is admitted, such day shall be counted as one (1) day.

(4) The day on which a patient begins a leave of absence shall be treated as a day of discharge and not counted as an inpatient day, unless he returns to the hospital by midnight of the same day. The day the patient returns to the hospital from a leave of absence other than the day he begins a leave of absence is treated as a day of admission and counted as an inpatient day. The days during a leave of absence in which the patient is not physically present for inpatient treatment are not counted as inpatient days.

(5) An Employee or Dependent who is admitted to a Skilled Nursing Facility within fourteen (14) days following discharge from a Hospital shall be entitled to benefits for service when consistent with diagnosis and treatment of the condition which required hospitalization. During such period of time as it is medically necessary for an Employee or Dependent to receive skilled services, each Employee or Dependent shall be entitled to the unused portion of in-hospital days. In computing days available, two (2) days of care in a Skilled Nursing Facility are to be equated to one (1) hospital day.

b. Room and Board Accommodations

(1) Hospital Service shall include payment in full for bed and board, including meals, special diets, and general nursing service, of the type shown in the Schedule of Benefits. Where the Employee or Dependent received bed and board, including special diets, and general nursing service, of the type known as "private accommodations", an allowance shall be made toward payment of the charge made by the Contracting Hospital for private accommodations on the basis of the Hospital's charge per day for that Hospital's most prevalent charge for the type accommodations shown in the Schedule of Benefits; or

(2) Hospital Service shall include payment in full for bed and board of the type defined as "Special Care Unit", including special equipment and concentrated nursing services provided by personnel on the Hospital's payroll, only when such service is medically necessary. Where a separate room and board charge is made for a bed accommodation "reserved" for the patient who is in the Special Care Unit, no benefit is provided for that expense.

c. Hospital Service

"Hospital Service" as used in this Contract shall include in addition to Room and Board Accommodations the following services when regularly charged for by a Hospital:

(1) Use of operating, cystoscopic, delivery, recovery and treatment rooms and equipment;
(2) Oxygen and inhalation therapy and use of equipment for administration thereof;
(3) Drugs and medications for use in the Hospital which, at the time of use, are listed in the U. S. Pharmacopeia or National Formulary or are commercially available for purchase and readily obtainable by the Hospital;
(4) Sera, biologicals, vaccines, intravenous preparations and visualizing dyes, but not including human blood or blood plasma;
(5) Use of blood transfusion equipment; administration of blood derivatives;
(6) Dressings, ordinary splints and plaster casts;
(7) Anesthesia supplies and use of anesthesia equipment, administration of anesthesia;
(8) Use of physiotherapeutic and hydrotherapeutic equipment; physiotherapeutic and hydrotherapeutic treatments;
(9) Basal metabolic examinations;
(10) Use of cardiographic and electroencephalographic equipment;
(11) Laboratory examinations;
(12) X-ray examinations;
(13) Supplies and equipment for the administration of radiation therapy; radiation therapy treatment.

d. Human Organ Transplants

Benefits to the extent set forth in Paragraph 1. a, b, and c of this Article will be provided an Employee or Dependent when hospitalized for any type of human organ or tissue transplant from a living donor to a transplant recipient which requires the surgical removal of the donated part, subject to the following conditions:

(1) When both the transplant recipient and donor are Employees or Dependents, benefits will be provided for both;
(2) When the transplant recipient is an Employee or Dependent and the donor is not, benefits will be provided for both recipient and donor, to the extent that benefits to the donor are not provided under some other form of hospitalization coverage;
(3) When the transplant recipient is not an Employee or Dependent and the donor is, the donor will receive benefits to the extent that such benefits are not provided by any hospitalization coverage available to the recipient of the organ or tissue transplant procedure. Benefits will not be provided to the non-eligible transplant recipient.

e. Deductible

The total benefit for inpatient Hospital service shall be reduced by the amount of the deductible, if any, as shown in the Schedule of Benefits, per continuous period of disability.

2. BENEFITS PROVIDED FOR OUTPATIENT CARE

An Employee or Dependent receiving Hospital Service in a Hospital, but not admitted as a registered bed patient therein, shall be entitled to a benefit equal to the Hospital's regular charges for the Hospital Service furnished him, but only for the following:

a. Hospital care for accidental injury (initial treatment only);
b. Use of the Hospital's facilities and equipment for surgical procedures; or
c. Use of the Hospital's facilities and equipment for radiation therapy, inhalation therapy and physical therapy.

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3. RECIPROCATING PLAN CONTRACTING HOSPITAL

When an Employee or Dependent is hospitalized in a Contracting Hospital or a Skilled Nursing Facility of another Blue Cross Plan with which the Corporation has a reciprocal agreement, such Employee or Dependent shall receive the benefits provided by the reciprocating plan for the number of days as provided in Article III-A, 1. subparagraph a.

4. SERVICE IN NON-CONTRACTING HOSPITALS OR OTHER HEALTH FACILITIES

Subject to all provisions of this Contract, the Corporation shall pay, at its option, to the Employee or to Non-Contracting Hospitals or other health facilities:

a. Where the care rendered is in a duly licensed Hospital which would be eligible to be a Contracting Hospital in accordance with the Corporation's standards, the Corporation at its sole discretion may pay eighty percent (80%) of regular charges for services listed in Article III-A, 1 and 2 when they are customarily provided by the Hospital and to the extent they are consistent with diagnosis and treatments, however, regular charges for Bailey Memorial Hospital, a Non-Contracting Hospital, will be paid at 100%;

b. In any other licensed general hospital, ear, eye, nose and throat hospital; maternity hospital, or school or college infirmary up to, but not to exceed the Room Allowance indicated in the Schedule of Benefits for each day of inpatient care. In no case shall the aggregate payment hereunder exceed the total charges.

c. Each day or part thereof that Hospital Service is furnished in a Non-Contracting Hospital shall count as one (1) day toward the number of days of Hospital Service to which an Employee or Dependent is entitled as indicated in the Schedule of Benefits.

ARTICLE III B - MEDICAL-SURGICAL BENEFITS

1. BENEFITS PROVIDED

Subject to all provisions of this Contract, including but not limited to Article V, EXCLUSIONS AND LIMITATIONS herein, the Corporation will pay the amount shown in the attached Schedules of Allowances but not more than the physician's fee, for services when performed by a Physician on or after the Effective Date of coverage for treatment or diagnosis of disease or injury or for Obstetrical Care, as follows:

a. "SURGICAL SERVICE" consists of operative or cutting procedures or the treatment of fractures or dislocations; such service to include the usual, necessary and related preoperative and postoperative care, when performed by a Physician. Benefits shall be in accordance with allowances in the Schedule of Surgical Allowances herein, and subject to the following:

(1) If two (2) or more operations or procedures are performed at the same time, through the same surgical opening or by the same surgical approach, the total amount payable for such operations or procedures shall be the amount set forth in the Schedule of Surgical Allowances for the major procedure only.

(2) If two (2) or more operations or procedures are performed at the same time through different surgical openings or by different surgical approaches, the total amount payable shall be the amount set forth in the Schedule of Surgical Allowances for that operation or procedure bearing the highest allowance, plus one-half of the amount set forth in that Schedule for all other operations or procedures performed.

(3) If an operation or procedure is performed in two (2) or more steps or stages, payment for the entire operation or procedure shall be limited to the amount set forth in the Schedule of Surgical Allowances for such operation or procedure.

(4) If two (2) or more Physicians perform operations or procedures in conjunction with one another, other than as an assistant at surgery or anesthesiologist, the amount set forth in the Schedule of Surgical Allowances, subject to the above paragraphs, shall be paid for the services of only one Physician or shall be prorated between them by the Corporation when so requested by the Physician in charge of the case.

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b. "SURGICAL ASSISTANT SERVICE" consists of the service of one Physician who actively assists the operating surgeon when a covered Surgical Service is performed in a Hospital, and when such Surgical Assistant Service is not available by an intern, resident Physician or house officer. The Corporation will provide benefits equal to 20% of the allowance for the Surgical Service, not to exceed the Physician's actual charge.

c. "ANESTHESIA SERVICE" consists of services rendered by a Physician or a Certified Registered Nurse Anesthetist, other than the attending surgeon or his assistant, and shall include the administration of spinal or rectal anesthesia, or a drug or other anesthetic agent by injection or inhalation, except by local infiltration, the purpose and effect of which administration is the obtaining of muscular relaxation, loss of sensation, or loss of consciousness. Additional benefits shall not be provided for preoperative anesthesia consultation. Benefits shall be provided in accordance with the Schedule of Anesthesia Allowances herein.

d. "IN-HOSPITAL MEDICAL SERVICE" consists of a Physician's visit or visits to an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility for treatment of a condition other than that for which Surgical Service or Obstetrical Service is required, as follows:

(1) In-Hospital Medical Service will be provided up to the actual expense incurred but not to exceed the amounts shown in the Schedule of Benefits for the total number of days of care shown in said Schedule, limited to one visit per day, per Continuous Period of Disability.

(2) In-Hospital Medical Service for treatment primarily for pulmonary tuberculosis, nervous and mental disorders, acute or chronic alcoholism, or drug addiction will be provided for a period not to exceed the number of days shown in the Schedule of Benefits applicable to such conditions during a period of twelve (12) consecutive months commencing on January 1 of each year, for such Employee and each of his or her Dependents, if any.

(3) In-Hospital Medical Service in a Skilled Nursing Facility will be provided for the visits of a Physician, limited to one visit per day up to the total number of in-hospital medical visits remaining for the same Continuous Period of Disability, provided the Employee or Dependent is admitted within fourteen (14) days following discharge from a Hospital for the continued care of the condition for which Hospital care was required.

(4) When two (2) or more Physicians render In-Hospital Medical Service at the same time, payment for such service shall be made only to one (1) Physician.

(5) Concurrent Medical/Surgical Care—Benefits for In-Hospital Medical Service in addition to benefits for Surgical Service will be provided (a) only when the condition for which In-Hospital Medical Service requires medical care not related to Surgical or Obstetrical Service, and does not constitute a part of the usual, necessary and related preoperative or postoperative care but requires supplemental skills not possessed by the attending surgeon or his assistant; or (b) only when a Physician, other than a surgeon, admits a patient to the Hospital for medical treatment and it later develops that surgery becomes necessary, such benefits to cease on the date of surgery.

e. "INTENSIVE MEDICAL CARE SERVICE" means medical care rendered by the attending Physician to an Employee or Dependent who is eligible for In-Hospital Medical Service, or medical care in the outpatient department of a Hospital immediately prior to admission, and who is confined with a serious disease or injury requiring additional time and study over and above the usual In-Hospital Medical Service not to exceed fourteen (14) days during each hospital confinement. The benefits for this service are twice (two times) the allowance described in the Schedule of Benefits for In-Hospital Medical Service for each of the fourteen (14) days, not to exceed the Physician's usual charge.

f. "CONSULTATION SERVICE" means services of a consulting Physician requested by the attending Physician and rendered during a Hospital or a Skilled Nursing Facility confinement. This service is limited to one consultation per consulting Physician for each Continuous Period of Disability and includes discussion with the attending Physician and/or family, and a written expression of opinion by the consultant based on examination of the patient. Consultation Service does not include radiological consultations and staff consultations required by institutional rules and regulations, nor when the patient is transferred or referred to the Physician providing the consultative service. The benefit for Consultation Service is as indicated in the Schedule of Benefits.

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g. "EMERGENCY FIRST AID SERVICE" means initial treatment of an accident or injury, and for which no other Surgical Procedure is payable, and covered within the Schedule of Surgical Allowances attached, limited to the amount of the allowance as shown in the Schedule of Benefits.

h. "RADIATION THERAPY SERVICE" means the use of X-Ray, radium, or radioactive isotopes in the treatment of disease, when ordered by the attending Physician. Benefits for Radiation Therapy Service are provided only when the service is performed by a Physician. Benefits provided include care received and materials used in accordance with allowances in the Schedule of Allowances for Radiation Therapy Service.

i. "DIAGNOSTIC X-RAY SERVICE" shall be paid in accordance with allowances in the Schedule of Allowances for Diagnostic X-Ray Service contained herein and shall consist of the following, only when the service is performed by a Physician:

(1) An X-ray Examination ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility, when such examination is consistent with the condition for which such Employee or Dependent was admitted;

(2) An X-Ray Examination performed in a Physician's office, or in the outpatient department of a Hospital or a Skilled Nursing Facility, when such examination is required as the direct result of an accident (for the initial visit only); or

(3) An X-Ray Examination performed in the outpatient department of a Hospital when rendered on the same day and directly related to surgery performed in the emergency room or operating room of the Hospital.

j. "LABORATORY AND PATHOLOGICAL SERVICE" shall be paid in accordance with allowances in the Schedule of Allowances for Laboratory and Pathological Service contained herein, and shall consist of the following, only when the service is performed by a Physician:

(1) Laboratory and Pathological examinations ordered by the attending Physician for an Employee or Dependent who is a registered bed patient in a Hospital or Skilled Nursing Facility, when such examination is consistent with the condition for which such Employee or Dependent was admitted;

(2) Laboratory and pathological examinations performed in the outpatient department of a Hospital or Skilled Nursing Facility, when such examination is required as the direct result of an accident (for the initial visit only); and

(3) Laboratory and pathological examinations performed in the outpatient department of a Hospital, when rendered on the same day and directly related to surgery, performed in the emergency room or operating room of the Hospital and pathological examination of biopsied tissue in conjunction with surgery rendered in a Physician's office.

k. "PHYSIATRY SERVICE" shall consist of the treatment of disease by physical therapy prescribed by the attending Physician, including, but not limited to massage, hydrotherapy and heat. This service will be provided only during the period of time an Employee or Dependent is a registered bed patient in a Hospital or a Skilled Nursing Facility.

2. SERVICES OF A NON-PARTICIPATING PHYSICIAN

Subject to all provisions of this Contract, the Corporation shall pay, at its option, to the Employee or to the Non-Participating Physician the amount set forth in the Schedule of Allowances for Services outlined herein.

ARTICLE IV - COORDINATION OF BENEFITS (REDUCTION OF BENEFITS BECAUSE OF OTHER GROUP COVERAGE)

1. EFFECTS ON BENEFITS

a. If an Employee or Dependent covered hereunder is also covered for benefits or services under another Group Plan, the benefits applicable under this Plan shall be reduced so that for Covered

Services incurred benefits available under all Plans shall not exceed the total reasonable charge of such Covered Services, except that if the coordinating provisions of this Contract are in conflict with the coordinating provisions of the other Plan's contract, the benefits of such other Plans will be ignored for purposes of determining the benefits under this contract, and benefits will be paid under this Contract as if the conflicting provisions did not exist.

b. The rules establishing the order of benefits determinations are:

(1) The benefits of a Plan which does not contain a Coordination of Benefits provision or other provisions of similar intent shall be determined before the benefits under this Contract;

(2) The benefits of a Plan which covers an Employee, Contract Holder or Named Insured, primarily, shall be determined before the benefits of a Plan which covers such person as a Dependent, or secondarily;

(3) The benefits of a Plan which covers the person as a Dependent of a male person shall be determined before the benefits of a Plan which covers such person as a Dependent of a female person;

(4) When the prior rules do not establish an order of benefit determination, the benefits of a Plan which has covered the person for the longer period of time shall be determined before the benefits of a Plan which has covered such person the shorter period of time.

2. BENEFITS SUBJECT TO THIS ARTICLE

All of the benefits provided under this Contract are subject to this Article.

3. DEFINITIONS

a. "PLAN" means any program providing benefits or services for or by reason of care or treatment, which benefits or services are provided by (1) group insurance coverage, (2) Blue Cross and Blue Shield group prepayment coverage, or (3) any coverage under labor-management trusteed plans, union welfare plans, employer organization plans or employee benefit organization plans.

The term "Plan" shall be construed separately with respect to each policy, contract or other arrangement for benefits or services and separately with respect to that portion of any such policy, contract, or other arrangement which reserves the right to coordinate benefits or services of other Plans in determining its benefits and that portion which does not.

b. "COVERED SERVICES," as pertains to this Article only, means any necessary, reasonable and/or customary service of a Physician for which he normally bills his private patients and any necessary, reasonable and/or customary items of Hospital Service which would normally appear on the Hospital's or the Skilled Nursing Facility's regular statement of charges. Payment under this Contract cannot exceed the amount which would ordinarily be paid in the absence of this Article. Personal comfort items provided at the request of the patient such as television set, air conditioning, telephone, et cetera, that are entered separately on the Hospital's or Skilled Nursing Facility's regular statement of charges, are not considered as Covered Services. When a Plan provides benefits in the form of services, the reasonable cash value of each service rendered shall be deemed a benefit paid. The Corporation shall not be required to determine the existence of any Plan or amount of benefits payable under any Plan except this Contract, and the payment of benefits under this Contract shall be affected by the benefits that would be payable under any and all other Plans only to the extent that the Corporation is furnished with information relative to such other Plans.

c. "DEPENDENT" means, with respect to this Article, any person included in the definition of Dependent in Article I hereof and with respect to any other Plan, any person who qualifies as a Dependent under such Plan.

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Services incurred benefits available under all Plans shall not exceed the total reasonable charge of such Covered Services, except that if the coordinating provisions of this Contract are in conflict with the coordinating provisions of the other Plan's contract, the benefits of such other Plans will be ignored for purposes of determining the benefits under this contract, and benefits will be paid under this Contract as if the conflicting provisions did not exist.

b. The rules establishing the order of benefits determinations are:

(1) The benefits of a Plan which does not contain a Coordination of Benefits provision or other provisions of similar intent shall be determined before the benefits under this Contract;

(2) The benefits of a Plan which covers an Employee, Contract Holder or Named Insured, primarily, shall be determined before the benefits of a Plan which covers such person as a Dependent, or secondarily;

(3) The benefits of a Plan which covers the person as a Dependent of a male person shall be determined before the benefits of a Plan which covers such person as a Dependent of a female person;

(4) When the prior rules do not establish an order of benefit determination, the benefits of a Plan which has covered the person for the longer period of time shall be determined before the benefits of a Plan which has covered such person the shorter period of time.

2. BENEFITS SUBJECT TO THIS ARTICLE

All of the benefits provided under this Contract are subject to this Article.

3. DEFINITIONS

a. "PLAN" means any program providing benefits or services for or by reason of care or treatment, which benefits or services are provided by (1) group insurance coverage, (2) Blue Cross and Blue Shield group prepayment coverage, or (3) any coverage under labor-management trusteed plans, union welfare plans, employer organization plans or employee benefit organization plans.

The term "Plan" shall be construed separately with respect to each policy, contract or other arrangement for benefits or services and separately with respect to that portion of any such policy, contract, or other arrangement which reserves the right to coordinate benefits or services of other Plans in determining its benefits and that portion which does not.

b. "COVERED SERVICES," as pertains to this Article only, means any necessary, reasonable and/or customary service of a Physician for which he normally bills his private patients and any necessary, reasonable and/or customary items of Hospital Service which would normally appear on the Hospital's or the Skilled Nursing Facility's regular statement of charges. Payment under this Contract cannot exceed the amount which would ordinarily be paid in the absence of this Article. Personal comfort items provided at the request of the patient such as television set, air conditioning, telephone, et cetera, that are entered separately on the Hospital's or Skilled Nursing Facility's regular statement of charges, are not considered as Covered Services. When a Plan provides benefits in the form of services, the reasonable cash value of each service rendered shall be deemed a benefit paid. The Corporation shall not be required to determine the existence of any Plan or amount of benefits payable under any Plan except this Contract, and the payment of benefits under this Contract shall be affected by the benefits that would be payable under any and all other Plans only to the extent that the Corporation is furnished with information relative to such other Plans.

c. "DEPENDENT" means, with respect to this Article, any person included in the definition of Dependent in Article I hereof and with respect to any other Plan, any person who qualifies as a Dependent under such Plan.

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4. RIGHT TO RECEIVE AND RELEASE NECESSARY INFORMATION

For the purpose of determining the applicability of and implementing the terms of this Article or any provision of similar purpose of any other Plan, the Corporation may, without the consent of or notice to any person, release to or obtain from any insurance company or other organization or person any information, with respect to any person, which it deems to be necessary for such purposes. Any person claiming benefits under this Plan shall furnish to the Corporation such information as may be necessary to implement this Article.

5. FACILITY OF PAYMENT

Whenever payments which should have been made under this Plan in accordance with this Article have been made under any other Plan, the Corporation shall have the right to pay over to any organizations making such other payments any amounts it shall determine to be warranted in order to satisfy the intent of this Article, and amounts so paid shall be deemed to be benefits paid under this Plan and, to the extent of such payments for Covered Services, the Corporation shall be fully discharged from liability under this Contract.

6. RIGHT OF RECOVERY

Whenever payments have been made under this Contract by the Corporation, with respect to Covered Services in a total amount in excess of the amount necessary to satisfy the purposes of this Article, the Corporation shall be entitled to recover such excess amounts from the Employee or Dependent or any group insurer, Plan or other person or organization contractually obligated to such Employee or Dependent with respect to such Covered Service.

The Employee, for him or herself and on behalf of his or her Dependents, shall upon request, execute and deliver such instruments and papers as may be required and do whatever else is necessary to secure such rights to the Corporation or any other Plan.

ARTICLE V - EXCLUSIONS AND LIMITATIONS

1. Benefits shall not be provided for:
   a. Any services or charges for services not reasonable and necessary for the diagnosis or treatment of an illness or injury or to improve the functioning of a malformed body member;
   b. Any service or expense for service to the extent the Employee or Dependent is entitled to payment or benefits (whether or not any such payment or benefits has been applied for or paid) pursuant to the laws (now existing or as may be amended) of the United States, any state or political subidvision thereof. Specifically excluded hereunder, without limiting the generality of the foregoing, are benefits provided by or payable under Workmen's Compensation Laws,the Veterans Administration, or any state or federal hospital for which hospital services the Employee or Dependent is not legally obligated;
   c. Any service or expense for service to the extent the Employee or Dependent is entitled to payment or benefits under state or federal programs of health care, to include Medicaid and Medicare and amendments thereto, but only to the extent that benefits are provided or reimbursement is paid or payable thereunder;
   d. Disease hereafter contracted or injuries hereafter sustained as a result of war or while in the military service;
   e. Any Hospital or Physician services commencing prior to the Effective Date;
   f. Hospitalization or inpatient admissions and Physicians services rendered in conjunction with Hospital admissions which are principally for diagnostic studies or medications and treatments which could have been safely performed on an outpatient basis unless the patients symptoms and physical condition alone warranted hospitalization;

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g. Services or charges incurred for any experimental surgery or medical procedures including but not limited to transsexuality or related procedures or acupuncture, or complications thereof;

h. Services, supplies or charges for premarital, pre-employment or routine physical examinations;

i. Hospital or Skilled Nursing Facilities admissions for sanitarium care or rest cures; admissions primarily for physical or occupational therapy; or admissions for custodial care, that being defined as care designed essentially to assist an individual to meet his activities of daily living, e.g., services which constitute personal care such as help in walking and getting in and out of bed, assistance in bathing, dressing, feeding, and using the toilet, preparation of special diets, and supervision of medication which can usually be self administered and which does not entail or require the continuous attention of trained medical personnel;

j. Hospital and Physician services related to Cosmetic surgery, a term which shall mean surgical procedures performed to improve appearance or to correct a deformity without restoring a bodily function. Except that when the malappearance or deformity was caused by physical trauma, surgery, or congenital anomaly (as opposed to familial characteristics or aging phenomenon) which occurred while the patient was covered by the Corporation, the benefit will be paid. In the instances of the following and other procedures which might be considered "Cosmetic", e.g., Rhinoplasty (nose), Mentoplasty (chin), Rhytidoplasty (face lift), Glabellar Rhytidoplasty, Surgical Planing (dermabrasion), Blepharoplasty (eyelid), Mammoplasty (suspension or augmentation), Superficial Chemosurgery (acid peel of the face) and Rhytidectomy (abdomen, legs, hips or buttocks including lipectomy or adipectomy), benefits shall be provided only if advance approval of coverage was obtained from the Corporation;

k. Hospital and Physician services for dental procedures involving tooth structures, extractions, gingival tissue, alveolar process, dental X-rays, or procedures of dental origin which are principally for the preserving of teeth, except for:

(1) Excision and extraction of impacted teeth when supported by dental X-rays; and

(2) When advance approval of coverage has been authorized by the Corporation, Hospital services will be paid in connection with the provisions of dental services if the procedure is of such complexity as to require hospitalization, or if hospitalization is required to ensure proper medical management, control or treatment of a nondental impairment;

l. Physician's charges for medicine, drugs, appliances, supplies, blood and blood derivatives;

m. Eyeglasses, contact lenses, hearing aids and examination for the prescription or fitting thereof;

n. Travel, whether or not recommended by a Physician; and

o. Any Service or charge incurred for surgical procedures or injections which are repeated after the eighth (8th) procedure or injection.

2. Benefits shall not be provided for services or supplies not specifically listed in Articles III inclusive, and payment to any degree greater than specified in this Contract will be made only at the discretion of the Corporation.

ARTICLE VI - PAYMENT OF PREMIUM

1. Unless the Employer or the Corporation has given notice of termination of this Contract, as provided in Article VIII, the premium shall be due and payable no later than the fifth working day following the monthly due date, provided that the premium due on any due date shall not be deemed to have been paid unless the total premium for all coverages in force on such date has been paid.

2. All premiums are payable by the Employer at the Home Office of Blue Cross and Blue Shield of South Carolina, Columbia, South Carolina 29219, or to an authorized agent of the Corporation. The payment of any premium shall not maintain the coverage under this Contract in force beyond the date immediately preceding the next due date except as provided in paragraph 3 of this Article.

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3. A grace period of thirty-one (31) days will be granted for the payment of premiums, other than premiums for the initial month or agreed periodic term, during which grace period this Contract shall continue in force and the Employer shall be liable to the Corporation for all premiums due and unpaid for the period this Contract continued in force.

4. The Corporation may change the monthly unit rates per Employee whenever the terms of this Contract are changed by amendments effected under the terms of Article XI, paragraph 1, by giving 120 days prior written notice to the Members of the State Budget and Control Board acting on behalf of the State of South Carolina and its Employees; provided, however, that in the absence of an amendment changing the terms of this Contract, no adjustment in the monthly unit rates shall become effective except on July 1 of any year the contract remains in force and any notice of adjustment in the monthly unit rates must be accompanied by an explanation of the experience rating formula and other factors which the Corporation has used in calculating the proposed rate adjustment.

ARTICLE VII - EMPLOYER'S PERSONNEL DATA

1. The Employer shall furnish to the Corporation monthly during the period of this Contract, on forms to be approved by the Corporation, such information as may be required by the Corporation for the purpose of enrolling Employees of the Employer under this Contract, processing terminations and effecting changes in family status and transfers of employment of covered Employees. The Corporation shall furnish to the Employer such information concerning enrollment of Employees and other matters as the Employer may reasonably require.

2. Clerical errors or delays in keeping or reporting data relative to coverage shall not invalidate coverage which would otherwise be validly in force or continue coverage which would otherwise be terminated, but, upon discovery of such errors or delays, an equitable adjustment of charges shall be made to the Employer.

ARTICLE VIII - TERMINATION AND RENEWAL OF THIS CONTRACT AND COVERAGE

1. This Contract may be terminated by the Employer at any time by giving written notice to the Corporation at least thirty (30) days prior to the due date of premium. This Contract shall be renewed automatically from year to year unless terminated pursuant to this paragraph or the following paragraphs of this Article or pursuant to Article VI.

2. In the event an Employee ceases to be in the employ of the Employer, or in the event the Employer notifies the Corporation that coverage of an Employee is to be terminated, or in the event this Contract is cancelled by the Employer or the Corporation, the coverage respecting such Employee and all of his or her Dependents shall terminate automatically at the end of the period for which payment of premium shall have been made by the Employer for such Employee. (See Article X for Conversion provisions.) However, maternity benefits will be paid where conception occurs prior to termination.

3. The surviving spouse and/or dependent children of a deceased retired Employee shall be eligible to continue coverage, provided they pay the entire premium without any contribution by the Employer.

4. A spouse shall cease to be an eligible Dependent upon termination of marriage to the Employee. A child shall cease to be an eligible Dependent upon the attainment of age twenty-three (23) or upon his or her marriage, whichever occurs first, and eligibility may not be restored by virtue of divorce. However, the coverage of an Incapacitated Dependent under this Contract shall not be terminated merely by the attainment of age twenty-three (23), but may be continued provided proof of such incapacity and dependency is furnished to the Corporation by the Employee within thirty-one (31) days of such child's twenty-third birthday and subsequently on an annual basis after the two year period following the child's attainment of age twenty-three (23) as long as coverage remains in force for the Employee.

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5. This Contract may be terminated by the Corporation should the Employer acquire any other group hospital, medical-surgical insurance coverage.

6. Coverage under this Contract may be terminated by the Corporation upon ninety (90) days prior written notice for any one or more of the following reasons:
   a. Fraudulent misrepresentations made in applying for this Contract or in applying for any benefits hereunder;
   b. Discontinuance of the class of contract to which this Contract belongs;
   c. Failure of the Employer to maintain the percentage of participation standards relating to the required percentage of enrollment prescribed.

7. If coverage is terminated for any cause, the Corporation shall return promptly the unearned portions of any premium paid. Termination shall be without prejudice to any claim incurred prior to the effective date of termination.

ARTICLE IX - REINSTATEMENT

Coverage under this Contract which shall have been terminated in any manner may be reinstated by the Corporation at its sole discretion upon such terms and conditions as it may determine.

ARTICLE X - CONVERSION OF COVERAGE

Subject to the provisions of Article VIII and paragraph 3 of this Article, the following provisions apply:

1. An Employee who leaves the employ of the Employer while this Contract is in force shall be entitled to have issued to him by the Corporation, without evidence of insurability, a contract of the type and class of direct payment contract then being generally issued by the Corporation by applying for such contract and by paying directly to the Corporation the regular charges therefor. Such application must be made within sixty (60) days after the termination of coverage under this Contract. The coverage under such direct payment contract shall commence from the date of termination of coverage under this Contract.

2. If a Dependent ceases to be covered under this Contract or in the event of the death of the Employee, the Dependent shall be entitled to have issued to him by the Corporation, without evidence of insurability, a contract of the type and class of direct payment contract then being generally issued by the Corporation by applying for and paying directly to the Corporation the regular charges for such contract within sixty (60) days after the date he is no longer covered under this Contract. Coverage under such contract shall commence from the date of termination of coverage under this Contract.

3. The Corporation will not be required to issue a converted contract if the Employee or Dependent applying for such contract shall have at that time in force other hospital medical-surgical coverage providing equivalent benefits, or is covered by equivalent benefits available under any statute or any welfare plan which together with the converted contract would result in overinsurance.

4. If an Employee covered under this Contract leaves the employ of the Employer and becomes eligible to participate in another group covered by the Corporation, such Employee may transfer his membership to the enrolled group provided he has maintained continuous coverage with the Corporation on a direct payment contract until the effective date established in the new group's contract for eligibility, as provided for by the Corporation's then current enrollment regulations.

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ARTICLE XI - GENERAL PROVISIONS

1. RIGHT TO AMEND

This Contract and the certificates issued hereunder may be changed only by mutual agreement between the Corporation and the South Carolina State Budget and Control Board. No such changes will be effective (a) until thirty (30) days after a written agreement has been reached or (b) until such date as is mutually agreed upon by the Contracting parties.

2. THE CONTRACT

a. This Contract, the Application of the Employer, and the attached Endorsements and Riders if any, constitute the entire Contract between the parties.
b. All statements made by the Employer or by any of the Employees shall be deemed representations and not warranties and no such statement shall be used in defense to a claim hereunder unless it is contained in a written application signed by such party against whom such defense is asserted.
c. No agent of the Corporation has authority to change this Contract or to waive any of its provisions. No change in this Contract shall be valid unless approved by an individual authorized to sign the Contract on behalf of the State of South Carolina and an executive officer of the Corporation and such approval be endorsed thereon.

3. NOTICE AND PROOF OF CLAIM

a. The Employee or Dependent shall present an Identification Card when applying for Services.
b. Notice of care on which a claim may be based must be given to the Corporation by or on behalf of the Employee or Dependent within ninety (90) days after the beginning of such care. Service rendered by a hospital as described in Article III, A. or a physician as described in Article III, B. shall be deemed written notice of claim and authorization for the Corporation to obtain such records as it may reasonably require to properly administer and pay benefits as described herein, provided the Employee or Dependent notifies the provider of services by presentation of an Identification Card.
c. Notice given by or on behalf of the Employee to the Corporation at its address stated in Article XII hereof, or to any authorized agent of the Corporation, with particulars sufficient to identify the Employee shall be deemed to be notice to the Corporation. Failure to give notice within the time provided shall not invalidate nor reduce any claim if it shall be shown not to have been reasonably possible to give such notice and that notice was furnished as soon as was reasonably possible.
d. The Corporation, upon receipt of such notice, will furnish or cause to be furnished to the Employee such forms as are usually furnished by it for filing proof of loss for services rendered by a Non-Contracting Hospital or a Non-Participating Physician. If such forms are not so furnished within fifteen (15) days after the receipt of such notice, the Employee shall be deemed to have complied with the requirements as to proof of loss upon submitting, within the time fixed for filing proof of loss, written proof covering the occurrence, character and extent of the care or services for which claim is made.
e. Written proof of loss must be furnished to the Corporation not later than December 31 of the Calendar Year following the one in which the care or service for which benefits are claimed was rendered, except where the Employee was legally incapable.

4. PAYMENT OF CLAIMS

All benefits provided in this Contract will be paid promptly upon receipt of due proof of loss. Payments shall, at the option of the Corporation, be made either directly to the Employee or to the provider of service.

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5. INFORMATION AND RECORDS

The Corporation shall be entitled to obtain such authorization for medical and hospital records as it may reasonably require from any provider of services incident to the administration of the benefits hereunder and the attending Physician's certificate as to the medical necessity for care or treatment; provided, however, that the Corporation shall in every case hold such records as confidential except as authorized by the Employee or Dependent.

6. LEGAL ACTIONS

No action at law or in equity shall be brought to recover on this Contract prior to the expiration of sixty (60) days after written proof of loss has been furnished in accordance with the requirements of this Contract. No such action shall be brought after the expiration of six (6) years after the date written proof of loss is required to be furnished.

7. IDENTIFICATION CARDS AND CERTIFICATES

The Corporation will issue to the Employer for delivery to each Employee covered hereunder an Identification Card evidencing coverage and an individual certificate summarizing the benefits to which the Employee is entitled. If any amendment to this Contract shall materially affect any benefits described in such certificate, new certificates or Endorsements describing the changes shall be issued.

8. PHYSICAL EXAMINATION

The Corporation at its own expense shall have the right and opportunity to examine the person of any Employee or Dependent whose injury or sickness is the basis of claim when and as often as it may reasonably require during the pendency of a claim hereunder.

9. NON-APPLICABILITY

This Contract is not in lieu of and does not affect any requirement for coverage by Workmen's Compensation Insurance.

ARTICLE XII - NOTICE

Any notice given under this Contract shall be sufficient if given to the Employer, when addressed to it at its office stated in the Application; if given to the Corporation when addressed to it at its office at Columbia, South Carolina 29219; or if given to an Employee when addressed to the Employee at his address as it appears on the records of the Corporation.

SCHEDULE OF ALLOWANCES FOR SURGICAL SERVICE AND RELATED ANESTHESIA SERVICE

The following schedule contains representative examples of the allowances provided for the services described in the Medical-Surgical Benefits Article, under "SURGICAL SERVICE". Also listed are the anesthesia unit values for these services, except where individual consideration "I.C." is listed and will be given. For any such benefits not listed in this schedule the Corporation reserves the right to determine a maximum allowance on the basis of comparable procedures for which allowances are established herein.

INTEGUMENTARY SYSTEM

	Allowance	Anesthesia Unit Value
Skin and Subcutaneous Tissue		
Excision of lesions		
up to ¼ in. of trunk, arms, or legs, benign	$ 10.00	3
Up to ¼ in. of trunk, arms or legs, malignant	40.00	3
Over ¼ in. to ½ in. of face, ears, eyelids, nose, lips, mucous membrane, benign	45.00	4
Over ¼ in. to ½ in. of face, ears, eyelids, nose, lips, mucous membrane, malignant	110.00	4
Biopsy of subcutaneous tissue	15.00	I.C.
Suture of Lacerations		
Up to 1 in. trunk, arms, legs, scalp, neck	15.00	3
2½ in. to 5 in. trunk, arms, legs	30.00	3
Chemosurgery, malignancies of skin	130.00	3
each subsequent treatment, up to five microscopic sections	35.00	3
each additional microscopic section over five	5.00	3
Excision of pilonidal cyst or sinus, simple	150.00	4
Breast		
Partial mastectomy, bilateral	140.00	3
Radical mastectomy, including pectoral muscles and axillary lymph nodes, unilateral	360.00	5

	Allowance	Anesthesia Unit Value
Fractures		
Radius, distal end, Colles, closed reduction	$ 100.00	3
Femur, shaft, closed reduction	200.00	4
Tibia and Fibula, Shaft, Closed reduction	150.00	3
Arthrotomy, knee	220.00	3
RESPIRATORY SYSTEM		
Nose		
Lobectomy	495.00	13
Bronchoscopy, diagnostic	75.00	6
CARDIOVASCULAR SYSTEM		
Ligation and division and complete stripping of saphenous veins, unilateral	160.00	3
Insertion or replacement of permanent internal pacemaker and myocardial electrodes	470.00	20
Aortic valve repair by valvuloplasty, with bypass	770.00	20
DIGESTIVE SYSTEM		
Tonsils and Adenoids		
Tonsillectomy, with or without adenoidectomy, under age 12	75.00	5
Age 12 and over	85.00	5
Stomach		
Subtotal gastrectomy with vagotomy	470.00	7
Pyloroplasty	235.00	7
Intestine		
Colostomy	225.00	6
Colectomy, partial, with anastomosis	440.00	6
Appendix		
Appendectomy	200.00	6

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	Allowance	Anesthesia Unit Value
Rectum		
Proctoscopy	$ 15.00	4
Anus		
Hemorrhoidectomy, internal plus external including multiple procedures performed at the same time for fissure, fistula, crypts, minor prolapse	150.00	4
Abdomen, Peritoneum and Omentum		
Exploratory laparotomy, celiotomy	200.00	6
Herniorrhaphy, Hernioplasty, Herniotomy		
Inguinal, unilateral	200.00	4
Inguinal, bilateral	260.00	4
Umbilical	195.00	4
URINARY SYSTEM		
Kidney		
Nephrectomy, including partial ureterectomy, including rib resection	345.00	6
Transurethral Surgery		
Cystourethroscopy, with biopsy, initial	50.00	3
Cystourethroscopy, with removal ureteral calculus	115.00	3
MALE GENITAL SYSTEM		
Penis		
Circumcision, newborn, clamp procedure	15.00	3
Circumcision, over 12, except clamp procedure	45.00	3
Vas Deferens		
Vasectomy, unilateral or bilateral	55.00	3
Prostate		
Prostatectomy, subrapubic, one or two stages	350.00	6

	Allowance	Anesthesia Unit Value
FEMALE GENITAL SYSTEM		
Vagina		
Colpoperineorrhaphy (non-obstetrical)	$ 55.00	4
Oviduct		
Salpingectomy, complete or partial, unilateral or bilateral	205.00	6
Corpus Uteri		
Total hysterectomy, with or without tubes and/or ovaries, and/or dilation and curettage	330.00	6
Dilation and curettage, (non-obstetrical)	65.00	3
Ovary		
Excision of ovarian cyst, unilateral or bilateral	200.00	6
ENDOCRINE SYSTEM		
Thyroid Gland		
Thyroidectomy, total	320.00	6
NERVOUS SYSTEM		
Spinal puncture, lumbar, diagnostic	15.00	5
Laminectomy, one or two segments, for decompression of spinal cord and/or nerve roots, cervical or thoracic	375.00	10
EAR		
Stapedectomy with insertion of prosthetic stapes with fenestration of the oval window	445.00	5

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SCHEDULE OF ALLOWANCES FOR

OBSTETRICAL SERVICE

The following Schedule lists the allowances provided for the services described in the Medical-Surgical Benefits Article, under "Obstetrical Service".

	Allowance	Anesthesia Unit Value
Classic C-Section, including pre and postnatal care	$ 250.00	7
Vaginal delivery, including pre and postnatal care	150.00	4
Abortion, completed surgically, first trimester	85.00	3
Therapeutic abortion by D & C	85.00	3

ANESTHESIA ALLOWANCES

Anesthesia time is considered to start with the beginning of the administration of anesthesia and to end when the Physician or Certified Registered Nurse Anesthetist administering the anesthesia is no longer in personal attendance.

Anesthesia allowances are based on the anesthesia unit value shown with the proceding surgical allowances and which are assigned to each surgical or obstetrical procedure requiring anesthesia, plus one additional unit for each 15 minutes, or major fraction thereof, multiplied by the unit rate of [5.50], and rounded to the nearest dollar. If two or more operations or procedures are performed at the same time, only the anesthesia unit value assigned the major procedure shall be used in computing the anesthesia allowance.

The following are examples of anesthesia allowances, as provided in the Medical-Surgical Benefits Article, under "ANESTHESIA SERVICE", according to unit value and time.

Anesthesia Unit Value	+	Anesthesia Time (Units)	=	Total Units	x	Unit Rate	=	Allowance
2		Thirty Minutes (2)		4		5.50		$ 22.00
3		One Hour (4)		7		5.50		39.00
4		One Hour, Thirty Minutes (6)		10		5.50		55.00
2		Two Hours (8)		10		5.50		66.00
3		Two Hours, Thirty Minutes (10)		16		5.50		88.00
4		Three Hours (12)		20		5.50		110.00
2		Three Hours, Thirty Minutes (14)		24		5.50		132.00
3		Four Hours (16)		31		5.50		171.00
4		Four Hours, Thirty Minutes (18)		38		5.50		209.00

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SCHEDULE OF ALLOWANCES FOR

DIAGNOSTIC X-RAY SERVICE AND LABORATORY AND PATHOLOGICAL SERVICE

The following schedule contains representative examples of the allowances provided for the services described in the Medical-Surgical Benefits Article, under "Diagnostic X-Ray Service" and "Laboratory and Pathological Service". For any such benefits not listed in this schedule, the Corporation reserves the right to determine a maximum allowance on the basis of comparable procedures for which allowances are established herein.

DIAGNOSTIC X-RAY ALLOWANCES

*Professional Allowance includes the services of reading, interpreting and preparing the written report for the referring physician.

**Professional and Technical Allowance includes the services of reading, interpreting and preparing the written report and the charges for use of his equipment.

	*Professional Allowance	**Professional and Technical Allowance
HEAD AND NECK		
Ventriculography	$ 29.50	$ 54.50
Mandible, partial	9.00	16.50
Mastoids, three or more views	12.00	22.00
Nasal bones	6.00	11.00
Skull, four or more views	15.00	27.50
CHEST		
Chest, single view (full sized film)	6.00	11.00
Ribs, bilateral	15.00	27.50
SPINE AND PELVIS		
Spine, entire spine, AP and lateral	24.00	44.00
Spine, thoracic, AP and lateral	9.00	16.50
Spine, lumbrosacal, complete	15.00	27.50
Pelvis, AP, stereo	9.00	16.50
UPPER EXTREMITIES		
Clavicle, complete	6.00	11.00
Scapula, complete	9.00	16.50
Shoulder, one view	9.00	16.50
Humerus, minimum of two views	6.00	11.00
Elbow, AP and lateral	6.00	11.00
Forearm, AP and lateral	7.50	13.50
Wrist, AP and lateral	6.00	11.00
LOWER EXTREMITIES		
Hip, complete	10.50	19.00
Both hips and pelvis, multiple positions	12.00	22.00
Femur, AP and lateral	9.00	16.50
Knee, AP and lateral	9.00	16.50
Leg, AP and lateral	6.00	11.00
Ankle, AP and lateral	6.00	11.00
Foot and heel, complete, routine, minimum of three views	7.50	13.50

	Professional Allowance	Professional and Technical Allowance
ABDOMEN		
Abdomen, single AP view (independent procedure)	$ 12.00	$ 22.00
GASTROINTESTINAL TRACT		
Upper gastrointestinal tract, without KUB	18.00	33.00
Gall bladder, oral contrast	12.00	22.00

LABORATORY AND PATHOLOGICAL ALLOWANCES

MACHINE TESTS	Allowance
Electroencephalogram	$ 77.00
Basal Metabolism rate	8.50
Electrocardiogram, with interpretation and report	16.50
BLOOD EXAMS	
Bilirubin, total serum	5.50
Blood, red cell count (erythrocyte)	3.00
Cholesterol, total	5.50
Glucose tolerance, up to 5 specimens, 3 hours	16.50
TISSUE EXAMS	
Surgical, Gross and Microscopic, routine, up to 3 specimens	16.50
URINE EXAMS	
Acetone	1.00
Albumin, qualitative	1.00
Sugar, qualitative	2.00
Routine Microscopic	3.00

Liberty Life Insurance Company

Greenville, South Carolina

(herein called the Company)

AGREES TO PAY

No. GL- 2474

immediately on receipt by the Company at its Home Office of due proof of the death of any Employee, while insured hereunder, of

THE SOUTH CAROLINA STATE BUDGET AND CONTROL
BOARD ON BEHALF OF THE STATE OF SOUTH CAROLINA
(hereinafter called the Employer)

the amount of insurance hereunder on the life of such Employee at date of death as determined in accordance with the provisions of Amount of Insurance set forth herein. Such amount shall be payable, subject to all the terms and conditions hereof, to the party or parties designated as Beneficiary in the Certificate evidencing such insurance (such designation being subject to revocation as hereinafter provided).

This policy is issued for a term of one year beginning on July 1, 1975 (hereinafter called the Effective Date) in consideration of the application of the Employer and those, if any, of the Employees insured hereunder and of the payments of premiums as hereinafter provided; and it may be renewed from year to year as hereinafter provided. The first such premium is due and payable on the Effective Date and a subsequent premium shall be due and payable on the 1st day of each month hereafter during the continuance of this policy.

This policy is issued and accepted subject to all the terms and conditions recited by the Company on the subsequent pages hereof, which are a part of this policy as fully as if recited over the signatures hereto affixed.

IN WITNESS WHEREOF, the LIBERTY LIFE INSURANCE COMPANY has caused this policy to be signed at its Home Office in Greenville, South Carolina as of the Effective Date.

David W. Robinson II
Secretary

President

H. D. Davis Jr.
Registrar

Group Life Insurance Policy
Renewable Term
Non-Participating

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Form No. Gr-415 R (8-59)

1. Amount of Insurance - The amount of insurance on the life of any Employee insured hereunder shall be in accordance with the following Classification Schedule:

For Employees	Amount
Before the first day of the month in which 65th birthday occurs	$3,000.00
On and after the first day of the month in which 65th birthday occurs	$1,500.00

2. Eligible Classes of Employees - All full time Employees of the State who receive compensation from a department, agency or institution of the State are to be eligible. For plan purposes, an Employee is to be classified as "full time" if he works more than 30 hours per week for more than five (5) months per year. Also eligible are members of the South Carolina General Assembly, clerical and administrative employees of the General Assembly and judges in the State Courts and treasurers and auditors of county governments.

   Participants in any other group plan provided by a political subdivision, municipal corporation or the Federal Government would not be eligible. Employees of the South Carolina Ports Authority or the Public Service Authority also would be excluded, unless their governing bodies elect to participate in the plan. Elementary and secondary school teachers and other employees of school districts are also eligible. Faculty and staff members of State-supported colleges and universities are classified as State employees and most are eligible under the definition of "full time" Employee.

3. Date of Eligibility - All Employees in the eligible classes on the Effective Date hereof shall become eligible for insurance hereunder, on the Effective Date hereof.

   Any Employee entering an eligible class after the Effective Date hereof shall become eligible for insurance hereunder on the first day of the Calendar month coinciding with or following date of employment; provided, that if such Employee is not actively at work on the date he would otherwise become eligible, then such Employee shall become eligible on the first day of the Calendar month coinciding with or following the day such Employee returns to work.

4. Effective Dates of Insurance - An Employee shall be insured hereunder on the date he becomes eligible for such insurance.

5. Calculation of Premiums - As of the Effective Date and as of each anniversary thereof, the Company shall determine a Monthly Average Premium Rate per $1,000.00 of insurance as follows:

   (a) Multiply the amount of insurance in force for each insured Employee by the premium per $1,000.00, according to the Table of Premium Rates then effective hereunder, for such Employee's Age and add the results.

(b) Add to the result a constant of (1) $ .20 for each $1,000.00 of insurance in force hereunder or (2) $8.00, whichever is the lesser.

(c) Divide the resultant Adjusted Monthly Cost by the total amount (in thousands) of insurance then in force hereunder, the result being taken to the nearest cent.

The Company reserves the right to recalculate the Monthly Average Premium Rate on any renewal date following the first anniversary of the Effective Date, provided the Company notifies the Employer at least 90 days in advance of such renewal date.

If the premiums hereunder are payable other than monthly, the annual, semi-annual or quarterly Average Premium Rate per $1,000.00 of insurance shall be determined by multiplying the Monthly Average Premium Rate by 11.823, 5.956 or 2.985, respectively, the result being taken to the nearest cent. The Company reserves the right to recalculate such Average Premium Rate on any renewal date following the first anniversary of the Effective Date, provided, the Company notifies the Employer at least 90 days in advance of such renewal date.

The premiums payable hereunder shall be determined by multiplying the total amount (in thousands) of insurance in force hereunder by the Average Premium Rate then effective on each respective premium due date; provided that if such premiums are payable other than monthly, adjustments shall be made for prorata premium charges as follows:

For insurance effective hereunder on the first day of any policy month, premium charges shall begin on the same day; otherwise on the first day of the policy month immediately following the date such insurance is effective;

For insurance terminated on the first day of any policy month, premium charges shall cease on the same day; otherwise at the end of the policy month in which such insurance is terminated;

The prorata charge in connection with an annual, semi-annual or quarterly period shall be determined according to (a) the amount of insurance being added or terminated, as the case may be, (b) the Average Premium Rate then effective hereunder per $1,000.00 of insurance, and (c) the portion of such period during which such insurance is in force.

For the period July 1, 1975 through June 30, 1976, the Average Premium Rate per $1,000.00 of insurance shall be $0.30.

Instead of the methods of computation above provided, premiums may be computed by any method mutually agreeable to the Company and the Employer which produces approximately the same total amount.

TABLE OF PREMIUM RATES
MONTHLY PREMIUMS PER $1,000.00 OF INSURANCE

Attained Age Nearest Birthday	Monthly Premium Male	Monthly Premium Female	Attained Age Nearest Birthday	Monthly Premium Male	Monthly Premium Female	Attained Age Nearest Birthday	Monthly Premium Male	Monthly Premium Female
15	$0.19	$0.12	35	$0.32	$0.19	55	$1.65	$0.99
16	.20	.12	36	.34	.20	56	1.80	1.08
17	.21	.13	37	.36	.21	57	1.97	1.18
18	.22	.13	38	.38	.23	58	2.14	1.28
19	.23	.14	39	.41	.25	59	2.32	1.39
20	.23	.14	40	.45	.27	60	2.51	1.51
21	.24	.14	41	.49	.29	61	2.72	1.63
22	.24	.15	42	.53	.32	62	2.96	1.77
23	.25	.15	43	.58	.35	63	3.21	1.92
24	.25	.15	44	.63	.38	64	3.48	2.09
25	.25	.15	45	.68	.41	65	3.78	2.27
26	.25	.15	46	.74	.45	66	4.11	2.47
27	.26	.15	47	.81	.49	67	4.48	2.69
28	.26	.16	48	.89	.53	68	4.89	2.93
29	.26	.16	49	.97	.58	69	5.34	3.20
30	.27	.16	50	1.06	.64	70	5.81	3.49
31	.27	.16	51	1.16	.69	71	6.32	3.79
32	.28	.17	52	1.26	.76	72	6.84	4.11
33	.29	.17	53	1.38	.83	73	7.38	4.43
34	.30	.18	54	1.51	.91	74	7.95	4.77

Volume Reduction Formula—
The total monthly premium, including the Expense Loading, is subject to a percentage reduction in accordance with the following tables:

TABLE 1

Total Monthly Premium	Advance Expense Adjustment
Under $200	.02
$ 200 but less than $ 250	.03
250 but less than 300	.04
300 but less than 350	.05
350 but less than 400	.06
400 but less than 450	.07
450 but less than 500	.08
500 but less than 600	.09
600 but less than 700	.10
700 but less than 800	.11
800 but less than 1,000	.12
1,000 but less than 1,500	.13
1,500 but less than 3,000	.14
3,000 but less than 5,000	.15
5,000 but less than 10,000	.16
10,000 but less than 15,000	.17
15,000 but less than 20,000	.18
20,000 but less than 30,000	.19
30,000 but less than 40,000	.20
40,000 but less than 60,000	.21
60,000 and Over	.22

TABLE 2

Average Amount of Insurance per Life		If Scheduled Amount for Highest Class Is:		
At Least	Less Than	Under $15,000	$15,000 to $22,000	$22,000 or More
——	$ 2,000	.02	.01	.00
$ 2,000	3,000	.03	.02	.01
3,000	4,000	.04	.03	.02
4,000	5,000	.05	.04	.03
5,000	6,000	.06	.05	.04
6,000	7,000	.07	.06	.05
7,000	8,000	.08	.07	.06
8,000	9,000	.09	.08	.07
9,000	10,000	.10	.09	.08
10,000	11,000	.11	.10	.09
11,000	13,000	.12	.11	.10
13,000	15,000	.13	.12	.11
15,000	——	——	.13	.12

TABLE 3

Initial Amount of Insurance		
At Least	Less Than	Discount
——	$ 1,000,000	.00
$ 1,000,000	5,000,000	.01
5,000,000	10,000,000	.02

6. Employee Contributions If an Employee is required to make contributions toward the payment of premiums for insurance hereunder on his life, such contributions shall not exceed $.60 per month per $1,000.00 of such insurance.

7. Individual Certificate of Insurance The Company shall issue to the Employer for delivery to each Employee insured hereunder an individual Certificate setting forth a statement as to (a) the insurance hereunder on his life, (b) to whom such insurance is payable, and (c) the provisions of the Conversion Privilege hereof. Such Certificate shall not constitute a part of this policy.

8. Record of Employees Insured The Employer shall furnish periodically to the Company at its Home Office such information relative to Employees becoming insured, changes in amount of insurance, and terminations of insurance, as the Company may require for the administration of the insurance hereunder. The payroll of the Employer and such other personnel records as, in the opinion of the Company, have a bearing on any insurance hereunder shall be open for inspection by the Company at any reasonable time.

Failure of the Employer through clerical error to give proper notice to the Company in connection with insurance hereunder on the life of any Employee shall not invalidate such insurance that otherwise would be effective hereunder; likewise, failure to report the termination of insurance hereunder on the life of any Employee shall not be construed as involving or effecting a continuation of such insurance beyond the date of termination as determined according to the provisions of this policy.

9. Renewal Privilege This policy may be renewed from year to year, beginning at the expiration of one year from the Effective Date, by the Employer for a period of one year by payments of premiums as provided in this policy; provided that the Company, on 180 days' written notice to the Employer, may terminate (a) this policy on the first anniversary of the Effective Date, (b) this policy on any renewal date, (c) this policy on any premium due date, if on a premium due date less than 25 Employees or less than 100 per cent of the number of Employees then eligible for insurance hereunder, are insured hereunder.

10. **Payment of Premiums—Grace** All premiums are payable on their respective due dates to the Company at its Home Office, but may be paid, subject to all the terms and conditions of this policy, on or before such dates to an authorized representative of the Company only in exchange for the Company's official receipt therefor signed by the President or Secretary of the Company and countersigned by the representative authorized by the Company to receive the payment thereof.

A grace of 31 days, without interest, during which this policy shall be continued in force, shall be granted for the payment of every premium after the first, provided that (a) if the Employer, prior to the expiration of the period of grace for the payment of any premium, gives written notice to the Company at its Home Office that this policy is to be terminated as of the due date of such premium, then this policy shall not be continued but shall terminate on such due date or on the date of receipt of such notice, whichever is the later, (b) if the Employer, without having given written notice to the Company at its Home Office that this policy is to be terminated, fails to pay any premium hereunder before the expiration of the period of grace for the payment thereof, then this policy shall terminate at the end of such period, and (c) on termination of this policy, the Employer shall be liable for payment of all premiums then past due and unpaid, subject to the last premium being prorated to the date of termination hereof in event this policy is terminated during the period of grace.

If any premium paid hereunder includes any amount for insurance not then effective hereunder, the Company assumes no liability therefor, and shall refund such amount to the Employer on receipt by the Company at its Home Office of written request therefor signed by the Employer.

11. **Beneficiary-Succession** Subject to all the terms and conditions of this policy, an Employee at any time and from time to time, while insured hereunder, may designate one or more parties as the beneficiary and the extent to which such parties shall share in such insurance and may revoke any or all designations as to beneficiary or the extent to which any party or parties shall share. Every such designation or revocation must be made by a written declaration properly executed by said Employee and shall become effective only when approved by the Company at its Home Office. After such approval, the provisions thereof shall relate back to and take effect as of the date such declaration was signed, but without prejudice to the Company on account of payment made by it prior to such approval. If any party designated as a beneficiary under such insurance should predecease said Employee, any interest thereunder of such deceased party shall be payable to the surviving parties or party designated as the beneficiary, if any, otherwise to the Estate of said Employee, unless otherwise provided herein.

If any amount hereunder should be payable to the Estate of said Employee or to a minor, the Company may pay such amount to any relative by blood or connection by marriage of said Employee, or to any person appearing to the Company to be equitably entitled to such payment; any payment by the Company hereunder shall be conclusive evidence that all claims and liability under this policy to the extent of such payment shall have been fully satisfied.

The Company assumes no responsibility for the validity or sufficiency of designations of beneficiary.

12. **Settlement Options** Subject to the following provisions, an Employee may elect, with the privilege of revocation, that the insurance hereunder on his life, or any part thereof, in lieu of being paid in one sum, shall be paid in accordance with Option A below, or if there is no election in effect on receipt by the Company at its Home Office of due proof of death of such Employee, then any Payee may so elect as to the payment of the share of such Payee; provided, however, the Company reserves the right, notwithstanding any election, to pay in lump sum the proceeds payable to any Payee if the amount of such proceeds, at the time of application thereof under such Option, is less than $1,000.00, or if payments under such Option to such Payee are less than $10.00 each payment, or if such Payee is other than a natural person sharing in his own right; provided further that said Option shall not apply, or be available, to any secondary or contingent Payee unless specifically agreed to in writing by the Company at its Home Office. No Payee shall have the right to anticipate or commute any sums payable under said Option, unless such right is specified in the election, and then such Payee's right of anticipation or commutation shall be restricted to the withdrawal at any time on written request to the Company at its Home Office of the then commuted value of all unpaid instalments certain under Option A; provided that the Company may defer the payment of any such withdrawal value for a period not exceeding six months from the date of receipt by the Company at its Home Office of written request therefor. No Payee shall have the right to change the mode of settlement of any Option elected by the Employee hereunder.

Every such election, or revocation thereof, for payment of proceeds must be made in writing and shall become effective only on receipt thereof by the Company at its Home Office together with, or prior to such receipt of, due proof of death of such Employee. The proceeds left with or retained by the Company under said Option shall be and remain a part of the general funds of the Company without any duty or requirement of segregation or separate investment.

Payments under Option A are based on interest at a guaranteed rate of 2¾% per annum, compounded annually. Such interest rates may be increased by such excess interest as may be declared at the sole option of the Board of Directors of the Company.

At the death of any Payee, the commuted value at interest of 2¾% per annum, compounded annually, of any unpaid instalments under Option A shall be paid in lump sum to the Executors or Administrators of such Payee, unless otherwise specified by said Employee in the election.

OPTION A. Instalments for Specified Period Certain. On the basis of each $1,000.00, the proceeds payable under this Option shall be paid for a specified period certain in equal annual or monthly instalments, according to Table A below, the first instalment to be paid immediately on receipt by the Company at its Home Office that death of the Employee shall have occurred while insured hereunder.

TABLE A

Number of Years	Amount of Each Instalment	
	Annual	Monthly
1	----	$84.37
2	$506.78	42.76
3	342.42	28.89
4	260.26	21.96
5	211.00	17.80
10	112.64	9.50
15	80.06	6.75
20	63.91	5.39

SPECIAL SETTLEMENT OPTION. Subject to (a) the provisions of this Section, (b) the provisions of the Settlement Option elected, and (c) approval by the Company at its Home Office, an Employee may elect that the insurance hereunder on his life, or any part thereof, or any Payee may elect that the part payable to such Payee, as the case may be, in lieu of being paid in lump sum or under said Option A, shall be paid under any Settlement Option customarily being offered by the Company at the time of such election.

13. Extension of Death Benefit on Disability

On receipt by the Company at its Home Office, within twelve months from the death of any Employee, of due proof that (a) his employment with the Employer terminated, while he was insured hereunder prior to his 65th birthday, on account of total disability from bodily injury or disease, (b) such disability wholly prevented him from engaging in any business or occupation whatsoever or performing any work whatsoever for remuneration or profit, (c) such disability was continuous from the date of such termination of employment to the date of his death, (d) such death occurred within a period, dating from such termination of employment, not longer than the time such insurance had been continuously in force at such termination of employment, but in any event not longer than twelve months, the Company, in lieu of all other benefits under this policy with respect to such Employee, shall pay forthwith the amount of such insurance as of such termination; provided that if any schedule of insurance hereunder stipulates a reduction of insurance at a specified age or any other specified time, such insurance shall be reduced according to said schedule; provided further that if an individual policy shall have been issued to said Employee in accordance with the Conversion Privilege set forth herein, no payment shall be made hereunder unless such individual policy is first surrendered to the Company at its Home Office for cancellation without claim thereunder except for any premiums paid thereon, but if such policy is thus surrendered, or if such policy shall not have been issued but application therefor shall have been received by the Company at its Home Office, then payment hereunder shall be made to the beneficiary designated in the application for said individual policy, subject to the rights of all parties, if any, irrevocably designated as the beneficiary for such insurance hereunder.

Independently of all other causes, the Company will consider the entire and irrecoverable loss of the sight of both eyes, or the loss by severance of both hands at or above the wrist, or both feet at or above the ankle, or one hand at or above the wrist and one foot at or above the ankle, as total and continuous disability within the meaning hereof.

14. Additional Disability Benefit

On receipt by the Company at its Home Office, within twelve months from the termination of employment of any Employee, of due proof that (a) his employment with the Employer terminated, while he was insured hereunder prior to his sixtieth birthday, on account of total disability from bodily injury or disease, (b) such total disability wholly prevented him from engaging in any business or occupation whatsoever or performing any work whatsoever for remuneration or profit, (c) such disability shall have been continuous from such termination of employment for a period of at least nine months, then the Company, subject to all the terms and conditions of this Benefit, shall continue in force, without payment of premiums, the amount of insurance hereunder on the life of such Employee as of such termination of employment so long as such disability is continuous; provided that if any schedule of insurance hereunder stipulates a reduction of insurance at a specified age or any other specified time, such insurance shall be reduced according to said schedule.

Independently of all other causes, the Company will consider the entire and irrecoverable loss of the sight of both eyes, or the loss by severance of both hands at or above the wrist, or both feet at or above the ankle, or one hand at or above the wrist and one foot at or above the ankle, as total and continuous disability within the meaning hereof.

If an individual policy shall have been issued to said Employee in accordance with the Conversion Privilege set forth herein, then insurance shall not be continued hereunder, unless such individual policy is first surrendered to the Company at its Home Office for cancellation without claim thereunder except for premiums paid thereon.

It is understood and agreed that proofs of continuance without interruption of such total disability shall be furnished as often as required by the Company, but not more often than once each year after the first year of such disability. If, however, said Employee fails to furnish to the Company, within 90 days from the date of written request therefor, proofs as required herein or if he recovers so as to be able to engage in any business or occupation whatsoever or to perform any work whatsoever for remuneration or profit, such insurance automatically shall terminate at the end of said period of 90 days or on such recovery, as the case may be, whereupon the provisions of the Conversion Privilege set forth herein shall apply as though employment with the Employer of said Employee had terminated upon such automatic termination of insurance.

15. Termination of Individual Insurance — Except as provided in the Disability Benefits and in the Conversion Privilege, set forth herein, the insurance hereunder on the life of any Employee shall terminate automatically upon the earliest of (a) the end of the period for which his last contribution is made if he notifies the Employer that his contributions for insurance hereunder are to be discontinued or if he fails to make any required contribution when due, (b) the date he enters a class of Employees not eligible for insurance hereunder, (c) the date of termination of his employment with the Employer, (d) the date of termination of this policy.

Termination of employment, for purposes of this policy shall be deemed to have occurred if an Employee is pensioned, retired, or is absent for any reason from active work on a full-time basis. For purposes of insurance hereunder, by payment of the required premium, an Employee may be regarded as still in the employment of the Employer while this policy is in force, for a period during said absence not exceeding (1) twelve months if the absence results from disability due to bodily injuries, sickness or pregnancy and (2) three months if the absence is approved by the Employer. At the end of such period, termination of said employment shall be deemed to have occurred and such insurance shall terminate automatically, unless such Employee then returns to active work on a full-time basis and resumes payments of the required premiums therefor. If the Employer files with the Company and the Company approves a non-discriminatory plan for continuing insurance on Employees disabled due to injury or sickness for periods longer than one year, insurance may be continued subject to payment of premiums.

16. Conversion Privilege — Any Employee shall be entitled to have an individual policy issued on his life by the Company, for an amount as specified below, without evidence of insurability, in event the earliest of the following occurs while he is insured hereunder:

(a) termination of his employment with the Employer, as hereinbefore defined, or

(b) termination of his membership in the class or classes eligible for insurance hereunder, or

(c) termination of this policy or termination of the class by amendment after he shall have been insured hereunder for at least five years; provided that

(1) said individual policy shall be a level premium ordinary policy on the whole life or endowment plan then being issued by the Company, without any provisions or supplemental agreement for any Waiver of Premium Benefit, Double Indemnity Benefit, or Loss of Eyesight or Limbs Benefit, subject to the Company's requirements as to minimum and maximum amounts;

(2) the amount of said individual policy shall be as follows:

If (a) or (b) above is applicable, such amount shall equal the amount of the insurance hereunder on the life of said Employee as of the date of the termination of his employment or membership, as the case may be; but

If (c) above is applicable, then such amount shall be the lesser of (I) the amount of insurance hereunder on the life of said Employee as of the date of termination of this policy, less any amount of life insurance for which he is eligible, within 31 days after termination of this policy, under any other group policy issued by the Company or other insurer, and (II) $2,000.00;

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Independently of all other causes, the Company will consider the entire and irrecoverable loss of the sight of both eyes, or the loss by severance of both hands at or above the wrist, or both feet at or above the ankle, or one hand at or above the wrist and one foot at or above the ankle, as total and continuous disability within the meaning hereof.

If an individual policy shall have been issued to said Employee in accordance with the Conversion Privilege set forth herein, then insurance shall not be continued hereunder, unless such individual policy is first surrendered to the Company at its Home Office for cancellation without claim thereunder except for premiums paid thereon.

It is understood and agreed that proofs of continuance without interruption of such total disability shall be furnished as often as required by the Company, but not more often than once each year after the first year of such disability. If, however, said Employee fails to furnish to the Company, within 90 days from the date of written request therefor, proofs as required herein or if he recovers so as to be able to engage in any business or occupation whatsoever or to perform any work whatsoever for remuneration or profit, such insurance automatically shall terminate at the end of said period of 90 days or on such recovery, as the case may be, whereupon the provisions of the Conversion Privilege set forth herein shall apply as though employment with the Employer of said Employee had terminated upon such automatic termination of insurance.

15. Termination of Individual Insurance Except as provided in the Disability Benefits and in the Conversion Privilege, set forth herein, the insurance hereunder on the life of any Employee shall terminate automatically upon the earliest of (a) the end of the period for which his last contribution is made if he notifies the Employer that his contributions for insurance hereunder are to be discontinued or if he fails to make any required contribution when due, (b) the date he enters a class of Employees not eligible for insurance hereunder, (c) the date of termination of his employment with the Employer, (d) the date of termination of this policy.

Termination of employment, for purposes of this policy shall be deemed to have occurred if an Employee is pensioned, retired, or is absent for any reason from active work on a full-time basis. For purposes of insurance hereunder, by payment of the required premium, an Employee may be regarded as still in the employment of the Employer while this policy is in force, for a period during said absence not exceeding (1) twelve months if the absence results from disability due to bodily injuries, sickness or pregnancy and (2) three months if the absence is approved by the Employer. At the end of such period, termination of said employment shall be deemed to have occurred and such insurance shall terminate automatically, unless such Employee then returns to active work on a full-time basis and resumes payments of the required premiums therefor. If the Employer files with the Company and the Company approves a non-discriminatory plan for continuing insurance on Employees disabled due to injury or sickness for periods longer than one year, insurance may be continued subject to payment of premiums.

16. Conversion Privilege Any Employee shall be entitled to have an individual policy issued on his life by the Company, for an amount as specified below, without evidence of insurability, in event the earliest of the following occurs while he is insured hereunder:

(a) termination of his employment with the Employer, as hereinbefore defined, or

(b) termination of his membership in the class or classes eligible for insurance hereunder, or

(c) termination of this policy or termination of the class by amendment after he shall have been insured hereunder for at least five years; provided that

(1) said individual policy shall be a level premium ordinary policy on the whole life or endowment plan then being issued by the Company, without any provisions or supplemental agreement for any Waiver of Premium Benefit, Double Indemnity Benefit, or Loss of Eyesight or Limbs Benefit, subject to the Company's requirements as to minimum and maximum amounts;

(2) the amount of said individual policy shall be as follows:

If (a) or (b) above is applicable, such amount shall equal the amount of the insurance hereunder on the life of said Employee as of the date of the termination of his employment or membership, as the case may be; but

If (c) above is applicable, then such amount shall be the lesser of (I) the amount of insurance hereunder on the life of said Employee as of the date of termination of this policy, less any amount of life insurance for which he is eligible, within 31 days after termination of this policy, under any other group policy issued by the Company or other insurer, and (II) $2,000.00;

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provided that if said Employee applies for a lesser amount than the amount available under this Conversion Privilege, then the amount of said individual policy shall be the amount applied for; provided further that the Conversion Privilege shall not be available if the amount of insurance hereunder on the life of said Employee is then less than $500.00;

(3) said individual policy shall require payments of the premium applicable to the class of risk to which said Employee then belongs, at his then attained age, for the plan and amount of said individual policy;

(4) written application for said individual policy and payment of the first premium thereunder shall be made to the Company at its Home Office within 31 days immediately following the date of such earliest termination, otherwise this Conversion Privilege shall not apply;

(5) said individual policy, subject to paragraph (4) above, shall become effective on the last of said 31 days; but in event of the death of said Employee during said 31 days, before said individual policy shall have become effective, the Company, immediately on receipt at its Home Office of due proof of such death, shall pay, in lieu of all other benefits under this policy with respect to said Employee, whatever amount of life insurance said Employee would be entitled to have issued under said individual policy, according to this Conversion Privilege, regardless of whether or not application for said individual policy and/or payment of premium thereunder shall have been made, but if said application shall have been made to the Company at its Home Office on or before receipt of such proof of death, then payment hereunder shall be made to the beneficiary designated in such application, subject to the rights of all parties, if any, irrevocably designated as the beneficiary for such insurance hereunder, and/or if any payment of premium shall have been made to the Company under said individual policy it shall be refunded;

(6) said individual policy shall be in lieu of all other benefits under this policy with respect to said Employee, and if he again becomes eligible for insurance hereunder as hereinbefore provided, he must furnish, without expense to the Company, evidence of his insurability satisfactory to the Company and such insurance shall be effective only on approval by the Company at its Home Office of the application therefor.

17. Incorrect Age If at any time while this policy is in force prior to any payment of insurance hereunder on the life of any Employee, it be made known by due proof to the Company at its Home Office that the age of said Employee on which such insurance is based is incorrect, the amount of such insurance shall not be changed, except as hereinbefore provided, but adjustment shall be made so that the Company shall receive payments of premiums for such insurance at his correct age.

18. Incontestability The validity of this policy shall not be contested after it shall have been in force for one year, except for non-payment of premiums. The validity of insurance hereunder on the life of any Employee shall not be contested after it shall have been in force during the lifetime of said Employee for a period of one year from the effective date of such insurance, except for non-payment of premiums for such insurance. All statements made by the Employer in the application herefor and by Employees in their applications, if any, for insurance hereunder shall be deemed representations and not warranties, and no statement by any Employee insured hereunder shall be used in contesting the validity of the insurance hereunder with respect to which such statement is made unless it is contained in a written instrument signed by him and a copy of such instrument is furnished to him or to the party or parties designated as beneficiary for such insurance.

19. Entire Contract The contract is made with the Employer only and this policy, the application of the Employer, a copy of which is attached hereto, and the applications, if any, of the Employees insured hereunder shall constitute the entire contract. No agent can make, alter or discharge this contract or accept premiums or extend the time for the payment of premiums, nor can this policy be varied or altered or its conditions waived or extended in any respect; except by the written agreement of the Company signed by the President, or a Vice-President, or the Secretary, or an Assistant Secretary, of the Company. The insurance and benefits hereunder are non-assignable. All sums payable by the Company hereunder shall be payable at its Home Office.

LIBERTY LIFE INSURANCE COMPANY
Greenville, South Carolina

SUPPLEMENTAL AGREEMENT

Issued in connection with and made a part of Group Policy No. GL-2474 Issued to The South Carolina State Budget and Control Board on Behalf of the State of South Carolina (herein called the Employer).

GROUP LIFE INSURANCE FOR DEPENDENTS

This Agreement is issued in consideration of the application herefor and of the payments of the premiums for this Agreement as hereinafter provided, such premiums to be payable in addition to, simultaneously with, and under the same terms and conditions as for payment of, each premium under the said Group Policy. Subject to all the terms and conditions of this Agreement,

THE COMPANY AGREES TO PAY

to the Employee of the Employer the Amount of Insurance due under this Agreement at date of death, as determined in accordance with the provisions of the Plan of Insurance hereof, immediately on receipt by the Company at its Home Office of due proof of the death of any Dependent then insured hereunder of such Employee.

PLAN OF INSURANCE

The amount of insurance on the life of any Dependent insured hereunder shall be in accordance with the following Schedule:

Class	Amount of Insurance
Spouse of the Employee	$1,000.00
Child of the Employee, age 14 days but less than 6 months	100.00
Child of the Employee, age 6 months but less than 2 years	200.00
Child of the Employee, age 2 years but less than 3 years	400.00
Child of the Employee, age 3 years but less than 4 years	600.00
Child of the Employee, age 4 years but less than 5 years	800.00
Child of the Employee, age 5 years but less than 23 years	1,000.00

DEFINITION OF DEPENDENTS: Eligible Dependents include spouses of eligible Employees, unmarried children from 14 days to age 19. Dependent children who are full-time students up to 23rd birthday and mentally retarded or physically handicapped children beyond age 23 regardless of age as long as they are chiefly dependent on the Employee for financial support.

No person who is eligible for insurance as an Employee shall be eligible for insurance at the same time as a Dependent.

DATE OF ELIGIBILITY: If an Employee has a Dependent on the date such Employee becomes eligible for insurance under said Group Policy, such Dependent shall likewise

become eligible for insurance hereunder on such date. If an Employee, while insured or eligible for insurance under said Group Policy, acquires a Dependent subsequent to the date such Employee becomes eligible for insurance, then such Dependent shall become eligible for insurance on the date he acquires the status of a Dependent.

DEPENDENTS INSURED: Each eligible Dependent of an Employee shall be insured according to the Plan of Insurance hereof, provided (1) such Employee, if required hereunder, shall have elected insurance hereunder on the life of such Dependent by making application therefor on the Company's form and by executing an authorization for the payroll deduction for the required premium therefor, (2) such Dependent is living on the effective date of the insurance hereunder on the life of such Dependent, (3) such Dependent shall not be insured hereunder as a Dependent of more than one Employee, (4) if a Dependent loses coverage under another group insurance plan as a result of a change in employment status, the Dependent is considered to be acquired on the date that such other group coverage lapses.

EFFECTIVE DATES OF INSURANCE: Subject to all the terms and conditions of this Agreement, insurance hereunder on the life of an eligible Dependent of an Employee shall be effective as follows, provided that if such Employee is not insured under said Group Policy on the date insurance hereunder on the life of such Dependent otherwise would become effective, such insurance shall not become effective until such Employee is insured hereunder:

(a) (1) If application for insurance hereunder on the life of a Dependent is made prior to the date of eligibility of such Dependent, or (2) if an Employee, while any of his Dependents are insured hereunder as his Dependent, acquires another Dependent and, according to the Table of Premium Rates hereof, insuring the life of such after-acquired Dependent does not require a different premium hereunder, or (3) if an Employee is not required to make any contributions toward the payment of premiums for insurance hereunder on the life of any of his Dependents, the insurance hereunder on the life of any such Dependent shall become effective on the date of eligibility of such Dependent;

(b) If application is made for insurance hereunder on the life of such Dependent after the date of eligibility of such Dependent and within 31 days immediately following such date, such insurance shall become effective on the date of such application;

(c) Open enrollment periods may be provided with the consent of the Company for any Dependents not enrolled;

(d) Increases in the amount of insurance on the life of a child Dependent, according to the Plan of Insurance hereof, shall be effective at age 6 months and thereafter on the respective birthdays of such child;

(e) In event insurance hereunder on the life of a spouse is converted under the Conversion Privilege of a Spouse provisions hereof and thereafter such spouse again becomes eligible for insurance hereunder as a Dependent, then such insurance will be subject to evidence of insurability of such spouse satisfactory to the Company and shall be effective only on approval by the Company at its Home Office of written application therefor.

CALCULATION OF PREMIUMS

The premiums payable hereunder shall be determined accoring to the total number of Dependent Groups insured hereunder on the respective premium due dates and the monthly premium for each such Group, according to the Table of Premium Rates then effective hereunder; provided that if premiums hereunder are payable other than monthly, the annual, semi-annual or quarterly premium for any Dependent Group shall be determined by multiplying the monthly premium for such Group by 11.823, 5.956 or 2.985, respectively, and an adjustment for prorata charges shall be made as set forth in "Calculation of Premiums" of said Group Policy.

The following Table of Premium Rates shall be effective hereunder, provided that the Company, on the first anniversary of the Effective Date of said Group Policy, or any renewal date thereafter, may change the said Table of Premium Rates, provided the Company notifies the Employer at least 90 days in advance of such renewal date, whereupon the new Table of Premium Rates shall be effective under this Agreement.

TABLE OF PREMIUM RATES
Monthly Premiums for Insurance

Eligible Dependents $0.46

TERMINATION OF INSURANCE

Insurance hereunder on the lives of all Dependents shall terminate automatically when this Agreement is terminated.

Insurance hereunder on the life of any Dependent of an Employee shall terminate automatically, while this Agreement is in force, upon the earliest of:

(a) the date the insurance under said Group Policy on the life of such Employee is terminated; provided that if such insurance is terminated by reason of the death of the Employee, or if such Employee is then eligible to convert such insurance under the Group Policy, then such insurance hereunder shall terminate at the end of the 31-day period for conversion.

Insurance hereunder in any case shall not be construed as being kept in force, or allowed to be kept in force, under the provisions of said Group Policy for Extension of Death Benefit on Disability or for Additional Disability Benefit.

(b) The end of the period for which such Employee's last contribution is made, if he notifies the Employer that his contributions for such insurance hereunder are to be discontinued or if he fails to make any required contribution when due.

(c) The date such Dependent ceases to be eligible under "Definition of Dependents." In no event, after such automatic termination of insurance hereunder, shall the same premium be payable for insurance hereunder on the lives of other Dependents of such Employee, if, according to the Table of Premiums hereof, a different rate should be charged by reason

of such termination; and if for any reason the same premium is paid to the Company hereunder for any period after such automatic termination, the liability of the Company hereunder as to such insurance terminated shall be limited to the refund of the excess premium paid with interest thereon at 5% per annum to the date of refund.

CONVERSION PRIVILEGE OF SPOUSE

The spouse of an Employee shall be entitled to have an individual policy issued on his life by the Company, for an amount as specified below, without evidence of insurability, in event the earliest of the following occurs while such spouse is insured hereunder as a Dependent of such Employee:

(a) termination of the employment of such Employee with the Employer, as hereinbefore defined, or

(b) termination of the membership of such Employee in the class of classes eligible for insurance hereunder, or

(c) termination of said Group Policy together with this Agreement after such spouse shall have been insured hereunder for at least five years as a Dependent of such Employee, or

(d) death of such Employee while insured under said Group Policy; provided that

(1) said individual policy shall be a level premium ordinary policy on the whole life or endowment plan then being issued by the Company, without any provisions or supplemental agreement for any Waiver of Premium Benefit, Double Indemnity Benefit, or Loss of Eyesight or Limbs Benefit, subject to the Company's requirements as to minimum and maximum amounts;

(2) the amount of said individual policy shall be as follows:

If (a), (b) or (d) above is applicable, such amount shall equal the amount of the insurance hereunder on the life of said spouse as of the date of the termination of employment or membership, or as of the date of death of such Employee, as the case may be, but

If (c) above is applicable, then such amount shall be the lesser of (i) the amount of insurance hereunder on the life of such spouse as of the date of termination of this Agreement, less any amount of life insurance for which he is eligible within 31 days after termination of this Agreement, under any other group policy or agreement issued by the Company or other insurer, and (ii) $2,000.00;

Provided that if said spouse applies for a lesser amount than the amount available under this Conversion Privilege of Spouse, then the amount of said individual policy shall be the amount applied for; provided further that this Conversion Privilege of Spouse shall not be available if the amount of insurance hereunder on the life of said spouse is less than $500.00;

(3) said individual policy shall require payments of the premium applicable to the class of risk to which said spouse then belongs, at his then attained age, for the plan and amount of said individual policy;

(4) written application for said individual policy and payment of the first premium thereunder shall be made to the Company at its Home Office within 31 days immediately following the date of termination or death, as set forth in (a), (b), (c) or (d) above, as the case may be, otherwise this Conversion Privilege of Spouse shall not apply;

(5) said individual policy, subject to paragraph (4) above, shall become effective on the last of said 31 days; but in event of the death of said spouse during said 31 days, before said individual policy shall have become effective, the Company, immediately on receipt at its Home Office of due proof of such death, shall pay, in lieu of all other benefits under this Agreement with respect to said spouse, whatever amount of life insurance said spouse would be entitled to have issued under said individual policy, according to this Conversion Privilege of Spouse, regardless of whether or not application for said individual policy and/or payment of premium thereunder shall have been made, but if said application shall have been made to the Company at its Home Office on or before receipt of such proof of death, then payment hereunder shall be made to the beneficiary designated in such application, subject to the rights of all parties, if any, irrevocably designated as the beneficiary for such insurance hereunder, and/or if any payment of premium shall have been made to the Company under said individual policy, it shall be refunded;

(6) said individual policy shall be in lieu of all other benefits under this policy with respect to said spouse, and if he again becomes eligible for insurance hereunder as hereinbefore provided, he must furnish, without expense to the Company, evidence of his insurability satisfactory to the Company and such insurance shall be effective only on approval by the Company at its Home Office of the application therefor.

RENEWAL

This Agreement may be renewed so long as the said Group Policy is renewed for the same period, by the payments of premiums as provided in this Agreement; provided that if on any premium due date the number of Employees having Dependents insured hereunder is less than 75 per cent of the number of insured Employees having dependents eligible as Dependents hereunder, the Company, on 180 days' written notice to the Employer, may terminate this Agreement on a premium due date; provided further that the Employer, on written notice to the Company at its Home Office on or before any premium due date, or renewal date may terminate this Agreement as of such premium due date or renewal date.

This Agreement shall be subject to all the terms and conditions of said Group Policy, except those relating to Contribution of Employees, Beneficiary, Conversion Privilege and such other terms and conditions as are inconsistent with the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the Liberty Life Insurance Company has caused this Supplemental Agreement to be signed at its Home Office in Greenville, South Carolina, this 1st day of July, 1975.

David W. Robinson II
Secretary

President

Registrar

LIBERTY LIFE INSURANCE COMPANY

Greenville, South Carolina

APPLICATION FOR GROUP INSURANCE

Application is hereby made to Liberty Life Insurance Company by THE SOUTH CAROLINA STATE BUDGET AND CONTROL BOARD OF BEHALF OF THE STATE OF SOUTH CAROLINA of Columbia, South Carolina for a policy or policies of group insurance providing the kinds of insurance specified below.

Nature of Applicant's Business Government

Employees of the following subsidiaries or affiliates are to be included: _____

PART A

Eligibility, Coverage, Effective Date Requested and General Agreements

ELIGIBILITY – Employees are to be eligible after beginning active service. This requirement ☒ applies ☐ does not apply to Employees in service on the effective date. All regular, full time, active Employees are included except (specify excluded classes, if any) _____

COVERAGE – The following kinds of insurance are hereby being applied for:

Applicable to Employee	Applicable to Dependent		Applicable to Employee	Applicable to Dependent	
☒	☒	Term Life Insurance	☐	☐	Laboratory & X-Ray Examination Expense Insurance
☐		Accidental Death & Dismemberment Insurance	☐	☐	Supplemental Accident Expense Insurance
☐		Accident & Sickness Insurance	☐	☐	Superimposed Major Medical Expense Insurance
☐		Long Term Disability Insurance	☐	☐	Comprehensive Major Medical Expense Insurance
☐	☐	Hospital Expense Insurance	☐	☐	Other (Specify) _____
☐	☐	Surgical Expense Insurance			
☐	☐	In-Hospital Medical Expense Insurance			

All benefits are to be non-occupational except life insurance (if applied for) and _____

The Employees ☐ are ☒ are not to contribute toward the cost of Employee coverage.

The Employees ☒ are ☐ are not to contribute toward the cost of dependent coverage.

EFFECTIVE DATE REQUESTED – It is requested that the insurance herein applied for become effective on July 1, 1975. The insurance applied for will take effect as of the Effective Date Requested provided this application is accepted at the Home Office of the Insurance Company, and provided further that if the Employees are to contribute toward the cost of any part of the insurance, the insurance will become effective on the Effective Date Requested only if the required percentage and number of Employees have elected to become insured. If this application is not accepted or the required percentage or number of Employees do not elect to become insured, the insurance applied for will not become effective and any conditional payment advanced by the Applicant will be refunded upon surrender of the Conditional Receipt.

GENERAL AGREEMENTS – The Applicant agrees to transmit the aggregate premiums under the policy or policies to the Insurance Company at its Home Office in Greenville, South Carolina, when due. No agent or other person except an executive officer is authorized to make or modify any contract or agreement on behalf of the Insurance Company.

Dated at _____ this _____ day of _____, 19____

Witness _____ Applicant _____

107

By _____
SIGNATURE AND TITLE

700 - V

(Over)

Liberty Life Insurance Company

Greenville, South Carolina

Group Policy No. GL-2474 Effective Date July 1, 1975

Issued To THE SOUTH CAROLINA STATE BUDGET AND CONTROL BOARD ON BEHALF OF THE STATE OF SOUTH CAROLINA

Address Columbia, South Carolina

Form No. Gr-415 R (6-59)

Liberty Life
Insurance Company

Greenville, South Carolina

No. 2474 -GD

(herein called the Company)

AGREES TO PAY

Benefits as defined herein with respect to each Employee insured hereunder of THE SOUTH CAROLINA STATE BUDGET AND CONTROL BOARD ON BEHALF OF THE STATE OF SOUTH CAROLINA
(Herein called the Employer)

to whom such benefits become payable in accordance with the terms and conditions of this policy.

This policy is issued for a term of one year beginning on the 1st day of July, 1975 (hereinafter called the Policy Date), in consideration of the application of the Employer, copy of which is attached hereto and made a part hereof, and the payment of premiums as hereinafter provided, with the privilege of renewal from month to month as hereinafter provided.

The first monthly premium shall be due and payable on the Policy Date and subsequent monthly premiums shall be due and payable on the 1st day of each month hereafter during the continuance of this policy.

This policy is issued and accepted subject to the terms and conditions recited by the Company on the subsequent pages hereof, which are a part of the policy as fully as if recited over the signatures hereto affixed.

IN WITNESS WHEREOF, Liberty Life Insurance Company has caused this policy to be signed at its Home Office in Greenville, South Carolina as of the Policy Date stated above.

Secretary

President

Registrar

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Group Disability and Accidental Death and Dismemberment Policy

Form No. GHL495 (10-70)

SCHEDULE OF BENEFITS

For Employees

Accidental Death and Dismemberment Insurance

Classification	Principal Sum
Before the first day of the month in which 65th birthday occurs	$3,000.00
On and after the first day of the month in which 65th birthday occurs	1,500.00

Long Term Disability Insurance

	Amount
Monthly Benefit (Subject to Reductions)	60% of Basic Monthly Salary Rate* but not more than $600.

Elimination Period - 90 Consecutive Days

Maximum Payment Period - The period ending on the day before 65th birthday.

*Basic Monthly Salary Rate means basic rate of compensation by the Policyholder computed on a monthly basis (one-twelfth of the annual rate if not paid monthly) exclusive of any commissions, bonus, overtime or incentive pay.

REDUCTION IN AMOUNT OF MONTHLY BENEFIT

The Monthly Benefit will be reduced with income from any of the following sources:

(1) payment from the State retirement system,

(2) payments in the nature of sick pay or salary continuance from the Employer,

(3) any periodic payments to which the Employee is entitled because of disability under

  (a) any plan arranged or sponsored by the Employer for which the Employer contributes any part of the cost,

  (b) any compulsory disability benefits act or law,

  (c) any group life insurance policy, if the Employee elects to receive such payments,

(d) the Federal Social Security Act, excluding any benefits on account of dependents,

If an Employee is receiving Monthly Income Benefits during a period of total disability, the amount of Monthly Income Benefits being received will not be reduced because of any statutory increase in benefits under the Social Security Act which occurs after benefits have begun.

(e) any Workmen's Compensation Act, employer's liability, occupational disease or similar law, or

(4) any periodic payments in the nature of retirement benefits, if the Employee receives such benefits under

(a) any insurance, annuity, pension, welfare or employee benefit plan for which the Employer has contributed any portion of the cost or made payroll deductions, or

(b) the Federal Social Security Act, excluding any benefits on account of dependents.

If an Employee is receiving Monthly Income Benefits during a period of total disability, the amount of Monthly Income Benefits being received will not be reduced because of any statutory increase in benefits under the Social Security Act which occurs after benefits have begun.

(d) the Federal Social Security Act, excluding any benefits on account of dependents,

If an Employee is receiving Monthly Income Benefits during a period of total disability, the amount of Monthly Income Benefits being received will not be reduced because of any statutory increase in benefits under the Social Security Act which occurs after benefits have begun.

(e) any Workmen's Compensation Act, employer's liability, occupational disease or similar law, or

(4) any periodic payments in the nature of retirement benefits, if the Employee receives such benefits under

(a) any insurance, annuity, pension, welfare or employee benefit plan for which the Employer has contributed any portion of the cost or made payroll deductions, or

(b) the Federal Social Security Act, excluding any benefits on account of dependents.

If an Employee is receiving Monthly Income Benefits during a period of total disability, the amount of Monthly Income Benefits being received will not be reduced because of any statutory increase in benefits under the Social Security Act which occurs after benefits have begun.

TABLE OF MONTHLY PREMIUMS

The following Table of Premiums shall be effective hereunder provided that the Company, beginning on the first anniversary of the Policy Date, or any renewal date thereafter may, upon ninety days' written notice, change the Table of Premiums, whereupon the new Table of Premiums shall be effective hereunder or whenever the terms and conditions of the policy are modified.

	Employee
Accidental Death and Dismemberment Insurance	$ .04 per $1,000.00
Long Term Disability Insurance, Maximum of $600.00	$2.14

Calculation of Premiums

The premium payable hereunder on any premium due date shall be the aggregate of the premiums, as of such date, for the respective Employee Groups then insured hereunder. The premium, as of any premium due date, for each Employee Group shall be the aggregate of the premiums for the respective Benefits hereunder for such Group, according to the Table of Premiums hereof, for the Class in which such Group belongs; provided that if such premiums are payable other than monthly, adjustments shall be made for prorata premium charges, as follows:

For insurance benefits effective hereunder on the first day of any policy month, premium charges shall begin on the same day; otherwise on the first day of the policy month immediately following the date such insurance is effective;

For insurance benefits terminated on the last day of any policy month, premium charges shall cease on the same day; otherwise at the end of policy month in which such insurance is terminated;

The prorata charge in connection with an annual, semi-annual or quarterly period shall be determined according to (a) the Insurance Benefits being added or terminated, as the case may be, (b) the premium rates then effective hereunder for the respective Benefits, and (c) the portion of such period during which such insurance is in force.

Premium adjustments involving the return of unearned premiums shall be limited to the period of twelve months immediately preceding the date of receipt by the Company of evidence that such adjustment should be made.

Payment of Premiums

The premiums for benefits granted hereunder are stated in the Table of Premiums hereof and are applied to all benefits in force on the premium due date, including benefits for any Employee then receiving benefits. Premiums are due and payable in advance by the Employer at the Home Office of the Company in Greenville, South Carolina, but may be paid to an authorized Agent of the Company only in exchange for the Company's official receipt therefor signed by the President or Secretary and countersigned by the Agent as evidence of such payment. Premiums may be paid annually, semi-annually, quarterly or monthly and, upon written request, the mode of premium payments may be changed on any policy anniversary with appropriate adjustment, but the payment of any premium shall not continue this policy in force beyond the date when the next premium is due and payable, except as otherwise provided herein.

Grace Period

A grace period of 31 days, without interest, during which this policy shall be continued in force, shall be granted for the payment of every premium after the first, provided that (a) if the Employer, prior to the expiration of the period of grace for the payment of any premium, gives written notice to the Company at its Home Office that this policy is to be terminated as of the due date of such premium, then this policy shall not be continued but shall terminate on such due date or on the date of receipt of such notice, whichever is the later, (b) if the Employer, without having given written notice to the Company at its Home Office that this policy is to be terminated, fails to pay any premium hereunder before the expiration of

the period of grace for the payment thereof, then this policy shall terminate at the end of such period, and (c) on termination of this policy, the Employer shall be liable for payment of all premiums then past due and unpaid, subject to the last premium being prorated to the date of termination hereof in event this policy is terminated during the period of grace.

Renewal Privilege

This policy may be renewed from year to year, beginning at the expiration of one year from the Policy Date, by the Employer for a period of one year by payments of premiums as provided in this policy; provided that the Company, on 180 days' written notice to the Employer, may terminate (a) this policy on the first anniversary of the Policy Date, (b) this policy on any renewal date, (c) this policy on any premium due date, if on a premium due date less than 25 Employees or less than 100 per cent of the number of Employees then eligible for insurance hereunder, are insured hereunder.

Record of Employees

The Employer shall furnish periodically to the Company at its Home Office such information relative to Employees becoming insured, changes in amount of insurance benefits and terminations of insurance, as the Company may require for the administration of the insurance hereunder. The payroll of the Employer and such other personnel records as, in the opinion of the Company, have a bearing on any insurance hereunder shall be open for inspection by the Company at any reasonable time.

Failure of the Employer through clerical error to give proper notice to the Company in connection with insurance hereunder with respect to any Employee shall not invalidate such insurance that otherwise would be effective hereunder; likewise, failure to report the termination of insurance hereunder of any Employee shall not be construed as involving or effecting the continuance of such insurance beyond the date of termination as determined according to the provisions of this policy.

If any relevant facts pertaining to any Employee to whom insurance hereunder, nor delays shall be found to have been incorrectly reported to the Employer or Company, an equitable adjustment of premium shall be made, and if such misstatements affect the existence or the amount of insurance, the true facts shall be used in determining whether insurance is in force under the terms of the policy and in what amount.

Entire Contract

This policy, together with the application of the Employer, copy of which is attached hereto, and the individual applications, if any, of the insured Employees constitute the entire contract; and, in the absence of fraud, the statements made by the Employer, or by the individual Employees in their applications, shall be deemed representations and not warranties, and no such statement shall be used in defense of a claim under this policy unless it be contained in a written application.

Modification of Contract

Only the President, a Vice-President, the Secretary or an Assistant Secretary of the Company has power to change, modify or waive any of the provisions of this policy, and then only in writing. The Company shall not be bound by any promise or representation heretofore or hereafter made by or to any agent or person other than the above.

Eligible Classes of Employees

All full-time Employees of the State who receive compensation from a department, agency or institution of the State are to be eligible. For plan purposes, an Employee is to be classified as "full-time" if he works more than 30 hours per week for more than five (5) months per year. Also eligible are members of the South Carolina General Assembly, clerical and administrative employees of the General Assembly and judges in the State Courts and treasurers and auditors of county governments.

Participants in any other group plan provided by a political subdivision, municipal corporation or the Federal Government would not be eligible. Employees of the South Carolina Ports Authority or the Public Service Authority also would be excluded, unless their governing bodies elect to participate in the plan. Elementary and secondary school teachers and other employees of school districts are also eligible. Faculty and staff members of State-supported colleges and universities are classified as State employees and most are eligible under the definition of "full-time" Employee.

Employees are not eligible for Long Term Disability Benefits if such Employee is less than 18 years of age or if the Employee is 64 years and 9 months of age or over.

Date of Eligibility

All Employees in the eligible classes on the Policy Date hereof shall become eligible for insurance hereunder on the Policy Date hereof.

Any Employee entering an eligible class after the Policy Date hereof shall become eligible for insurance hereunder on the first day of the Calendar month coinciding with or following date of employment; provided, that if such Employee is not actively at work on the date he would otherwise become eligible, then such Employee shall become eligible on the first day of the Calendar month coinciding with or following the day such Employee returns to work.

Effective Dates of Insurance

An Employee shall be insured hereunder on the date he becomes eligible for such insurance. The insurance for Long Term Disability Benefits for Employees becoming eligible after the Policy Date hereof shall not begin unless, during the period of fourteen consecutive days immediately before the date such insurance would otherwise begin, the Employee is not absent from active work on account of injury or sickness.

Termination of Insurance

The insurance with respect to all Employees insured hereunder shall automatically terminate, except as otherwise provided herein, when this policy is terminated by the Employer or the Company, but any termination shall be without prejudice to any claim arising prior to the date of termination.

The insurance under this policy with respect to any individual Employee shall terminate while this policy remains in effect upon the earliest of the following dates: (a) at the end of the period for which the last contribution is made if the Employee notifies the Employer that his contributions, if any, for insurance are to be discontinued or if he fails to make any required contribution when due; (b) the date of his transfer to a group or class of Employees not eligible for insurance hereunder; (c) on the date of termination of employment with the Employer.

Termination of employment, for purposes of this policy shall be deemed to have occurred if an Employee is pensioned, retired, or is absent for any reason from active work on a full-time basis. For purposes of insurance hereunder, by payment of the required premium, an Employee may be regarded as still in the employment of the Employer while this policy is in force, for a period during said absence not exceeding (1) twelve months if the absence results from disability due to bodily injuries, sickness or pregnancy and (2) three months if the absence is approved by the Employer. At the end of such period, termination of said employment shall be deemed to have occurred and such insurance shall terminate automatically, unless such Employee then returns to active work on a full-time basis and resumes payments of the required premiums therefor.

If the Employer files with the Company and the Company approves a non-discriminatory plan for continuing insurance on Employees disabled due to injury or sickness for periods longer than one year, insurance may be continued, subject to payment of premiums.

If the insurance for Long Term Disability Benefits has not previously terminated, such insurance will automatically terminate 90 days before the 65th birthday of the Employee.

ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE FOR EMPLOYEES

INSURING CLAUSE

If an Employee insured under the Accidental Death and Dismemberment Insurance, shall have suffered any one of the losses named in the Table of Losses below as a result of injury sustained as a direct result of an accident independent of all other causes and that such loss shall have occurred within 90 days from the day the injury is sustained, the Company will pay to such Employee, if living, otherwise to the beneficiary designated by such Employee, the amount applying to such Employee provided according to the Table of Losses and the Schedule of Benefits for the loss, provided that the aggregate amount of Accidental Death and Dismemberment Insurance payable hereunder in connection with any accident shall not exceed the Principal Sum, regardless of the number of losses sustained by the Employee resulting from such accident.

TABLE OF LOSSES

Loss	Amount Payable
Life	Principal Sum
Both Hands or Both Feet	Principal Sum
Sight of Both Eyes	Principal Sum
One Hand and One Foot	Principal Sum
One Hand or One Foot and Sight of One Eye	Principal Sum
One Hand or One Foot	One-half Principal Sum
Sight of One Eye	One-half Principal Sum

With regard to hands and feet, loss shall mean dismemberment by severance at or above the wrist or ankle joints, respectively; with regard to eye, the total and irrecoverable loss of entire sight thereby; provided that accidental loss of four fingers entire of a hand shall be construed as loss of such hand.

If an Employee has suffered prior to the effective date of his insurance hereunder, or shall thereafter suffer loss of one hand, or one foot, or sight of one eye, as defined above, the insurance hereunder on such Employee shall be issued or continued for the full Principal Sum in accordance with the Schedule of Benefits; provided, however, that for any subsequent loss for which payment is to be made hereunder, payment shall be made in accordance with the said Table of Losses and the Schedule of Benefits for the specific loss resulting from such subsequent accident without reference to any previous loss. The benefits herein provided are payable in addition to any other benefits provided in this policy.

EXCLUSIONS

No payment will be made of benefits stated above for any loss resulting from or caused directly or indirectly, wholly or partly, by:

(a) bodily or mental infirmity, ptomaines, bacterial infections (except infections caused by pyogenic organisms which shall occur with or through an accidental cut or wound) or disease of any kind, or

(b) self-destruction or intentionally self-inflicted injury while sane or self-inflicted injury while insane;

(c) war or any act of war, whether declared or not, or performing military or naval service in time of war or participating in riot, or performing police duty as a member of any military or naval organization, or

(d) participation in or in consequence of having participated in the committing of any assault or felony, or

(e) taking poison or asphyxiation from inhaling gas, whether done in either case voluntarily or involuntarily, or

(f) travel or flight in, or descent from or with, any kind of aircraft, unless the Employee without any duties whatsoever in connection with such travel, flight or descent, is being transported solely as a passenger in aircraft that is not maintained or operated for military or naval purposes, or

(g) any bodily injury intentionally inflicted by any person or persons, unless the Employee is an innocent bystander having no relationship to the altercation causing his injury.

GAH-1.081-Occ. (10-70) (S.C.)

LONG TERM DISABILITY BENEFITS

If an Employee becomes totally disabled as a result of injury or sickness while insured under the Group Policy for Long Term Disability Benefits, and if such total disability continues without interruption for a period longer than the ninety day Elimination Period applicable, the Company will pay the benefits described and limited in the following paragraphs.

The Monthly Benefit, Elimination Period and Maximum Payment Period are determined from the Schedule of Benefits.

An Employee will be considered totally disabled for the purpose of Long Term Disability Benefits only if during the entire period of disability such Employee is under the direct care of a legally qualified physician, other than himself, and

(a) during the Elimination Period and the next following twenty-four months of any one period of disability, only if such Employee is continuously and completely prevented by injury or sickness from performing each and every duty pertaining to his own occupation, and

(b) after that twenty-four month period, only if such Employee is continuously and completely prevented by injury or sickness from engaging in any and every occupation or employment for which he is reasonably fitted by education, training or experience.

However, if an Employee's primary occupation is piloting or acting as a member of the crew of an aircraft, such Employee will be considered totally disabled only if he is continuously and completely prevented by injury or sickness from engaging in any occupation or employment for which he is reasonably fitted by education, training or experience. In no event will an Employee be considered totally disabled during any period during which he is engaged in his own or any other occupation for compensation or profit.

BENEFITS FOR TOTAL DISABILITY

For any one period of total disability which begins while an Employee is insured, the Company will pay one-thirtieth of the Monthly Benefit for each day of total diability after the expiration of the Elimination Period and before the expiration of the Maximum Payment Period. An Elimination Period begins on the first day of any period of total disability on which an Employee is treated by a legally qualified physician, other than himself, for the injury or sickness causing the total disability.

BENEFITS FOR PARTIAL DISABILITY FOLLOWING A PERIOD FOR WHICH BENEFITS FOR TOTAL DISABILITY ARE PAYABLE

If, immediately following a period for which an Employee is entitled to receive Benefits For Total Disability, such Employee is partially disabled and under the

direct care of a legally qualified physician, other than himself, as a result of the same injury or sickness entitling such Employee to Benefits For Total Disability but such Employee is able to return to a limited work schedule of not more than one-half of the customary working time each day, the Company will pay one-sixtieth of the Monthly Benefit for each day of such disability which occurs after the period for which Benefits For Total Disability are payable on account of such injury or sickness and before the expiration (dating from the beginning of payment of Benefits For Total Disability) of the Maximum Benefit Period, but not for more than ninety days in any event.

REDUCTIONS IN AMOUNT OF MONTHLY BENEFITS
(Coordination With Other Income)

If an Employee receives (or is entitled to receive by making proper application) payment from any of the sources listed under Reduction In Amount Of Monthly Benefit in the Schedule of Benefits for any period for which such Employee is entitled to Long Term Disability Benefits, the amount of Monthly Benefits otherwise provided for that period will be reduced, if necessary, so that the total Monthly Benefits and the payments from such other sources will not exceed the Monthly Benefit Maximum shown in the Schedule of Benefits.

RECURRENT DISABILITIES

If, within sixty days after recovery from any period of disability for which Monthly Benefits have become payable and while still insured under the Group Policy, an Employee becomes totally disabled from the same or any related cause or causes for more than ten consecutive days, such disability will be considered a continuation of the previous period of disability; otherwise, any subsequent period of disability will be considered a new period of disability.

LIMITATIONS

For all disability due to mental illness or functional nervous disorder, Monthly Benefits shall be limited to no more than a total of twelve months unless at the end of such twelve month period an Employee is

(a) confined to a hospital and has been so confined for at least fourteen consecutive days, or
(b) declared mentally incompetent and is under the care of a legally appointed guardian, or
(c) undergoing convulsive therapy treatment,

in any of which cases, (a), (b), or (c), benefits will be continued during the period of total disability until a date three months after the last of the following occurs:

(1) discharge from the hospital,
(2) legal competency is re-established, or
(3) convulsive therapy treatment is discontinued,

but in no event will benefits be paid for longer than the Maximum Payment Period.

EXCLUSIONS

Benefits will not be paid for any period of disability caused by or resulting from:

(a) pregnancy or resulting childbirth or complications;

(b) war or any act of war, including armed agression resisted by the armed forces of any country, combination of countries or international organization, whether or not war is declared;

(c) service (other than active duty service of two months or less for training purposes only) in the armed forces of any country or international organization; or

(d) injuries intentionally self-inflicted, while sane or insane

nor will Long Term Disability Benefits of any kind be paid for any part of any period of disability during which an Employee is not in the United States, Canada, Puerto Rico or the Virgin Islands, unless the Company agrees in writing to continue benefits prior to leaving the United States, Canada, Puerto Rico or the Virgin Islands.

Notice and Proof of Claim

Written notice of injury or sickness on which claim may be based for benefits hereunder must be given to the Company within twenty (20) days after the date of the accident causing such injury or the commencement of the sickness producing such disability. Written proof of the Company's liability for benefits hereunder must be furnished the Company in case of claim for loss of time from disability within ninety (90) days after termination of the period for which the Company is liable, and in the case of claim for any other cause, within ninety (90) days after the date of the loss from which claim arises.

The Company upon receipt of notice of claim will furnish forms for filing proof of claim. If such forms are not furnished within fifteen (15) days after receipt of notice of claim, the Employee shall be deemed to have complied with the requirements of this policy as to proof of claim upon submission, within the time fixed for filing proof of claim, of written proof covering the occurrence, character and extent of the loss for which claim is made.

Notice given by or in behalf of the Employee or Beneficiary, as the case may be, to the Company at its Home Office, or to an authorized agent or representative of the Company, with particulars sufficient to identify the insured Employee, shall be deemed notice to the Company. Failure to furnish notice or proof of loss within the time provided herein shall not invalidate any claim if it be shown that it was not reasonably possible to give such notice or proof within such time and that such notice or proof was given as soon as was reasonably possible.

The Company, at its own expense, shall have the right and opportunity to have a physician designated by it examine the person of any claimant hereunder when and so often as it may reasonably require during the pendency of claim under this policy, and also the right and opportunity to perform an autopsy where it is not forbidden by law.

The Employee shall have free choice of any legally practicing surgeon or physician.

No action at law or in equity shall be brought to recover on this policy prior to the expiration of sixty (60) days after proof of claim has been filed in accordance with the requirements of this policy; nor shall such action be brought at all unless brought within six (6) years from the expiration of the time when proof of claim is required by the policy.

Beneficiary

Subject to all the terms and conditions hereinafter set forth, the Employee may, at any time and from time to time while insured hereunder, designate one or more parties as the beneficiary and the extent to which such parties shall share in any payment of proceeds at the death of the Employee. A new designation of beneficiary may be made by a written declaration properly completed by the Employee. A new designation of beneficiary may be made by a written declaration properly completed by the Employee. Such designation shall become effective only when approved by the Company at its Home Office. If any party designated as the beneficiary should die prior to the death of the Employee, the interest of such party shall vest in the Employee unless otherwise provided by the Employee according to the terms and conditions hereof. If any insurance hereunder should become payable to the estate of the Employee or to a minor or in the absence of a designation of beneficiary, the Company may pay such insurance, up to the amount not to exceed $1,000.00, to any relative by blood, or connection by

marriage, of the Employee, or to any person appearing to the Company to be entitled to such insurance. Any such payment or settlement made by the Company of any insurance hereunder shall be a complete discharge of the Company's liability to the extent of such payment or settlement.

Payment of Benefits

Upon request of the insured Employee and subject to proof of claim, all accrued benefits on account of the disability of the Employee will be paid at the expiration of each two weeks during the continuance of the period for which the Company is liable, and any balance remaining unpaid at the termination of such period of disability will be paid immediately upon receipt of due proof of the Company's liability. Any benefits payable hereunder for disability of the Employee shall be paid to the Employee, if living. Any indemnity payable hereunder for loss of life of the insured Employee and any other benefits accrued and unpaid at the time of his death shall be paid to the beneficiary designated by such Employee. Such payment shall discharge the obligation of the Company with respect to the benefits so paid.

Assignment

No assignment of insurance hereunder shall be valid unless a duplicate or a certified copy of such assignment has been filed with the Company prior to or coincidental with the filing of claim for benefits hereunder and then only if such duplicate or certified copy is filed with the Company within thirty (30) days after the date of its execution. The Company does not assume responsibility for nor guarantee the validity or sufficiency of any assignment, and in any settlement under this policy, due proof of interest on the part of the assignee must be submitted.

Terms of Policy Conformed to Statute

Terms of this policy which may be in conflict with the statutes of the state wherein this policy is issued are hereby amended to conform to such statutes.

Individual Certificate of Insurance

The Company shall issue to the Employer for delivery to each Employee insured hereunder an individual booklet-certificate setting forth a statement as to the insurance benefits hereunder with respect to such Employee. Such booklet-certificate shall not constitute a part of this policy.

LIBERTY LIFE INSURANCE COMPANY

Greenville, South Carolina

APPLICATION FOR GROUP INSURANCE

Application is hereby made to Liberty Life Insurance Company by THE SOUTH CAROLINA STATE BUDGET AND CONTROL BOARD ON BEHALF OF THE STATE OF SOUTH CAROLINA of Columbia, South Carolina for a policy or policies of group insurance providing the kinds of insurance specified below.

Nature of Applicant's Business Government

Employees of the following subsidiaries or affiliates are to be included: _____

PART A

Eligibility, Coverage, Effective Date Requested and General Agreements

ELIGIBILITY – Employees are to be eligible after beginning active service. This requirement ☒ applies ☐ does not apply to Employees in service on the effective date. All regular, full time, active Employees are included except (specify excluded classes, if any) _____

COVERAGE – The following kinds of insurance are hereby being applied for:

Applicable to Employee	Applicable to Dependent		Applicable to Employee	Applicable to Dependent	
☐	☐	Term Life Insurance	☐	☐	Laboratory & X-Ray Examination Expense Insurance
☒		Accidental Death & Dismemberment Insurance	☐	☐	Supplemental Accident Expense Insurance
☐		Accident & Sickness Insurance	☐	☐	Superimposed Major Medical Expense Insurance
☒		Long Term Disability Insurance	☐	☐	Comprehensive Major Medical Expense Insurance
☐	☐	Hospital Expense Insurance	☐	☐	Other (Specify) _____
☐	☐	Surgical Expense Insurance			
☐	☐	In-Hospital Medical Expense Insurance			

All benefits are to be non-occupational except life insurance (if applied for) and _____

The Employees ☐ are ☒ are not to contribute toward the cost of Employee coverage.

The Employees ☐ are ☐ are not to contribute toward the cost of dependent coverage.

EFFECTIVE DATE REQUESTED – It is requested that the insurance herein applied for become effective on July 1, 1975. The insurance applied for will take effect as of the Effective Date Requested provided this application is accepted at the Home Office of the Insurance Company, and provided further that if the Employees are to contribute toward the cost of any part of the insurance, the insurance will become effective on the Effective Date Requested only if the required percentage and number of Employees have elected to become insured. If this application is not accepted or the required percentage or number of Employees do not elect to become insured, the insurance applied for will not become effective and any conditional payment advanced by the Applicant will be refunded upon surrender of the Conditional Receipt.

GENERAL AGREEMENTS – The Applicant agrees to transmit the aggregate premiums under the policy or policies to the Insurance Company at its Home Office in Greenville, South Carolina, when due. No agent or other person except an executive officer is authorized to make or modify any contract or agreement on behalf of the Insurance Company.

Dated at _____ this _____ day of _____, 19____.

Witness _____ Applicant _____

123

By _____
SIGNATURE AND TITLE

700 - V

(Over)

Liberty Life Insurance Company

Greenville, South Carolina

Policy No. 2474 -GD

July 1, 1975
Policy Date

THE SOUTH CAROLINA STATE BUDGET AND CONTROL BOARD OF BEHALF OF THE STATE OF SOUTH CAROLINA
Employer

Columbia, South Carolina
Address

Form No. GrH-465 (10-70)

Group Disability and Accidental Death and Dismemberment Policy

Liberty Life Insurance Company

Greenville, South Carolina

Policy No. 2474 -GD

July 1, 1975
Policy Date

THE SOUTH CAROLINA STATE BUDGET AND CONTROL
BOARD OF BEHALF OF THE STATE OF SOUTH CAROLINA
Employer

Columbia, South Carolina
Address

Form No. GHI-465 (10-70)

Group Disability and Accidental
Death and Dismemberment Policy

EXHIBIT I
JULY 21, 1975

State of South Carolina
PERSONNEL DIVISION
1205 Pendleton Street
Columbia, South Carolina 29201

Jack S. Mullins, Ph.D.
Director

803-758-3331

July 22, 1975

Dear Sir:

The State of South Carolina is interested in having a study conducted within the next several months of the compensation of appointed positions in the State government, including perquisites provided to such positions. The study would cover a total of approximately 100 different types of positions, with approximately 125 incumbents.

If your firm is interested in submitting a bid for this study, please submit a detailed proposal to us by noon on August 11, 1975, specifically including the following:

OBJECTIVES OF THE STUDY

1. To determine the content, responsibility and level of difficulty of each position.

2. To rank the positions through the use of sound position analysis and evaluation techniques in order to establish equitable internal position relationships.

3. To survey salaries for positions of similar content in other State governments through personal contact to assure accurate comparisons and thorough utilization of published data.

4. To develop recommended salaries and salary ranges for the positions included in the study.

5. To study perquisites and other compensation elements to insure accurate comparisons with total compensation packages in other states.

6. To prepare a final report presenting all aspects of the study, including methods, data obtained and final recommendations, including implementation procedures for any recommended changes.

7. To present final reports as necessary before appropriate hearing bodies.

Please specifically define the approach to be used in conducting the study, including outlines of how the survey data will be obtained, analyzed and presented for all of the above objective areas.

Because of reservations in accepting or relying solely on information obtained from the usual questionnaire methods, we must retain the right to inspect any comparisons undertaken within the objective areas during the course of the study.

The final report presenting all requested recommendations must be submitted on or before October 31, 1975. This will include at least two formal presentations of the study objectives, approaches used and final recommendations before appropriate hearing bodies. Therefore, we would like to have a statement concerning staffing arrangements, projected time of completion and charges both as they pertain to each of the objective areas and to the conduct of the total study.

We also request that you furnish information concerning your experience in areas pertinent to those of this study, including listings of similar surveys previously conducted by your firm. We would also like to have the names and resumes of the professional staff members who would be assigned to this project.

The State reserves the right to base its award of the bid upon qualifications and experience of the firm and the quality and type of methodology proposed as well as upon the dollar amount of the bid.

If you desire additional information concerning the study, please contact Mr. Robert E. Derrick, Director of Classification and Compensation, at this address, or telephone number (803) 758-8580. We will also be happy to meet with you personally to discuss specifics of this matter.

Sincerely,

Jack S. Mullins

JSM:mdm

AGENCY HEAD SALARY SURVEY

The following is a list of consulting firms which will be contacted for the purpose of submitting bids for the agency head salary survey:

Yarger and Associates, Inc.
Personnel and Management Services
2830 Mary Street
Falls Church, Virginia 22042

Towers, Perrin, Forster & Crosby, Inc.
3400 Peachtree Road, N.E.
Atlanta, Georgia 30326

Hay Associates
Management Consultants
1845 Walnut Street
Philadelphia, Pennsylvania 19103

Arthur D. Little, Inc.
1735 Eye Street, N.W.
Washington, D. C. 20006

Public Administration Service
1313 East 60th Street
Chicago, Illinois 60637

Cresap, McCormick and Padget, Incorporated
100 West Monroe Street
Chicago, Illinois 60603

Executive Management Service, Incorporated
Suite 404
2201 Wilson Road
Arlington, Virginia 22201

Roy Jorgensen Associates, Inc.
Engineering and Management Consultants
Post Office Box 575
Gaithersburg, Maryland 20760

Jacobs Company
1100 Jorie Boulevard
Oak Brook, Illinois 60521

7/11/75

EXHIBIT VI
July 21, 1975

Individuals listed more than one time
on

QUARTERLY REPORT - DUAL EMPLOYMENT
July 1, 1974 - September 30, 1974

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	Department of Mental Health	Robert F. Sabalis, Ph.D.	$1,300.00 $1,300.00	7/31/74 8/19/74
University of South Carolina	Department of Mental Health	Mary Gladys Radford, Ph.D.	$1,300.00 $1,300.00	7/31/74 9/24/74
University of South Carolina South Carolina E T V	Francis Marion College	Dr. David James Burt	$400.00 $100.00	8/19/74 9/13/74
Department of Mental Retardation	Department of Mental Health	E. M. Da Silva, M.D.	$600.00 $40.00 per week night $60.00 per weekend day/night and holidays (7/74-6/75)	8/15/74 8/15/74

EXHIBIT II
July 21, 1975

Individuals listed more than one time
on

QUARTERLY REPORT - DUAL EMPLOYMENT
July 1, 1974 - September 30, 1974

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	Department of Mental Health	Robert F. Sabalis, Ph.D.	$1,300.00 $1,300.00	7/31/74 8/19/74
University of South Carolina	Department of Mental Health	Mary Gladys Radford, Ph.D.	$1,300.00 $1,300.00	7/31/74 9/24/74
University of South Carolina South Carolina E T V	Francis Marion College	Dr. David James Burt	$400.00 $100.00	8/19/74 9/13/74
Department of Mental Retardation	Department of Mental Health	E. M. Da Silva, M.D.	$600.00 $40.00 per week night $60.00 per weekend day/night and holidays (7/74-6/75)	8/15/74 8/15/74

QUARTERLY REPORT - DUAL EMPLOYMENT

July 1, 1974 - September 30, 1974

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Division of Administration	University of South Carolina	Dr. Roy Trueblood	$358.00	9/20/74
Francis Marion College	Department of Education	William B. Hynds	$1,000.00	8/26/74
University of South Carolina	Department of Mental Health	Robert F. Sabalis, Ph.D.	$1,300.00	7/31/74
	Department of Mental Health	Mary Gladys Radford, Ph.D.	$1,300.00	7/31/74
	Department of Education	Dr. Elmer L. Knight	$1,000.00	7/31/74
	The Citadel	James M. O'Neil	$700.00	7/31/74
	The Citadel	David F. L. Bernthal	$700.00	7/31/74
	The Citadel	Malcolm M. Brennan	$800.00	7/31/74
	The Citadel	Walter Bland Mathis	$900.00	7/31/74
	The Citadel	Isaac S. Metts, Jr.	$800.00	7/31/74
	S C State Ports Authority	Walter P. Stroman	$800.00	7/31/74
	S C State Hospital	Dr. Richard Weiss	$1,300.00	7/31/74
	Francis Marion College	Dr. Morgan B. Coker	$55.00	7/31/74
	Department of Mental Retardation	C. T. Lane	$800.00	7/31/74
	Lander College	Dr. William T. Martin	$800.00	8/19/74
	Department of Mental Health	Dr. Robert Sabalis	$1,300.00	8/7/74
	Francis Marion College	Dr. David James Burt	$400.00	8/19/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
	Department of Archives and History	Julian L. Mims	$750.00	8/22/74
	Department of Corrections	Jerry L. Salisbury	$1,000.00	8/27/74
	S C State Hospital	Gungor Ozbek, Ph.D.	$1,300.00	9/9/74
	S C State College	Sarah A. Waymer	$2,483.00	9/11/74
	Wm S Hall Psychiatric Institute	William Rothstein, Ph.D.	$2,743.00	9/24/74
	Department of Mental Health	George R. Holmes, Ph.D.	$1,300.00	9/24/74
	Department of Mental Health	Mary Gladys Radford, Ph.D.	$1,300.00	9/24/74
	Department of Mental Health	Arthur L. Rosenkrantz, Ph.D.	$1,300.00	9/24/74
College of Charleston	Department of Mental Retardation	Dr. Gabriel John Batarseh	$900.00	9/24/74
S C State College	University of South Carolina	Lee J. Dudek	$1,100.00 plus travel	7/31/74
St Bd for Technical and Comprehensive Ed	University of South Carolina	Martin Lipinski	$550.00	7/24/74
	University of South Carolina	Dr. J. Hugh Brandon	$2,000.00	7/24/74
	University of South Carolina	James Radziminski	$3,200.00	7/24/74
	Probation, Parole & Pardon Board	Stephen C. Forrester	$880.00	7/31/74
South Carolina E T V	University of South Carolina	Dr. Ralph Tindall	$50.00	8/16/74
	University of South Carolina	Dr. James T. Myers	$2,000.00	8/19/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
South Carolina E T V	S C State College	Dr. Paul Clifford	$50.00	8/29/74
	S C State College	Dr. Ruby Davis	$102.60	8/29/74
	U S C - Coastal Carolina	Dr. Gerald Groves	$100.00	9/13/74
	Winthrop College	Dr. Marian Williford	$100.00	9/13/74
	Wintrhop College	Dr. W. W. Daniels	$100.00	9/13/74
	Clemson University	Dr. Joseph Baker	$100.00	9/13/74
	The Citadel	Dr. Robert Lichtenbert	$100.00	9/13/74
	College of Charleston	Dr. Norman Olsen	$100.00	9/13/74
	Francis Marion College	Dr. David Burt	$100.00	9/13/74
	University of South Carolina	Dr. Don Hoffman	$100.00	9/13/74
	University of South Carolina	Dr. Don Greiner	$100.00	9/13/74
	Francis Marion College	Dr. Candace Phipps	$100.00	9/13/74
	College of Charleston	Dr. Glorianna St. Clairs	$100.00	9/13/74
	University of South Carolina	Dr. Richard Remple	$100.00	9/13/74
	College of Charleston	Dr. Harold Conway	$100.00	9/13/74
	U S C - Coastal Carolina	Dr. Thomas Trout	$100.00	9/13/74
	S C State College	J. M. Sharpe	$100.00	9/13/74
	Department of Education	ITV Employees	Travel	9/20/74
	University of South Carolina	Dr. Earl Whatley	$50.00	9/23/74
Department of Social Services	Dept of Health & Environmental Cntrl	George S. Inman	Travel	9/17/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Department of Mental Health	Community Mental Health Service	H. Donald Hyatt	$1,300.00	9/10/74
	Department of Social Services	Mary Steven	$416.25	9/10/74
Community Mental Health Service	Department of Mental Health	D. Wayne Bickham	$6,232.20	7/31/74
	Department of Mental Health	Claudis R. Bellamy	$25.00 per week	9/10/74
	Department of Mental Health	Jerry W. Kleppel	$25.00 per week	9/10/74
Department of Mental Retardation	Department of Mental Health	E. M. DaSilva, M.D.	$600.00	8/15/74
	Department of Mental Health	E. M. DaSilva, M.D.	$40.00 per week night $60.00 per weekend day/night and holidays (7/74-6/75)	8/15/74
	Department of Mental Health	R. J. Penichet, M. D.	$40.00 per week night $60.00 per weekend day/night and holidays (7/74-6/75)	8/15/74
	Department of Mental Health	Alberto B. Santos, M.D.	$40.00 per week night $60.00 per weekend day/night and holidays (7/74-6/75)	8/15/74
Department of Mental Retardation (Pee Dee Center)	Francis Marion College	Kenneth Dye	$1,000.00	9/20/74
Department of Corrections	University of South Carolina	David McMillan, Ph.D.	$350.00	9/13/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Department of Mental Health	Community Mental Health Service	H. Donald Hyatt	$1,300.00	9/10/74
	Department of Social Services	Mary Steven	$416.25	9/10/74
Community Mental Health Service	Department of Mental Health	D. Wayne Bickham	$6,232.20	7/31/74
	Department of Mental Health	Claudis R. Bellamy	$25.00 per week	9/10/74
	Department of Mental Health	Jerry W. Kleppel	$25.00 per week	9/10/74
Department of Mental Retardation	Department of Mental Health	E. M. DaSilva, M.D.	$600.00	8/15/74
	Department of Mental Health	E. M. DaSilva, M.D.	$40.00 per week night $60.00 per weekend day/night and holidays (7/74-6/75)	8/15/74
	Department of Mental Health	R. J. Penichet, M. D.	$40.00 per week night $60.00 per weekend day/night and holidays (7/74-6/75)	8/15/74
	Department of Mental Health	Alberto B. Santos, M.D.	$40.00 per week night $60.00 per weekend day/night and holidays (7/74-6/75)	8/15/74
Department of Mental Retardation (Pee Dee Center)	Francis Marion College	Kenneth Dye	$1,000.00	9/20/74
Department of Corrections	University of South Carolina	David McMillan, Ph.D.	$350.00	9/13/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Department of Corrections	University of South Carolina	Dr. L. D. Milne	$100.00	9/14/74
S C Personnel Division	University of South Carolina	Phyllis Fleishel	$200.00	7/31/74
	University of South Carolina	David Byrd	$200.00	7/31/74
	University of South Carolina	Phyllis Fleishel	$400.00	8/29/74
	University of South Carolina	David Byrd	$400.00	8/29/74
Dept of Health & Environmental Control	University of South Carolina	Charles Locke	$240.00	8/26/74
	Pee Dee Mental Health Center	John R. Howard, A.C.S.W.	$2,080.00 plus travel	8/29/74
	Pee Dee Mental Health Center	John H. Frank, Jr. A.C.S.W.	$2,080.00 plus travel	8/29/74
	University of South Carolina	Murray Vincent, Ed. D.	$375.00	9/11/74
	Medical University	Dr. Wladimir Wertelecki	$130.00	9/18/74
	Medical University	Karen Kreutner, M. D.	$420.00	9/18/74
Employment Security Commission	University of South Carolina	Dr. Joseph C. Rotterer Mr. Gordan Kent	$1,600.00	8/13/74
S C Criminal Justice Academy	University of South Carolina	Margaret Hastings	$20.00 every three weeks	7/31/74
	Medical University of South Carolina	Dr. Joel S. Sexton	$40.00 per course	8/15/74
	Medical University of South Carolina	Dr. Sandra Conradi	$40.00 per course	8/15/74

Individuals listed more than one time
on
QUARTERLY REPORT - DUAL EMPLOYMENT
October 1, 1974 - December 31, 1974

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	S C Probation, Pardon and Parole Board	Jesse W. Pratt, III	$1,500.00 $750.00	10/24/74 11/6/74
University of South Carolina St Bd for Technical and Comprhnsve Educ	Criminal Justice Academy	John Allen O'Leary	$1,250.00 $252.00	11/27/74 12/2/74
Lander College	Lander College	Dr. Joseph A. Cabri	$800.00 $1,000.00	11/18/74 11/29/74
South Carolina E T V	University of South Carolina	Dr. Richard Rempel	$100.00 plus travel Travel	10/21/74 12/19/74
Department of Mental Health State Personnel Division	University of South Carolina	Phyllis Fleishel	$50.00 $100.00 $400.00	12/16/74 11/7/74 12/5/74

QUARTERLY REPORT - DUAL EMPLOYMENT

October 1, 1974 - December 31, 1974

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Francis Marion College	South Carolina School for Boys	Charles E. Burry, Jr.	$200.00	10/7/74
	Francis Marion College	Dr. Ronald L. Hall	$500.00 plus travel	10/7/74
The Citadel	The Citadel	Col. D. D. Nicholson, Jr.	$500.00	10/21/74
	The Citadel	Col. Charles E. Hirshey	$500.00	10/21/74
University of South Carolina	The Citadel	W. L. Holbein	$700.00	10/24/74
	S C Probation, Pardon and Parole Board	Jesse W. Pratt, III	$1,500.00	10/24/74
	S C Personnel Division	Dr. Alan Pollack	$1,000.00	10/28/74
	S C Probation, Pardon and Parole Board	Jesse W. Pratt, III	$750.00	11/6/74
	The Citadel	Dennis Martin Forsythe	$1,000.00	11/11/74
	Medical University	Julian Hughs Craig	$700.00	11/14/74
	The Citadel	Walter J. Fraser, Jr.	$800.00	11/14/74
	S C Criminal Justice Academy	John Allen O'Leary	$1,250.00	11/27/74
	Department of Mental Health	Steven W. Pollard	$2,400.00	11/27/74
	The Citadel	Dr. Gary Nicholas	$800.00	12/2/74
	Medical University	Mrs. Jane Semmens	$100.00	12/5/74
	Attorney General's Office	Kenneth H. Whitler	$750.00	12/5/74
	Department of Education	Dr. Ernest B. Carnes	$1,000.00	12/9/74
	S C Personnel Division	Anthony Mixon	$1,000.00	12/16/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	Columbia Area Mental Health Center	Barbara S. Derrick	$1,600.00	12/18/74
	Columbia Area Mental Health Center	Carey A. Washington	$1,200.00	12/18/74
	The Citadel	W. Bland Mathis	$772.00	12/23/74
	The Citadel	David F. L. Bernthal	$700.00	12/23/74
	Department of Education	Daniel H. Sandel	$1,000.00	12/23/74
College of Charleston	The Citadel	John L. Brittain	$900.00	10/21/74
	The Citadel	Jamie W. Moore	$900.00	10/21/74
	Trident Technical College	Ann Marie Young	$900.00	10/24/74
	Medical University	Henry F. Maxwell	$900.00	10/21/74
	Medical University	Marion E. Woodbury	$1,800.00	11/6/74
Medical University	Medical University	H. W. Mims, M. D.	$4,422.47	10/2/74
	College of Charleston	Clifford L. Gionet, M. D.	$1,500.00	10/2/74
	Department of Mental Health	Lucius C. Pressley, M. D.	$3,855.00	12/16/74
	University of South Carolina	Ronald Maris, M. D.	$6,000.00	12/16/74
S C State College	University of South Carolina	Dr. Lee J. Dudek	$1,100.00	12/16/74
	Winthrop College	Dr. Robert S. Kline	$135.00	11/5/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Lander College	Lander College	Lorraine A. Redderson	$250.00	11/18/74
	Lander College	Billy K. Dawson	$800.00	11/18/74
	Lander College	Joseph A. Cabri	$800.00	11/18/74
	Lander College	Mary Frances Lide	$3,000.00	11/29/74
	Lander College	Dr. Joseph A. Cabri	$1,000.00	11/29/74
	Lander College	Dr. Beth Bethel	$1,000.00	11/29/74
S C Opportunity School	University of South Carolina	O'Neal Miller	$720.00	10/21/74
S C Educational Television Network	University of South Carolina	Dr. Porter McLaurin	$13.00	10/8/74
	University of South Carolina	Dr. David G. Phillips	$15.00 per program	10/9/74
	University of South Carolina	Dr. Dick Remple	$100.00 and travel	10/21/74
	University of South Carolina	Peter W. Becker	$100.00 and travel	11/8/74
	University of South Carolina	Richard A. Rempel	Travel	12/19/74
	S C State College	Charles M. Israel	Travel	12/19/74
	S C State College	Rebecca Reeves	Travel	12/19/74
St Bd for Technical & Comprehensive Ed	Medical University	William B. Daniel	$1,054.36	10/3/74
	Dept of Social Services	Mary Frances Landsdowne	$1,764.00	10/4/74
	Medical University	Henry F. Maxwell	$495.50	10/11/74
	Medical University	Annette Duggins	$12.00 per section	10/11/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
St Bd for Technical & Comprehensive Ed	S C State College	Roger A. Cook	$400.00	10/11/74
	Charleston Area Mental Health Center	Frank James Johnson	$400.00	10/21/74
	University of South Carolina	Dr. Jerry Stoneking	$500.00	10/21/74
	University of South Carolina	Richard Patterson	$1,200.00 approximately	10/21/74
	University of South Carolina	Dr. C. E. Teasley, III	$600.00	10/21/74
	S C Personnel Division	Mark D. Spool	$371.25	10/22/74
	Medical University	Gerald Davis	$445.50 per course	11/14/74
	S C Criminal Justice Academy	John Allen O'Leary	$252.00	12/2/74
	S C Educational Television Network	Regis A. Schnupp	$250.00	12/5/74
	Department of Education	Marion Marks	$44.00	12/10/74
Archives and History	S C Highway Department	Frank Johnson	$500.00	12/23/74
Department of Mental Health	S C State Hospital	Eugenio Casanovas, M. D.	$15.98 per hour	11/27/74
	Department of Mental Health	Eugene G. Evans, M. D.	$15.98 per hour	11/27/74
	Wm S Hall Psychiatric Institute	William S. Dillingham, M.D.	$15.98 per hour	11/27/74
	University of South Carolina	Phyllis Fleishel	$50.00	12/16/74
Department of Mental Retardation	S C Dept of Health & Environmental Cntrl	T. J. Crooks	$400.00	12/10/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
S C Personnel Division	Wildlife Resources Department	Lee Welliver	as prescribed by law	10/11/74
	Wildlife Resources Department	Sammie Jones	as prescribed by law	10/11/74
	Wildlife Resources Department	Sandra Hartley	as prescribed by law	10/11/74
	University of South Carolina	Phyllis Fleishel	$100.00	11/7/74
	University of South Carolina	John E. Logan Herbert H. Hand	$3,375.00	11/21/74
	University of South Carolina	Dr. David Byrd	$400.00	12/5/74
	University of South Carolina	Phyllis Fleishel	$400.00	12/5/74
	Greenville Technical College	Thomas J. Miller, Jr.	$750.00	12/23/74
Dept of Health & Environmental Control	Medical University	Ms. Carmela Cavero Margaret Ann Corbett Jean Martin Norma Pacenta	Travel These four nurses will use travel on a rotating basis.	10/21/74
	Dept of Health & Environmental Control	Edgar Carl Fox, Jr.	$100.00 per week	10/22/74
	University of South Carolina	Dr. Charles W. Tucker	$9,600.00	10/29/74
	Medical University	Roberta Myers Marjorie T. McManus Helen V. Burst	Travel These three women will use travel on a rotating basis.	11/25/74
	University of South Carolina	Dr. William Morganroth	$1,200.00	12/11/74
Vocational Rehabilitation	Department of Mental Health	John M. Foxworth, M.D.	$35.00 per consultation	10/10/74

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
S C Personnel Division	Wildlife Resources Department	Lee Welliver	as prescribed by law	10/11/74
	Wildlife Resources Department	Sammie Jones	as prescribed by law	10/11/74
	Wildlife Resources Department	Sandra Hartley	as prescribed by law	10/11/74
	University of South Carolina	Phyllis Fleishel	$100.00	11/7/74
	University of South Carolina	John E. Logan Herbert H. Hand	$3,375.00	11/21/74
	University of South Carolina	Dr. David Byrd	$400.00	12/5/74
	University of South Carolina	Phyllis Fleishel	$400.00	12/5/74
	Greenville Technical College	Thomas J. Miller, Jr.	$750.00	12/23/74
Dept of Health & Environmental Control	Medical University	Ms. Carmela Cavero Margaret Ann Corbett Jean Martin Norma Pacenta	Travel These four nurses will use travel on a rotating basis.	10/21/74
	Dept of Health & Environmental Control	Edgar Carl Fox, Jr.	$100.00 per week	10/22/74
	University of South Carolina	Dr. Charles W. Tucker	$9,600.00	10/29/74
	Medical University	Roberta Myers Marjorie T. McManus Helen V. Burst	Travel These three women will use travel on a rotating basis.	11/25/74
	University of South Carolina	Dr. William Morganroth	$1,200.00	12/11/74
Vocational Rehabilitation	Department of Mental Health	John M. Foxworth, M.D.	$35.00 per consultation	10/10/74

Individuals listed more than one time
on
QUARTERLY REPORT - DUAL EMPLOYMENT
January 1, 1975 - March 31, 1975

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	The Citadel	Woodrow L. Holbein	$700.00 $700.00	1/8/75 2/19/75
University of South Carolina	The Citadel	Carey Rushing	$1,000.00 $1,330.00	2/6/75 3/24/75
University of South Carolina	Lander College	Dr. Joseph Murphy	Travel & subsistence $2,000.00 $1,200.00	1/20/75 1/28/75 2/28/75
State Personnel Division	University of South Carolina	Phyllis Fleishel	$1,000.00 plus travel $200.00	2/12/75 3/17/75

QUARTERLY REPORT - DUAL EMPLOYMENT

January 1, 1975 - March 31, 1975

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Attorney General's Office	S C Criminal Justice Academy	Robert A. Milam, III	$250.00	3/28/75
Francis Marion College	Francis Marion College	Kathrine Anne Poston	$240.00	3/28/75
University of South Carolina	The Citadel	Woodrow L. Holbein	$700.00	1/8/75
	Trident Technical College	Francis McHan	$1,000.00	1/13/75
	Department of Mental Health	C. Ed Taylor, Ph.D.	$1,000.00	1/13/75
	Alcohol and Drug Addiction Center	Arthur L. Rosenkrantz	$1,300.00	1/14/75
	The Citadel	J. Reid Ingraham	$900.00	1/14/75
	S C State College	Calvin D. Hutson	$750.00	1/14/75
	St Bd for Technical & Comprehensive Ed	Dr. Robert Wm. Evans	$1,000.00	1/23/75
	Vocational Rehabilitation Department	Dr. Robert Brabham	$1,000.00	1/23/75
	Department of Mental Health	Charles W. Perry, Ph.D.	$1,000.00	1/23/75
	Employment Security Commission	Robert E. David	$1,000.00	1/23/75
	Alcohol and Drug Addiction Center	Jane A. Taylor, Ph.D.	$1,000.00	1/23/75
	Governor's Office	L. Roger Kirk	$1,800.00	1/23/75
	Department of Education	Barbara Ashley	$900.00	1/27/75
	Vocational Rehabilitation Department	William E. Middleton	$1,000.00	1/27/75
	Archives and History	Julian L. Mims	$750.00	1/27/75
	Department of Mental Health	Jennifer C. Savitz	$900.00	2/3/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	Department of Education	Dr. Charlie Williams	$1,000.00	2/3/75
	The Citadel	Milton Boykin	$800.00	2/6/75
	The Citadel	Dr. Carey Rushing	$1,000.00	2/6/75
	The Citadel	W. Bland Mathis	$700.00	2/6/75
	Department of Education	Carol B. Fusco	$900.00	2/7/75
	Department of Education	Mary Sandifer	$1,000.00	2/7/75
	Department of Education	Robert P. Armstrong	$1,000.00	2/7/75
	Wm S Hall Psychiatric Institute	George R. Holmes, Ph.D.	$1,300.00	2/12/75
	Department of Corrections	Hubert Clements	$1,600.00	2/12/75
	The Citadel	Jerome E. Fewox	$700.00	2/19/75
	Department of Corrections	Sister Margaret M. Hodge	$900.00	2/19/75
	The Citadel	Woodrow L. Holbein	$700.00	2/19/75
	Wm S Hall Psychiatric Institute	Robert F. Sabalis, Ph.D.	$1,300.00	2/20/75
	S C State Hospital	Thomas C. Bristow, Jr.	$600.00	2/20/75
	Medical University	Dr. James P. Semmens	$100.00	2/27/75
	Lander College	Dr. Joseph Murphy	$1,200.00	2/28/75
	Whitten Village	Roy Proctor	$286.00	2/28/75
	Whitten Village	Junior May	$286.00	2/28/75
	Francis Marion College	Cathy Ellen Cranford	$500.00	3/10/75
	The Citadel	Carey Rushing	$1,330.00	3/24/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	The Citadel	Dennis Rebber	$700.00	3/27/75
	The Citadel	Jay Fraser	$800.00	3/27/75
College of Charleston	Medical University	Dr. Neal Buckholtz	$900.00	1/20/75
	The Citadel	Dr. John L. Brittain	$900.00	2/12/75
	Wildlife & Marine Resources Dept	Thomas Mathews	$900.00	2/12/75
	The Citadel	Jamie Moore	$900.00	2/12/75
	Medical University	Marion Woodbury	$1,800.00	2/20/75
	The College of Charleston	Gerald Runey	$900.00	2/21/75
Clemson University	St Bd for Technical & Comprehensive Ed	Dr. Samuel G. Higgins	$900.00 plus travel	2/20/75
	Tri-County Technical College	Dr. Jack Hunter	$1,000.00 plus travel	2/20/75
	S C State College	Dr. Joseph L. Hopkins	$1,000.00 plus travel	3/7/75
Medical University	College of Charleston	Kenneth H. Foote	$1,500.00	3/7/75
S C State College	Department of Mental Retardation	Rosalyn K. Monat	$1,000.00	1/2/75
Lander College	Lander College	Martha T. Bishop	$1,000.00	1/21/75
	Lander College	Ralph Z. Boroughs	$500.00	1/29/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Lander College	Lander College	Samrendra Singh	$1,000.00	2/19/75
	Lander College	Dr. William Martin	$1,000.00	2/19/75
	Lander College	Roberta Major	$1,000.00	2/19/75
	Lander College	Mary Francis Lide	$2,000.00	2/19/75
	Lander College	Dr. Tom Dixon	$1,000.00	2/19/75
	Lander College	Huey Randall Bouknight	$975.00	2/24/75
	Lander College	Beth Bethel	$650.00	3/7/75
	Lander College	Stephanie Rodeffer	$650.00	3/7/75
	Lander College	Ellison Pusser	$650.00	3/7/75
	Lander College	Joel Cleland	$650.00	3/7/75
	Lander College	Marvin Cann	$650.00	3/7/75
Department of Education	Lander College	Dr. Joseph A. Murphy	Travel & subsistence	1/20/75
	S C State College	Dr. Clemmie E. Webber	Travel & subsistence	1/20/75
	S C State College	Oliver C. Dawson	Travel & subsistence	1/20/75
	Clemson University	Dr. James L. Flatt	Travel & subsistence	1/20/75
	University of South Carolina	Dr. Wade T. Batson	Travel & subsistence	1/20/75
	University of South Carolina	Dr. Margaret E. Bell	Travel & subsistence	1/20/75
	Winthrop College	Dr. Louise Pettus	Travel & subsistence	1/20/75
	Winthrop College	Dr. Bill Holcombe	Travel & subsistence	1/20/75
	Francis Marion College	Dr. Bobbie S. Davis	Travel & subsistence	1/20/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Department of Education	Francis Marion College	Dr. John Baker	Travel & subsistence	2/12/75
	Clemson University	Dr. Harold Landrith	Travel & subsistence	2/12/72
	Clemson University	Dr. Alfred Newton	Travel & subsistence	2/12/75
	Winthrop College	Dr. Sara Pantano	Travel & subsistence	2/12/75
	College of Charleston	Mrs. Owillender K. Grant	Travel & subsistence	2/12/75
	University of South Carolina	Dr. John Anderson	Travel & subsistence	2/12/75
	Winthrop College	Dr. Ross Webb	Travel & subsistence	2/12/75
	Winthrop College	Dr. David Franklin	Travel & subsistence	2/12/75
	Clemson University	Dr. Ralph K. Peden	Travel & subsistence	2/12/75
	S C State College	Geraldine Zimmerman	Travel & subsistence	2/12/75
	Francis Marion College	Dr. Richard Wallace	Travel & subsistence	2/12/75
	The Citadel	Dr. Isaac Metts	Travel & subsistence	2/12/75
	St Bd for Technical & Comprehensive Ed	Dr. Oscar W. Lever	Travel & subsistence	2/13/75
	University of South Carolina	Dr. Leonard F. Maiden	Travel & subsistence	2/13/75
	Lander College	Dr. Bob Wright	Travel & subsistence	3/17/75
	Lander College	Dr. Tom Stevens	Travel & subsistence	3/17/75
	S C State College	Bernice Middleton	Travel & subsistence	3/18/75
	S C State College	Dr. Leo Twiggs	Travel & subsistence	3/18/75
	S C State College	Dr. P. I. Clifford	Travel & subsistence	3/18/75
	S C State College	Dr. Ashriel Mose	Travel & subsistence	3/18/75
	S C State College	Dr. Ruby T. Davis	Travel & subsistence	3/18/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Department of Education	S C State College	Dr. Carl Carpenter	Travel & subsistence	3/18/75
	S C State College	Marguerite R. Howie	Travel & subsistence	3/18/75
	Winthrop College	Dr. Jack Boger	Travel & subsistence	3/19/75
	Winthrop College	Dr. Robert Braswell	Travel & subsistence	3/19/75
	Winthrop College	Dr. Robert Kline	Travel & subsistence	3/19/75
	Winthrop College	Dr. John Freeman	Travel & subsistence	3/19/75
	Winthrop College	Carol Anfin	Travel & subsistence	3/19/75
	The Citadel	Dr. Charles Hershey	Travel & subsistence	3/19/75
	The Citadel	Dr. W. J. Clees	Travel & subsistence	3/20/75
	University of South Carolina	Dr. Tom Surratt	Travel & subsistence	3/25/75
	Francis Marion College	Dr. Dennis Sanderson	Travel & subsistence	3/28/75
S C Educational Television Network	University of South Carolina	Larry Mene	$500.00	1/7/75
	University of South Carolina	David E. Stenmark, Ph.D.	$500.00	1/8/75
St Bd for Technical & Comprehensive Ed	Tri-County Mental Health Center	Gary E. Zimmerman	$264.00	2/10/75
	Lander College	Nancy Lockwood Stender	$286.13	2/10/75
	Department of Education	Alton T. Loftis	$525.00	2/13/75
	The Citadel	Lawrence W. Moreland	$445.25	2/19/75
	Medical University	Gerald Davis	$755.20	2/19/75
	Medical University	Henry F. Maxwell	$472.50	3/7/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
St Bd for Technical & Comprehensive Ed	University of South Carolina	Dr. Curtis Rhodes	$420.00 approximately	3/24/75
S C Commission for the Blind	Department of Mental Retardation	Dr. Jack Howell	$60.00 per evaluation	2/6/75
	Department of Youth Services	Leonard Lee	$60.00 per evaluation	3/7/75
Coastal Center (Mental Retardation)	Medical University	John W. Corcoran, DDS	accepted consultation rate	1/8/75
	Medical University	Dr. Frank H. Farrington	accepted consultation rate	2/5/75
	Medical University	Dr. David L. King	accepted consultation rate	2/5/75
	College of Charleston	Dr. Bob Mende	$400.00	3/19/75
Probation, Parole and Pardon Board	Tri-County Technical College	John L. Smith	$168.00	3/12/75
Department of Youth Services	Lander College	Dr. Joseph P. Murphy	$2,000.00	1/28/75
	S C State College	Terry Peterson	$850.00	2/14/75
S C Personnel Division	University of South Carolina	Phyllis Fleishel	$1,000.00 plus travel	2/12/75
	University of South Carolina	Dr. David Byrd	$1,000.00 plus travel	2/12/75
	University of South Carolina	Phyllis Fleishel	$200.00	3/17/75
	University of South Carolina	Bunny Mack	$300.00	3/17/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Dept of Health & Environmental Control	University of South Carolina	Alan D. Bauerschmidt, Ph.D.	$150.00	1/8/75
	Medical University	Lula E. Dunlap Genevieve Fischer Harriet Simpson Elizabeth Grob	Travel These four women will use travel on a rotating basis.	2/11/75
S C Criminal Justice Academy	Department of Corrections	James B. Hicklin	$7.80 per hour	2/19/75
St Bd for Technical and Comprehensive Ed	University of South Carolina	Ezzedin M. Shamsedin	$5,000.00	3/11/75

Individuals listed more than one time
on
QUARTERLY REPORT - DUAL EMPLOYMENT
April 1, 1975 - June 30, 1975

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	University of South Carolina	John Murphree	$25.00 $1,000.00	5/16/75 5/19/75
Lander College	Lander College	Dr. Peter A. Vahjen	$1,000.00 $500.00	4/16/75 5/13/75
State Department of Education	University of South Carolina	Dr. Margaret E. Bell	Travel and subsistence $725.00	4/30/75 6/11/75
State Department of Education	College of Charleston	Dr. Fred Ettline	Travel and subsistence Travel and subsistence	4/2/75 5/2/75

QUARTERLY REPORT - DUAL EMPLOYMENT

April 1, 1975 - June 30, 1975

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
South Carolina Board of Accountancy	University of South Carolina	John S. Herin	$400.00 per month (indefinte duration)	5/26/75
Division of Administration	Attorney General's Office	Hutson S. Davis, Jr.	Travel and subsistence	5/10/75
	S C Court Administration	William A. Dallis or L. Edmund Atwater III	Travel and subsistence	5/10/75
	Highway Department	Major W. J. Seaborn	Travel and subsistence	6/4/75
Francis Marion College	University of South Carolina	Dr. James A. Morris	$150.00 Honorarium	5/10/75
	University of South Carolina	Kip Carter	$100.00	6/25/75
	University of South Carolina	Robert Rowan	$100.00	6/25/75
	University of South Carolina	Robert Sonnamaker	$100.00	6/25/75
University of South Carolina	S C Commission for the Blind	Ed Robinson	$252.00 plus travel	4/2/75
	Community Mental Health Services	Gayle Miller	$35.00 Honorarium	4/16/75
	University of South Carolina	Christopher H. Biser,M.D.	$3.00 to $13.00 per service unit	4/17/75
	State Department of Education	Robert P. Armstrong	$950.00	4/23/75
	University of South Carolina	Dr. Herbert S. Matsen	$25.00	4/29/75
	Francis Marion College	Cathy Ellen Cranford	$50.00	5/2/75

QUARTERLY REPORT - DUAL EMPLOYMENT

April 1, 1975 - June 30, 1975

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
South Carolina Board of Accountancy	University of South Carolina	John S. Herin	$400.00 per month (indefinte duration)	5/26/75
Division of Administration	Attorney General's Office	Hutson S. Davis, Jr.	Travel and subsistence	5/10/75
	S C Court Administration	William A. Dallis or L. Edmund Atwater III	Travel and subsistence	5/10/75
	Highway Department	Major W. J. Seaborn	Travel and subsistence	6/4/75
Francis Marion College	University of South Carolina	Dr. James A. Morris	$150.00 Honorarium	5/10/75
	University of South Carolina	Kip Carter	$100.00	6/25/75
	University of South Carolina	Robert Rowan	$100.00	6/25/75
	University of South Carolina	Robert Sonnamaker	$100.00	6/25/75
University of South Carolina	S C Commission for the Blind	Ed Robinson	$252.00 plus travel	4/2/75
	Community Mental Health Services	Gayle Miller	$35.00 Honorarium	4/16/75
	University of South Carolina	Christopher H. Biser,M.D.	$3.00 to $13.00 per service unit	4/17/75
	State Department of Education	Robert P. Armstrong	$950.00	4/23/75
	University of South Carolina	Dr. Herbert S. Matsen	$25.00	4/29/75
	Francis Marion College	Cathy Ellen Cranford	$50.00	5/2/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	University of South Carolina	Dr. John Bryan	$200.00	5/5/75
	University of South Carolina	Peggy Clark	$ .75 per page approx. 200-250 pages	5/10/75
	State Department of Education	Robert S. Black	$300.00	5/14/75
	State Department of Education	Dr. W. E. Ellis	$1,000.00	5/14/75
	College of Charleston	J. Fred Watts	$2,000.00	5/15/75
	State Department of Education	Walter Procko	$250.00	5/16/75
	University of South Carolina	John Murphree	$25.00	5/16/75
	University of South Carolina	John Murphree	$1,000.00	5/19/75
	University of South Carolina	Francis Murphree	$650.00	5/19/75
	S C Vocational Rehabilitation Dept	Robert Brabham, Ph.D.	$1,000.00	5/21/75
	State Department of Education	Barbara Ashley	$900.00	6/4/75
	The Citadel	John W. Gordon, Jr.,Ph.D.	$800.00 plus travel	6/4/75
	The Citadel	Walter J. Fraser, Jr.	$800.00	6/4/75
	University of South Carolina	Roger B. Bowersock	$1,000.00	6/11/75
	University of South Carolina	Dr. Kevin W. King	$1,000.00	6/11/75
	University of South Carolina	Dr. David Mahrer	$1,000.00	6/11/75
	University of South Carolina	Judith H. Small	$1,000.00	6/11/75
	University of South Carolina	Donald A. Swanson	$1,000.00	6/11/75
	Community Mental Health Services	Dr. Paul E. Biles	$1,000.00	6/11/75
	The Citadel	Luke T. Pappas	$800.00	6/11/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
University of South Carolina	Midlands Center for Mentally Retarded	Dr. Charles Tollison	$200.00	6/11/75
	Midlands Center for Mentally Retarded	Nancy Yahn	$100.00	6/11/75
	University of South Carolina	Stephen L. Dalton	$750.00	6/11/75
	University of South Carolina	Jerry M. Dockery	$1,500.00	6/11/75
	University of South Carolina	Leslie D. Solomon	$208.33	6/11/75
	University of South Carolina	James X. Ward	$1,500.00	6/11/75
	University of South Carolina	James Wynn, Ph.D.	$432.00	6/11/75
	Francis Marion College	Dr. Morgan B. Coker	$2,200.00	6/16/75
	University of South Carolina	Robert W. Denton	$1,350.00	6/16/75
	University of South Carolina	Frederick P. Huston	$1,072.40	6/16/75
	S C Dept of Archives and History	Julian L. Mims	$800.00	6/16/75
	University of South Carolina	Howard L. Rhodes	$1,100.00	6/16/75
	University of South Carolina	Clyde Wilson	$1,000.00	6/16/75
	The Citadel	David F. L. Bernthal	$700.00	6/25/75
	The Citadel	J. R. Ingraham	$700.00 plus travel	6/25/75
	The Citadel	W. Bland Mathis	$700.00	6/25/75
College of Charleston	Medical University	Dr. Albert B. Sabin	$100.00 Honorarium	4/30/75
	Medical University	Dr. William Boggan	$900.00	5/16/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
Clemson University	Greenville Technical College	William Hyland	$480.00	5/30/75
	State Department of Education	Charlie G. Williams	$1,000.00	6/12/75
Winthrop College	S C State College	Geraldine Zimmerman	$75.00 plus travel and subsistence	6/25/75
Lander College	Lander College	Dr. Peter A. Vahjen	$1,000.00	4/16/75
	Lander College	Dr. Peter A. Vahjen	$500.00	5/13/75
State Department of Education	College of Charleston	Dr. Fred Ettline	Travel and subsistence	4/2/75
	Lander College	Dr. Shelton Stewart	Travel and subsistence	4/9/75
	S C State College	Mrs. C. Allen Jones	Travel and subsistence	4/14/75
	Clemson University	Dr. D. H. Pate	Travel and subsistence	4/15/75
	Clemson University	Dr. Stanley Lukawecki	Travel and subsistence	4/16/75
	Winthrop College	Dr. James Colbert	Travel and subsistence	4/21/75
	Winthrop College	Alfred Roberson	Travel and subsistence	4/21/75
	Winthrop College	Dr. Paul Sandifer	Travel and subsistence	4/21/75
	Winthrop College	Dr. Richard Houck	Travel and subsistence	4/22/75
	Lander College	Dr. John Ratte	Travel and subsistence	4/22/75
	Clemson University	Dr. Lillian Hart	Travel and subsistence	4/25/75
	Clemson University	Dr. Ralph Ken Peden	Travel and subsistence	4/25/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
State Department of Education	S C State College	Frank Staley	Travel and subsistence	4/28/75
	The Citadel	Dr. Thomas Mahan	Travel and subsistence	4/30/75
	University of South Carolina	Dr. Margaret E. Bell	Travel and subsistence	4/30/75
	University of South Carolina	JoAnne Eubanks	Travel and subsistence	4/30/75
	Winthrop College	Dr. Joye Pettigrew	Travel and subsistence	5/1/75
	Clemson University	Dr. Sam Buckner	Travel and subsistence	5/2/75
	Clemson University	Dr. Morris King	Travel and subsistence	5/2/75
	Clemson University	Dr. Harold Landrith	Travel and subsistence	5/2/75
	College of Charleston	Dr. Frederick Ettline	Travel and subsistence	5/2/75
	University of South Carolina-Coastal	Dr. James Rex	Travel and subsistence	5/2/75
	University of South Carolina	Dr. Peggy Bell	$725.00	6/11/75
	University of South Carolina	Dr. John Dolly	$725.00	6/11/75
	University of South Carolina	Dr. Jay C. Smith	$1,000.00	6/17/75
S C Educational Television Network	University of South Carolina	James T. Myers	$25.00 per broadcast approx. 16 broadcasts	5/27/75
	University of South Carolina	Dr. Kenneth Perkins	$50.00	5/27/75
St Bd for Technical and Comprehensive Ed	College of Charleston	Gloriana St. Clair	$220.00	4/8/75
	Tri-County Mental Health Center	Gary E. Zimmerman	$264.00	4/23/75
	S C Probation, Parole & Pardon Board	Stephen C. Forrester	$416.50	4/7/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
St Bd for Technical & Comprehensive Ed	Department of Labor	Donald N. Upton	$240.00	4/25/75
	Medical University	Andrea Lyn Phillips	$7.50 per hour	4/28/75
	Department of Corrections	Terry Lee Brooks	$525.00	5/15/75
	University of South Carolina	Dr. Lorin Anderson	$75.00 per diem three (3) weeks	5/29/75
	University of South Carolina	Dr. Elmer Schwartz	$1,280.00	5/29/75
	Clemson University	Bill G. Durham	$202.50	5/30/75
	Clemson University	Pedro Parrado	$315.00	5/30/75
	Clemson University	William Pippin	$156.00	5/30/75
	Medical University	Henry F. Maxwell	$405.00	6/25/75
	Clemson University	Dr. Alfred F. Newton	$525.00	6/25/75
S C Dept of Archives and History	Clemson University	Vernon S. Hodges	$200.00	6/25/75
S C Vocational Rehabilitation Dept	Community Mental Health Services	Dr. Daniel M. Samonsky, Jr.	$42.00 per examination	4/15/75
	S C Department of Mental Health	William E. Gore, Ph.D.	$50.00 per evaluation	6/27/75
S C Probation, Parole & Pardon Board	University of South Carolina	Frank B. Raymond, D.S.W.	$1,000.00	6/27/75
S C Personnel Division	University of South Carolina	William M. Morgenroth	$300.00	5/30/75
	University of South Carolina	Dr. David Byrd	$800.00 plus travel	6/24/75

SECONDARY (REQUESTING) AGENCY	PRIMARY (EMPLOYING) AGENCY	EMPLOYEE NAME	COMPENSATION	DATE APPROVED
S C Personnel Division	University of South Carolina	Phyllis Fleishel	$800.00 plus travel	6/24/75
Health & Environmental Control	Medical University	Arno R. Hohn, M.D.	$105.00 approximately	4/30/75
	Medical University	John T. Nichols, M.D.	$33.30	5/5/75
	Medical University	F. Kutayli, M.D.	$50.00 per clinic	5/27/75
	Medical University	Donald Riopel, M.D.	$105.00 approximately	5/27/75
	Medical University	Ashley Taylor, M.D.	$105.00 approximately	5/27/75
	Medical University	Hazel Webb, M.D.	$105.00 approximately	5/27/75
S C Employment Security Commission	University of South Carolina	Dr. Joseph C. Rotter	$1,000.00	6/27/75
Clark Hill Authority	Clark Hill Authority	Kathy S. Hill	$15.00 per week	4/22/75

EXHIBIT XII
JULY 21, 1975

OFFICE OF THE VICE PRESIDENT & TREASURER
(803) 792-4291

Medical University of South Carolina
80 BARRE STREET / CHARLESTON, SOUTH CAROLINA 29401

April 29, 1975

Mr. P. C. Smith, Secretary
State Budget and Control Board
Post Office Box 11333
Columbia, South Carolina 29211

Dear Mr. Smith:

The Department of Family Practice at the Medical University of South Carolina is now housed in a rented facility at an annual (rental) cost of $145,000. This very desirable property, adjacent to our campus, was acquired nearly three years ago by the Health Sciences Foundation at a cost of $1,150,000. The Health Sciences Foundation paid $200,000 cash and secured a mortgage loan of $950,000 from a local bank. The present value of this property is estimated to be approximately $1,500,000. The Health Sciences Foundation Trustees have agreed to sell the property to the Medical University for $827,000, this being the unpaid balance of the mortgage plus interest to date. Based on the current market value, this represents a gift of more than $500,000 which the Medical University is very anxious to accept. We feel that the purchase of this property is in line with the establishment of Family Practice Residency training facilities at Spartanburg, Greenville, Columbia, and Anderson.

It is therefore requested that the State Budget and Control Board authorize the purchase of this property by the Medical University, using up to $700,000 of the unobligated balance in the Statewide Family Practice Residency Program Appropriation. The balance of the purchase price would come from the cash surplus of the Plant Improvement Debt Service Account of the Medical University, which is set up in the State Treasurer Accounts under Expansion Program. This, of course, is subject to the approval of the State Budget and Control Board.

Your assistance in obtaining approval for the Medical University to purchase this property will be greatly appreciated.

Sincerely yours,

John E. Wise
Vice President

JW/fm

EXHIBIT VIII
JULY 21, 1975

OFFICE OF THE VICE PRESIDENT & TREASURER
(803) 792-4291

Re: Med. Univ. proposed purchase of Char. High Sch. Property.
Pd. Depos. 9/2/75

Medical University of South Carolina
80 BARRE STREET / CHARLESTON, SOUTH CAROLINA 29401

July 8, 1975

Dr. Alton C. Crews
Superintendent of Schools
Charleston County Public Schools
Post Office Box 2218
Charleston, South Carolina 29403

Dear Dr. Crews:

A provision regulating the undertaking of new projects by State institutions was recently enacted into law by the General Assembly. It is found in the General Appropriation Act for 1975-1976. By reason of this enactment, it is necessary that the Medical University amend its yet unaccepted or rejected offer to purchase the property known as the Charleston High School by including in that offer the provision that compliance of the contract on the part of the Medical University of South Carolina is contingent upon the approval by the State Budget and Control Board to the terms and provisions of the proposed contract.

You will recall that the offer referred to above was reflected in a real estate contract signed by the undersigned and accompanied by a check for $5,000 dated January 9, 1975, which was hand delivered to Mr. Howard F. Burky, Chairman of the Board of Trustees of the Charleston County School District, on or about that date.

Sincerely yours,

John E. Wise

John E. Wise
Vice President

JW/fm

cc: Mr. P. C. Smith, State Auditor
Mr. Howard F. Burky
Mrs. Shirley Holcombe

EXHIBIT IX
JULY 21, 1975

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
RUTLEDGE BUILDING
1429 SENATE STREET
COLUMBIA, S.C. 29201

HOWARD R. BOOZER
EXECUTIVE DIRECTOR

TELEPHONE
803/758-2407

July 15, 1975

Mr. P. C. Smith
State Auditor
P. O. Box 11333
Columbia, South Carolina 29211

Dear Pat:

In response to your request, enclosed are the unclassified salary proposals of the public colleges and universities for 1975-76. At your suggestion we have prepared them in the same manner as in recent years. Although we would have preferred to submit these proposals for Budget and Control Board approval prior to the start of the current fiscal year, reliable data could not be obtained from the institutions until after adoption of the 1975-76 General Appropriation Act.

One of the enclosed statements shows, for ready comparison, proposed faculty salary ranges by rank for the six colleges. Another shows corresponding data for the three universities. Approved 1974-75 ranges are also noted for the convenience of the Board. As in prior years, the proposed ranges indicate varying amounts and percentages of change for the highest and lowest salaried individuals in each rank, reflecting competitive salary structures in the various academic disciplines as well as promotions, retirements, and new hires. Typical increases applied by the institutions are noted to vary from 3.6% to 6.1%. Estimated arithmetic average increases, which include promotions as well as all other adjustments, also vary from 3.6% to 6.1%.

In addition, we are enclosing, for each of the nine colleges and universities, a list of unclassified personnel not covered by the faculty ranges. Approved 1974-75 salaries, proposed 1975-76 salaries, and percentage increases are indicated in each case. Some of the institutions did not make specific salary recommendations for their presidents; others proposed increases of 3.8%. Presumably, the Board will follow its past practice of adopting uniform salaries for presidents by level of institution. Proposed increases for other unclassified personnel vary from a low of 2.7% to a high of 14.6%. For increases over 10%, justifications have been obtained from the institutions and are enclosed.

Please advise if we can be of further assistance.

Sincerely yours,

Howard

Howard R. Boozer

Enclosures

SOUTH CAROLINA PUBLIC COLLEGES

FACULTY SALARY RANGES.

Approved 1974-75 and Proposed 1975-76**

	Winthrop		Citadel		S.C. State		College of Charleston		Francis Marion		Lander	
	1974-5	1975-6	1974-5	1975-6	1974-5	1975-6	1974-5	1975-6	1974-5	1975-6	1974-5	1975-6
	$	$	$	$	$	$	$	$	$	$	$	$
eans (12 mos.)	22,000-26,400	27,000-28,500		22,000-25,000	21,000-26,000	22,300-27,600						
ept. Heads (12 mos.)	20,905-24,670	22,300-25,920	19,385-22,985	20,160-23,910								
ept. Heads (10 mos.)					15,100-23,700	16,100-25,200						
Professors (9 mos.)*	14,445-23,220	15,100-25,500	16,535-20,135	17,200-20,950	16,850-21,000	17,900-23,300	15,000-21,000	15,000-22,000	16,800-21,000	16,800-22,300	14,000-20,000	15,000-21,000
Assoc. Prof. (9 mos.)*	13,906-18,300	13,088-18,700	13,790-18,680	14,340-19,440	11,800-19,500	12,600-20,700	12,000-18,500	12,000-19,500	13,500-18,800	13,500-19,950	11,900-17,000	12,000-19,000
Asst. Prof. (9 mos.)*	10,634-15,410	10,961-16,200	11,300-15,935	11,750-16,580	11,000-17,000	11,700-18,100	10,500-16,200	10,500-17,000	11,000-15,800	11,000-16,800	9,720-15,000	10,000-16,200
Instructors (9 mos.)*	10,000-11,665	9,998-12,500	10,000-10,500	10,400-10,920	9,500-12,450	9,000-13,200	8,500-12,000	8,500-12,500	8,600-12,500	8,600-13,300	9,500-11,500	8,600-12,000

* Ranges include conversion of some 12-month contract basis faculty salaries.

** Reflect typical increase of: 6.1% 4.0% 6.1% 5.9% 6.0% 5.5%

and average increase of: 6.1% 4.0% 6.1% 5.9% 6.1% 6.0%

WCJ

7/14/75

SOUTH CAROLINA PUBLIC UNIVERSITIES

FACULTY SALARY RANGES

Approved 1974-75 and Proposed 1975-76**

	Univ. of S. C.		Clemson Univ.		Medical Univ.	
	1974-75	1975-76	1974-75	1975-76	1974-75	1975-76
	$	$	$	$	$	$
Deans (12 mos.)	25,680-50,000	26,604-50,000	28,355-33,705	29,971-35,626	29,160-48,750	30,210-50,000
Dept. Heads (12 mos.)	20,262-32,100	23,019-48,700	20,647-29,904	23,000-32,600	30,000-48,730	31,080-50,000
Professors (12 mos.)					18,540-44,200	19,207-45,000
Professors (9 mos.)*	16,280-33,000	16,866-34,916	14,959-30,000	15,709-30,000		
Assoc. Profs. (12 mos.)					12,600-39,300	13,054-40,000
Assoc. Profs. (9 mos.)*	12,005-22,991	12,437-23,819	10,132-23,240	10,634-24,940		
Asst. Profs. (12 mos.)					12,000-33,000	12,432-34,000
Asst. Profs. (9 mos.)*	9,730-20,782	10,594-21,530	8,954-18,818	8,954-19,632		
Associates (12 mos.)					12,000-28,100	12,432-29,000
Associates (9 mos.)*	12,109-17,591	12,545-18,225				
Instructors (12 mos.)					8,200-24,200	8,495-25,000
Instructors (9 mos.)*	7,500-15,747	8,588-14,589	7,354-17,420	7,354-18,413		

* Ranges include conversion of some 12-month contract basis faculty salaries.

** Reflect typical increase of:	5.6%	5.7%	3.6%
and average increase of:	6.0%	5.7%	3.6%

WCJ

6/26/75

UNIVERSITY OF SOUTH CAROLINA

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	W. H. Patterson	$40,832	$42,384	+ 3.8%
Provost	K. Davis	36,400	38,402	+ 5.5%
Secretary of the University	G. Curry	32,737	34,500	+ 5.4%
Vice President - Regional Campuses	H. W. Davis	36,380	37,690	+ 3.6%
Vice President - Health Sciences	W. N. Adams Smith	50,000	50,000	
Vice President - Instruction	W. H. Wesson	32,500	34,000	+ 4.6%
Vice President - Administrative Services	N. Mitchell	31,500	32,634	+ 3.6%
Vice President - Operations	H. Brunton	36,798	38,123	+ 3.6%
Vice President - Finance	B. A. Daetwyler	29,000	33,000	+13.8%
Vice President - Student Affairs	J. Campbell		33,000**	
Vice President - Development	C. W. Martin	31,030	32,147	+ 3.6%
Director - Computer Center	J. M. Cooper	32,173	33,331	+ 3.6%
Director - Libraries	K. Toombs	28,568	30,000	+ 5.0%
Public and Cultural Affairs Coordinator	H. Z. Knauss	29,960	31,039	+ 3.6%
Government Liaison Officer	P. G. Gross	25,000	26,125	+ 4.5%
Affirmative Action Officer	A. S. Durham	15,500	16,198	+ 4.5%
Asst. to President	B. H. Rosen	16,000	16,576	+ 3.6%

* Excluding:

(1) Faculty salary ranges (including research, library, and other academic equivalents).

(2) Part-time personnel, supplements to military personnel, student assistants.

(3) Self-supporting activities (band, athletics, etc.).

** New Appointment

WCJ

6/24/75

UNIVERSITY OF SOUTH CAROLINA

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	W. H. Patterson	$40,832	$42,384	+ 3.8%
Provost	K. Davis	36,400	38,402	+ 5.5%
Secretary of the University	G. Curry	32,737	34,500	+ 5.4%
Vice President - Regional Campuses	H. W. Davis	36,380	37,690	+ 3.6%
Vice President - Health Sciences	W. N. Adams Smith	50,000	50,000	
Vice President - Instruction	W. H. Wesson	32,500	34,000	+ 4.6%
Vice President - Administrative Services	N. Mitchell	31,500	32,634	+ 3.6%
Vice President - Operations	H. Brunton	36,798	38,123	+ 3.6%
Vice President - Finance	B. A. Daetwyler	29,000	33,000	+13.8%
Vice President - Student Affairs	J. Campbell		33,000**	
Vice President - Development	C. W. Martin	31,030	32,147	+ 3.6%
Director - Computer Center	J. M. Cooper	32,173	33,331	+ 3.6%
Director - Libraries	K. Toombs	28,568	30,000	+ 5.0%
Public and Cultural Affairs Coordinator	H. Z. Knauss	29,960	31,039	+ 3.6%
Government Liaison Officer	P. G. Gross	25,000	26,125	+ 4.5%
Affirmative Action Officer	A. S. Durham	15,500	16,198	+ 4.5%
Asst. to President	B. H. Rosen	16,000	16,576	+ 3.6%

* Excluding:

(1) Faculty salary ranges (including research, library, and other academic equivalents).
(2) Part-time personnel, supplements to military personnel, student assistants.
(3) Self-supporting activities (band, athletics, etc.).

** New Appointment

WCJ

6/24/75

CLEMSON UNIVERSITY

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	Robert C. Edwards	$40,832	$	
Vice President for Academic Affairs	Victor Hurst	35,304	37,316	+ 5.7%
Vice President for Business and Finance	Melford A. Wilson	36,798	38,895	+ 5.7%
Vice President for Student Affairs	Walter T. Cox	34,775	36,757	+ 5.7%
Vice President for Development	S. G. Nicholas	30,495	32,233	+ 5.7%
Vice President for Executive Affairs and Secretary to Board of Trustees	Joseph B. McDevitt	30,495	32,233	+ 5.7%
Asst. Vice President for Student Affairs and Dean of Admissions and Registration	Kenneth N. Vickery	27,172	30,000	+10.4%
Assistant to the President	E. N. Tyndall	18,000	19,026	+ 5.7%
Director of Library	J. W. G. Gourlay	26,750	28,275	+ 5.7%

* Excluding:

(1) Faculty salary ranges (including research, library, extension, and other academic equivalents).

(2) Part-time personnel, supplements to military personnel, student assistants.

(3) Self-supporting activities (band, athletics, etc.)

WCJ
6/25/75

MEDICAL UNIVERSITY OF SOUTH CAROLINA

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	William M. McCord	$49,338	$51,213	+ 3.8%
Vice President for Academic Affairs		48,803	50,560	+ 3.6%
Vice President and Treasurer	John E. Wise	39,164	40,574	+ 3.6%
Vice President for Development	William D. Huff	29,301	30,356	+ 3.6%
Registrar	E. Glenn Overton	21,336	22,104	+ 3.6%
Hospital Director	William A. McLees	41,485	42,978	+ 3.6%
Associate Hospital Director	Lawrence R. Snead, Jr.	24,417	25,296	+ 3.6%
Executive Assistant to the President	Mary F. McLain	15,216	15,764	+ 3.6%

* Excluding:

(1) Faculty salary ranges (including research, library and other academic equivalents).

(2) Part-time personnel, student assistants, interns, residents.

WCJ

6/26/75

WINTHROP COLLEGE

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	Charles B. Vail	$32,666	$33,907	+ 3.8%
Vice President for Academic Affairs		30,000	31,140	+ 3.8%
Vice President for Planning and Development	F. I. Brownley, Jr.	29,300	31,100	+ 6.1%
Vice President for Business and Finance	Kenneth R. Manning	25,800	27,400	+ 6.2%
Vice President for Student Affairs	Mary T. Littlejohn	25,600	27,500	+ 7.4%
Asst. Vice President for Academic Affairs	Richard D. Houk	22,000	24,000	+ 9.1%
Asst. Vice President for Academic Affairs	John D. Gallien	22,000	24,000	+ 9.1%
Asst. to President for Facilities Management	J. H. Drennan, Jr.	21,850	23,750	+ 8.7%
Registrar	W. D. Livingston	23,310	23,950	+ 2.7%
Dean of Students	Iva B. Gibson	20,135	21,300	+ 5.8%
Director of Public Information	Roy J. Flynn	20,250	21,450	+ 5.9%
Director of Guidance and Placement	Orin B. Powell	20,020	21,200	+ 5.9%
Director of Continuing Education	Miriam Williford	22,000	23,400	+ 6.4%

* Excluding:

(1) Faculty slalry ranges (including research, library and other academic equivalents).

(2) Part-time personnel, student assistants.

(3) Self-supporting activities.

WCJ

7/9/75

THE CITADEL

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	G. M. Seignious, II	$32,666	$	
Vice President for Academic Affairs	W. E. Anderson	31,100	32,950	+ 5.9%
Vice President for Business Affairs	J. F. Bosch, Jr.	29,856	31,625	+ 5.9%
Vice President for Development	D. D. Nicholson, Jr.	26,123	27,690	+ 6.0%
Vice President for Administration	J. A. Grimsley		22,000**	
Director of Student Affairs	J. E. Burrows	17,172	18,202	+ 6.0%
Executive Asst. to the President	J. R. Woods	21,158***	22,277***	+ 5.3%
Asst. to President for Planning	D. C. Plate		19,700**	
Director of Museum	M. J. Collet	12,365	12,860	+ 4.0%
Band and Choir Director	E. R. Mays	13,790	14,617	+ 6.0%
Bag Pipe Director	L. J. Grant-Alexander	5,500	5,820	+ 5.8%
Athletic Booster Club Director	T. L. McElwee	16,065	16,708	+ 4.0%

* Excluding:

(1) Faculty salary ranges (including research, library and other academic equivalents).

(2) Part-time personnel, supplements to military personnel, student assistants.

(3) Self-supporting activities.

** New Appointment
***Includes $2,500 as Director of Boys Summer Camp.

WCJ
6/27/75

SOUTH CAROLINA STATE COLLEGE

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	M. Maceo Nance, Jr.	$32,666	$.	
Vice President for Academic Affairs	Algernon S. Belcher	30,000	31,500	+ 5.0%
Director of Business and Finance	Harold A. Jenkins	21,500	22,575	+ 5.0%
Director of Research, Planning & Extension	Robert L. Hurst	25,400	26,670	+ 5.0%
Dean of Student Affairs	Oscar P. Butler	22,100	23,205	+ 5.0%
Asst. to the President	Orlando H. White	17,500	18,568	+ 6.1%

* Excluding:

(1) Faculty salary ranges (including research, library and other academic equivalents).

(2) Part-time personnel, supplements to military personnel, student assistants.

(3) Self-supporting activities.

WCJ

6/27/75

COLLEGE OF CHARLESTON

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	Theodore S. Stern	$32,666	$	
Vice President for Academic Affairs	John M. Bevan		30,000**	
Vice President for Business Affairs	J. Floyd Tyler	25,500	27,300	+ 7.1%
Vice President for Student Affairs	W. L. Brinkley, Jr.	23,000	24,200	+ 5.2%
Vice President for Institutional Research	V. G. Rivers	20,000	21,200	+ 6.0%
Vice President for Alumni and College Relations	W. A. Silcox	20,000	21,200	+ 6.0%
Dean of Students	Boyce V. Cox	15,700	16,500	+ 5.1%
Dean of Admissions	Frederick Daniels	19,900	21,500	+ 8.0%
Director, Human Relations and Affirmative Action	Lucille S. Whipper	15,000	15,900	+ 6.0%
Director, Special Programs	Eugene D. Foxworth	18,500	19,500	+ 5.4%
Director, Community Services	Erica Lesesne		12,000**	

* Excluding:

(1) Faculty salary ranges (including research, library and other academic equivalents).

(2) Part-time personnel, student assistants.

(3) Self-supporting activities.

** New Appointment

WCJ

7/14/75

FRANCIS MARION COLLEGE

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	Walter D. Smith	$32,666	$	
Vice President for Academic Affairs	Hugh C. Bailey	30,600	31,500**	+ 2.9%
Vice President for Financial Affairs and Institutional Research	Richard S. Wallace	27,000	28,650	+ 6.1%
Vice President for Student Affairs	Rufus R. Hackney	25,700	27,100	+ 5.4%
Vice President for Administrative Services	N. Casey Frederick	20,500	23,500	+14.6%
Director of Information Services	J. Robert Ward	16,300	17,300	+ 6.1%

* Excluding:

(1) Faculty salary ranges (including research, library and other academic equivalents).

(2) Part-time personnel, student assistants.

(3) Self-supporting activities.

**New Appointment

WCJ
6/23/75

LANDER COLLEGE

Unclassified Salaries*

Approved 1974-75 and Proposed 1975-76

Position	Name	1974-75 Salary	1975-76 Salary	
President	Larry A. Jackson	$32,666	$.	
Vice President for Academic Affairs	John Ratte'	25,000	27,000	+ 8.0%
Vice President for Financial Affairs	Billy K. Dawson	24,800	26,600	+ 7.3%
Vice President for College Relations	Charles E. Dunn	24,600	26,400	+ 7.3%
Director of Public Relations	Thomas L. Hutto	16,200	17,000	+ 4.9%
Director of Institutional Research	Stephen B. Edwards	14,500	15,400	+ 6.2%
Athletic Director	Finis Horne	14,800	16,000	+ 8.1%

*Excluding:

(1) Faculty salary ranges (including research, library and other academic equivalents).

(2) Part-time personnel and student assistants.

(3) Self-supporting activities.

WCJ

6/24/75

The salary adjustment for Mr. Daetwyler appears high at 13.8% above the prior year. Before quantifying efforts are made, it should be noted that his salary was artificially restrained before becoming unclassified by serving years at the maximum of his classification grade.

Mr. Daetwyler is the senior financial officer of the largest and most complex institution of higher education in South Carolina. In addition to the enormous duties normally associated with a senior financial position, he has also been assigned the specific and exacting task of maintaining equalibrium in the Athletic Department. In effect, "one hat" is that of a full program athletic director. Also during the year, the Board placed the additional responsibility upon him of signing and maintaining all University contracts. No other University vice president is now authorized to execute contracts. The limited financial resources of the University matched with the ever-increasing needs have also placed a heavier burden upon him, but he has handled the problem well.

Further consideration must also be noted that his duties relative to other vice presidents are now equal or greater. The increase to $33,000 places his salary at the same level of the new Vice President for Student Affairs which is still less than the salary of three other non-medical vice presidents.

The Board of Trustees placed the responsibility of unclassified salary administration upon the Executive Committee who were very strong and firm in their conviction that Mr. Daetwyler is an outstanding vice president who has done and is doing an outstanding job and that his salary should be raised at least to the level of a new vice president.

WHP/md

DEAN KENNETH N. VICKERY

Following graduation from Clemson College in 1938, Mr. Vickery remained as Assistant to the Registrar. After 4½ years of military service, he returned to Clemson in 1946 as Assistant Registrar. During the years he has held the titles of Director of Admissions, Registrar, Director of Admissions and Registration, and currently Assistant Vice President for Student Affairs and Dean of Admissions and Registration.

Dean Vickery represents Clemson University as a member of the National Collegiate Athletic Association Committee on Postgraduate Scholarships. He is Vice President of the Atlantic Coast Conference and Chairperson of the Clemson University Athletic Council. He has served as President of the American Association of Collegiate Registrars and Admissions Officers and as a member of the College Entrance Examination Board Advisory Committee. He was selected as this year's non-student recipient of the Algernon Sydney Sullivan Award in recognition of his influence for good, excellence in maintaining high ideals of living, spiritual qualities, and generous and disinterested service to others.

Following is a description of his duties as Assistant Vice President for Student Affairs and Dean of Admissions and Registration.

Act for the Vice President for Student Affairs on all matters.

Responsible for planning, developing, budgeting, and administering the following:

The recruitment, appraisal, selection, evaluation, and academic placement of freshmen and transfer students on all campuses of the University.

The registration and maintenance of academic records of all students enrolled in the University and the issuance of appropriate student and statistical reports.

Conduct Institutional Research as basis for budgeting and planning. Such studies include enrollment projections, student retention and attrition, space analyses and projected building needs, faculty production by academic-area, efficiency of admissions procedures. Office prepares reports for S. C. Commission on Higher Education pertaining to student characteristics, credit-hour enrollments, credit-hour production per FTE faculty, average class size and the like. Advises the Vice President for Business and Finance concerning student fee structure.

Editing and publishing the Clemson University Record (general catalog), Clemson Today (bulletin for prospective students), and Student Handbooks

The administration of scholarship, loan and student employment opportunities provided by the institution. These include programs and opportunities available from state, federal, alumni, corporate, and private sources.

Formulation and administration of Summer and Fall Freshman Orientation Programs.

Recommend and administer academic standards for eligibility for continuation of enrollment. Involved is audit of records, notification of parents and students of deficiencies, counseling students, and consideration of appeals as chairman of the University Committee on Admissions.

As Secretary of the University Athletic Council and a member of Committee on Tests and Requirements of the National Collegiate Athletic Association, advise the Vice President and members of the Athletic Department on eligibility of student athletes and other related matters which are under consideration by the NCAA.

As schedule officer and chairman of the University Schedule Committee, schedule all academic classrooms and laboratories, publish booklet of course offerings and prepare individual student schedules each semester. This requires continuing awareness of curriculum changes and enrollment trends, and extensive coordination with Academic Deans, Department Heads and their schedule representatives.

Prepare University Academic Calendar and plan and produce three graduation convocations each year. Determine those who are eligible to receive degrees.

Counsel students regarding Selective Service regulations. Operate local registration center for 18-year-olds as adjunct of Oconee County Board.

Represent the Division on the University Honors and Awards Committee, the Fine Arts Committee, and the Honors Council.

Serve as member of University Curriculum Committee and Educational Council.

We believe this is a long overdue adjustment in recognition of his demanding responsibilities and outstanding administrative performance through the years. It is further compensation for recent additional responsibility in athletic administration as Faculty Chairman of Athletics with Atlantic Coast Conference and National Collegiate Athletic Association committee assignments which bring unmeasured benefits and prestige to Clemson University and the State of South Carolina.

4. Mr. N. Casey Frederick	Approved 1974-75	Proposed 1975-76	% Increase
Vice President for Administrative Services and Assistant Professor of Business Administration	$20,500	$23,500	14.6

Justification: This job has grown as the new campus has expanded, and Mr. Frederick has grown with it. His is one of the most difficult jobs on the campus and he has met its varied business demands with great skill. New construction alone has required that he quickly acquire expert skills that are difficult to find but are badly needed. His talents are such that he will soon be sought after by other institutions and his work demands are so intense that a greater-than-ordinary increase is proposed for him. Additionally, his current salary is out of line (low) for the requirements of his job.

Attach to
Bill No. 11
July 21, 1975

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
RUTLEDGE BUILDING
1429 SENATE STREET
COLUMBIA, S.C. 29201

HOWARD R. BOOZER
EXECUTIVE DIRECTOR

TELEPHONE
803/758-2407

July 15, 1975

Mr. P. C. Smith
State Auditor
P. O. Box 11333
Columbia, South Carolina 29211

Dear Pat:

In response to your request, enclosed are the unclassified salary proposals of the public colleges and universities for 1975-76. At your suggestion we have prepared them in the same manner as in recent years. Although we would have preferred to submit these proposals for Budget and Control Board approval prior to the start of the current fiscal year, reliable data could not be obtained from the institutions until after adoption of the 1975-76 General Appropriation Act.

One of the enclosed statements shows, for ready comparison, proposed faculty salary ranges by rank for the six colleges. Another shows corresponding data for the three universities. Approved 1974-75 ranges are also noted for the convenience of the Board. As in prior years, the proposed ranges indicate varying amounts and percentages of change for the highest and lowest salaried individuals in each rank, reflecting competitive salary structures in the various academic disciplines as well as promotions, retirements, and new hires. Typical increases applied by the institutions are noted to vary from 3.6% to 6.1%. Estimated arithmetic average increases, which include promotions as well as all other adjustments, also vary from 3.6% to 6.1%.

In addition, we are enclosing, for each of the nine colleges and universities, a list of unclassified personnel not covered by the faculty ranges. Approved 1974-75 salaries, proposed 1975-76 salaries, and percentage increases are indicated in each case. Some of the institutions did not make specific salary recommendations for their presidents; others proposed increases of 3.8%. Presumably, the Board will follow its past practice of adopting uniform salaries for presidents by level of institution. Proposed increases for other unclassified personnel vary from a low of 2.7% to a high of 14.6%. For increases over 10%, justifications have been obtained from the institutions and are enclosed.

Please advise if we can be of further assistance.

Sincerely yours,

Howard

Howard R. Boozer

Enclosures

EXHIBIT X
JULY 21, 1975

STATE BOARD FOR TECHNICAL
AND
COMPREHENSIVE EDUCATION

DR. CHARLES E. PALMER
EXECUTIVE DIRECTOR

1429 SENATE STREET
COLUMBIA, S. C. 29201

July 2, 1975

Mr. P. C. Smith, Secretary
State Budget and Control Board
Post Office Box 11333
Columbia, South Carolina 29211

Dear Pat:

We have been working very closely with the Division of Personnel and are ready to present the faculty and staff development program of the Technical Education System, including the educational leave component. It will be very much appreciated if you will place this on the agenda of the Budget and Control Board for its next meeting, which I understand to be Monday, July 21, at 2:00 P. M.

Your usual fine spirit of cooperation will be sincerely appreciated.

Cordially,

Charles E. Palmer
Executive Director

CEP:nhb

STATE BOARD FOR TECHNICAL
AND
COMPREHENSIVE EDUCATION

DR. CHARLES E. PALMER
EXECUTIVE DIRECTOR

1429 SENATE STREET
COLUMBIA, S. C. 29201

July 15, 1975

Mr. P. C. Smith, Secretary
Budget and Control Board
Post Office Box 11333
Columbia, South Carolina 29211

Dear Pat:

Reference is made to my letter of July 2 in which I requested that you place our request for approval of the TEC Faculty and Staff Development Program on the agenda of the Budget and Control Board for the meeting on Monday, July 21, at 2:00 p.m.

In addition to the Faculty and Staff Development Program, I request time on the agenda to discuss several proposed modifications to the Faculty and Staff Development Plan, and the possibility of a deferment of the complete implementation of the Faculty Compensation Plan for an additional year. As discussed with you, there are potentially serious considerations of the summer quarter compensation and the adjustment of 12-month, 11-month, and 10-month contracts to the proposed 9-month base.

Your courtesy and cooperation in making the necessary arrangements will be sincerely appreciated.

Cordially,

Charles E. Palmer
Executive Director

CEP/clb

TEC

GUIDELINES FOR PARTICIPATION IN FACULTY AND STAFF DEVELOPMENT
(Composite Statement for FSD Coordinators)

The following participation guidelines are set forth to assist institutions and individuals in the implementation of the FSD program for the State TEC System. Some repetition of principles and procedures given in the general guidelines and procedures will be necessary as specific instructions for participation are delineated.

1. Administrative Criteria

The following administrative criteria apply to the operation of the FSD program.

(1) Responsibility and Control. The TEC organization, institution or central office division, must have professional staff empowered to administer and coordinate the schedule of activities to assure that both the activity objectives and the FSD criteria are met. Institutional and individual records must be maintained and kept readily available for reporting and auditing procedures. The FSD coordinator and the FSD committee are specifically charged with the responsibility for leadership and control of the program.

(2) Planning, Implementation, Evaluation. It is expected that each institution will develop a clear statement of rationale and goals for its FSD program. The systems approach program design will have three major components: planning, implementation, evaluation.

Planning. Planning is a vital responsibility in the FSD program. The program has its unique motion elements moving from one level to the next and accumulating information, experiences, and understanding. It is for this reason that individual faculty and staff should be familiar with the FSD program and how it works - its purposes, its limitations, its procedures. The effective role of FSD can be assured only by effective coordination through communication, leadership, and broad involvement of faculty and staff.

Program planning, including budgeting, involves the assessment (audit) of both needs and resources. This process should include input from individuals of faculty and staff and knowledgeable persons having expertise in collecting, tabulating, and interpreting data. In addition, the planning process must include making an inventory of resources (people, funds, materials, space, equipment) available to meet identified needs.

In planning the FSD budget of the institution, priority shall normally be given to institution-wide or group in-service activities. In planning the FSD budgets of individuals, funds shall normally be allocated widely and objectively among the faculty and staff. Under limitation of FSD funds, it cannot be assumed that funds will be sufficient in any fiscal year to cover all desired individual development activities. Reimbursement for tuition for approved credit courses shall normally be limited to one course per quarter or semester per individual, with reimbursement limited to three approved courses (9 semester hours or 13 1/2 quarter hours) per fiscal year in amount per credit hour not to exceed the highest rate charged for equivalent credit by the state-controlled four-year colleges and universities of South Carolina. Reimbursment for out-state FSD travel shall normally be limited to one approved trip per fiscal year. State regulations relating to travel and subsistence shall apply to all FSD travel - out-state and in-state.

Implementation. Activity is the term chosen to indicate a specific course of action to achieve an FSD objective. Implementation of the FSD program requires the careful selection of activities to actualize the objectives formulated to meet identified needs. In-service development activities separate in action but of the same kind or type can be classified in combination, forming a "Development Activity Unit" (DAU) under one general title - an overall strategy to actualize a general objective.

The permitted uses of FSD funds may be classified in DAUs under general titles. The classifications given below cover most of the FSD activities, but other titles may be used if more descriptive of special activities.

Postsecondary Education
(Formal courses on campus or off campus, credit or noncredit, postgraduate or undergraduate, without tuition reimbursement or with tuition reimbursement in total or in part, pursued independently or as a part of a curriculum leading to a degree, diploma, or certificate)

Short Courses On-campus
(Short courses to improve skills in instruction, planning, decision-making, task execution, use of multi-media, continuing education courses - with or without CEUs)

Workshops/Seminars/Conferences/Institutes - On-campus
(Consortia with other institutions or intrainstitutional on-campus, with or without consultants, with or without CEUs)

Workshops/Seminars/Conferences/Institutes - Off-campus
(Consortia with other institution or interinstitutional workshops, etc., off-campus, with or without consultants, with or without CEUs)

Professional Societies
(Membership dues and travel)

Educational Field Trips
(Interinstitutional visitation, field trips to TEC and other institutions)

FSD Resource Center
(Educational supplies and equipment)

Educational Leave
(Postsecondary education or work with business or industry)

Evaluation. The measure to which a given FSD activity accomplishes its end (outcome in relation to cost) is the basis for accountability. Every FSD activity, therefore, whether a single activity or a development activity unit (DAU), must include an evaluation plan. The activity application (FSD02) requires that the applicant identify a "specific need" that justifies approval. In addition, the "expected outcome" to actualize objectives that must be described on the application should be stated in terms of competency, performance, knowledge, or some combination of these, depending upon the nature of the activity. These statements describe anticipated results and provide a way of measuring success and value.

In brief, evaluation criteria are necessary for every FSD activity, not as afterthoughts, but as the predetermined measures by which the outcome should be judged. The criteria are set in the FSD-2 application; the judgments are given in the FSD-4 evaluation and status report.

2. Operational Guidelines

A correct approach is necessary for satisfactory operation of the FSD program. Insight and uniformity will be gained after experience, but certain objective guidelines are inherent in the organizational nature of the program.

(1) Program Proposal. The purpose of the program proposal is to assure a comprehensive and viable TEC-wide program of FSD activities. The institutional proposal is prepared on an annual basis by the FSD coordinator under the TEC-wide format. Three forms with narratives attached are required - FSD-1, FSD-2, FSD-3.

FSD-1, Proposal Title Page. The FSD-1 program proposal form consists of the title page with necessary signatures, followed by the narrative summary of program plans for the year.

FSD-2, Activity Application. The FSD-2 form provides description for either individual activities and/or unit activities (DAUs). The use and preparation of the activity application is of utmost importance and requires special consideration.

It is mandatory that each FSD activity be covered by an activity application (FSD-2) which is made by an individual for himself or by a supervisor on behalf of a group. The application may be made on either the standard FSD-2 form or on an in-house form prepared for institutional use but requiring the essential data. These individual and group applications must be kept on file for accountability - record, reporting, FSD documentation (audit). Through classification and compilation of these applications the DAUs are formulated. The DAUs may be organized for an institution as a whole, or for an institution by divisions or by departments or by areas of service. The number and titles of DAUs should be adequate to give a clear and complete picture of the FSD program for the institution.

The FSD-2 activity applications, which accompany the program proposal, must be prepared on the standard FSD-2 form and submitted to the State Board FSD director for action (approval, modification, or disapproval). This form calls for adequate activity identification, purpose, and estimated cost. In most instances, this application will be entitled as a DAU, e.g., postsecondary education, workshops/seminars/conferences/institutes, professional societies, interinstitutional visitations, FSD resource center. Consequently very few applications will be submitted to the State FSD director although the local institution has accumulated a number of individual activity applications compiled to make the DAU.

The information which must be included on each activity application (individual or DAU) is as follows:

Institution name
Activity title
Activity date(s)
Activity location - city, state
Number of participants
Name of individual or group
Specific need
Outcome expected - objectives to be accomplished
Estimated cost (see chart of accounts below)
Signature - applicant, FSD coordinator
Date submitted, Date approved
Activity narrative (mandatory if DAU)

Special attention should be given to the identification of "specific need" and "outcome expected". This requires answers to certain questions. First, "Why was this particular activity chosen?" Next, "What outcome (what ability) (or what skills) (or what knowledge) is expected from this activity?" Asked another way, "What is the evidence that the objectives have been met?" The applicant(s) should be able to say, "At the end of this activity (we) (I) shall be able to ..." in relation to a need in a functional area on-the-job in TEC.

In making an activity application, each member of the faculty and staff should understand and be prepared to use the current FSD chart of accounts. The FSD account number, title, and explanation follow:

530100 Salaries
(Salaries of visiting instructors for on-campus courses (not honoraria for consultants). This account covers also stipend (salary) for Educational Leave (substitute's salary not allowed).

530202 Travel and Subsistence
(Authorized institutional travel expense for individual or group for approved FSD activity and approved in conformity with state law governing mileage and per diem. (Travel expense for attendance at institutional association meetings or commuting expense for education courses or for work experience is not covered under FSD funds.)

530214 Educational Consultants
(Honoraria and other expenses for consultants - on-campus or consortia. Travel for consultants must be charged to this account (not 530202).

530307 Educational Supplies
(Educational supplies for upgrading station, Faculty and Staff Resource Center, for use exclusively for faculty and staff development, e.g., professional journals and books, professional education modules, and cassettes. Covers also limited expense for duplicated materials for consortia (workshops, seminars/institutes/conferences) but not costs of personal books and supplies.

530411 Professional Memberships
(Individual membership dues of professional societies (not civic nor political organizations). Authorized travel cost within limits set by the institution for attendance at meetings of professional societies charged to 530202.

530470 Tuition Reimbursement
(Tuition for approved postsecondary courses, in total or in part, and course related fees, if any. (Reimbursement is not allowed for travel, cost of books and supplies, and incidental fees.) This account covers also registration application for conferences/workshops/institutes/seminars.

530607 Educational Equipment
(Expense of educational equipment is restricted exclusively to purchases for FSD Resource Center. Equipment must be specialized equipment which is essential to faculty and staff development and must be used in an innovative application. It may not duplicate nor replace available equipment nor meet regular institutional equipment needs. Special justification must accompany application for purchase approval.

FSD-3, Budget Summary. The FSD-3 form gives a FSD budget summary of estimated income from normal revenue sources and matching allocation of state funds and of estimated expenditures for the various activity applications. The summary lists activities by DAU titles, with total estimated expenditures for each (without breakdown into account classification). This budget summary is submitted with the annual program proposal and serves to govern FSD expenditures during the fiscal year.

(2) Program Reports. The annual FSD program report is composed of three major divisions, utilizing three forms.

FSD-4, Activity Evaluation and Status Report. A separate report for each approved activity application (FSD-2) must be made. The FSD-4 should be completed at the time of completion of an activity and held for inclusion in the annual FSD report as documentation for FSD-5 and FSD-6. This report consists of two parts.

Funds Data. Each application for activity approval (FSD-2) includes an estimate of expenditures for the activity; each evaluation and status report (FSD-4) must give the actual cost of the activity. The compilation of data from individual activity reports will give the data for a DAU report (FSD-4). This data will be reflected in expenditures recorded in the fiscal budget summary (FSD-5).

Activity Status and Evaluation. The status and evaluation report provides for a detailed institutional report of status and evaluation of each activity. An adequate narrative must be attached to the FSD-4 report, giving the institutional evaluation of the activity. The narrative should document briefly but adequately the results/outcome of the activity. This report will be reflected in the annual institutional evaluation of activities (FSD-6).

FSD-5, Year-end Fiscal Budget Summary. This document provides breakdown exhibit of funding sources (revenues allocated and committed) and expenditures made for all activities of the fiscal year ended on June 30. All expenditures reflected under FSD-5 column designated "Approved (FSD-2)" must be consistent with approved line items on the application for activity approval (FSD-2) and the actual expenditures reported on the evaluation and status report (FSD-4). This report will also reflect funds budgeted for restricted sponsored FSD activities described in an application for activity approval (FSD-2). Restricted sponsored revenue should be disclosed to the extent expended during the report period. The FSD-5 carries DAU titles with costs for each listed by account number.

FSD-6, Annual Institutional Evaluation of Activities. This report provides a summary exhibit of status and institutional evaluation of each and all activities of the FSD program for the fiscal year. The report lists all DAUs by title and objectives, and provides information covering activity status, evaluation, and actual costs. The evaluation criteria are set in a "Key for Institutional Evaluation of Activities."

The director of faculty and staff development for the State Board will prepare an annual report, with exhibit by institution, of all FSD institutional activities of the South Carolina Technical Education System. The institutional reports (FSD-6) will provide the information for this report.

3. Promotion

In order to develop a comprehensive FSD program it is necessary to obtain, organize, and disseminate all types of in-service development information to faculty and staff. The FSD program should be a sharing experience of information and action. Opportunities should be given for individuals to explore the concept of in-service development in relation to their personal needs and aspirations and in relation to the needs and purposes of the institution. It appears, therefore, that institutional workshops on in-service development are a requisite for program design and implementation.

The workshop procedure - the task force approach - could take the form of a regular or special faculty and staff meeting, followed by mini-workshops by divisions or departments. The general workshop should be limited in scope, confined to dissemination of information, FSD materials, budgeting procedures, and a step-by-step guide to program design and implementation. The mini-workshops should provide individuals with specific guides and materials for the identification of divisional/departmental and individual need priorities, and the selection of activities to accomplish objectives chosen. The compilation and review of the output from these workshops by the FSD coordinator and the FSD committee will give the data for review, modification, and approval necessary for the formulation of the institutional FSD program.

The task force approach will be useful in (1) assuring institution-wide participation, (2) assuring an understanding of the role of FSD in individual and institutional development, and (3) assuring commitment to FSD by the faculty and staff.

FACULTY AND STAFF DEVELOPMENT PROGRAM

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION
state of south carolina

OSCAR W. LEVER
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FACULTY AND STAFF DEVELOPMENT PROGRAM

FOR

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION
DIVISION OF EDUCATIONAL SERVICES
DIRECTOR OF FACULTY AND STAFF DEVELOPMENT

1974-1975

FACULTY AND STAFF DEVELOPMENT PROGRAM

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

INTRODUCTION

Many people in the South Carolina Technical Education System are convinced that a comprehensive and effective faculty and staff development program is an imperative. They are convinced that the philosophy and objectives of the TEC System demand a program which will help each employee to actualize to the maximum his/her potential. What appears to be needed are specific guidelines and procedures that will enable each institution and each employee to design the kind of development program most suited to meet the needs of the institution and/or the individual. A conceptualized development program, therefore, is the starting point for all who want to move from where they are toward the goals that they have envisioned - goals envisioned for themselves and for the institutions they serve.

The concept of personal development has never been easy to describe or define. Perhaps personal development is most accurately described not as a state of being but as a process of becoming. The concept of development closely parallels the concept of education - the self-activity of the individual in the continual remaking of himself, under motivation and under guidance. If this concept is accepted, how might a faculty and staff development program be designed and implemented to meet the specific development needs of the personnel of the TEC System? It is to this question that the documents which follow are addressed.

The program outlined in these documents is not designed as a blueprint of specifications, but rather as a framework that will enable each institution and each individual to identify the kind of faculty and staff development (FSD) program that they believe is most relevant to their needs and then to select the activities most suited to their objectives.

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POLICY GOVERNING FACULTY AND STAFF DEVELOPMENT
STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

BACKGROUND

Since the establishment of the South Carolina Technical Education System in 1961, in-service faculty and staff development has been in operation, varying in emphasis among the institutions. In 1968 the State Committee for Technical Education approved Rules and Regulations Governing In-service Training and Graduate Study, but in 1969 a moratorium was placed on the operation of this program. No comprehensive state-wide policy has been in effect, therefore, for a number of years.

In recognition of a TEC-wide need for a program for faculty and staff development, the Executive Director appointed in 1974 a Task Force on Faculty and Staff Development. The Task Force delivered its report on July 11, 1974, recommending a program covering the various areas of in-service faculty and staff development for the TEC System.

In anticipation of the establishment of the program, the State Board allocated one percent of faculty and staff salaries to augment local allocation of funds in the unitary budgets for fiscal year 1974-1975. In August, 1974, the Executive Director appointed Dr. Oscar W. Lever as Director of Faculty and Staff Development to work within the Division of Educational Services with responsibility for the development of policy and guidelines for the program within the TEC System.

STAFF REVIEW

The policy and guidelines developed were reviewed by the members of the Division of Educational Services, the Executive Director, Division Directors of the Central Office, Presidents/Directors of the TEC institutions, and the Faculty and Staff Coordinators appointed by the Presidents/Directors. Two meetings of the Coordinators were held in which the documents of the program were reviewed. On the bases of research, review, revision, and clarification, proposed statements of policy and guidelines have been developed for implementing a Faculty and Staff Development Program for the South Carolina Technical Education System.

RECOMMENDATIONS

It is recommended that the State Board for Technical and Comprehensive Education approve the proposed policy for Faculty and Staff Development. It is further recommended that the Executive Director be authorized to issue Guidelines and Procedures for Faculty and Staff Development.

January 15, 1975

POLICY GOVERNING FACULTY AND STAFF DEVELOPMENT

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

POLICY GOVERNING FACULTY AND STAFF DEVELOPMENT

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

It is the policy of the State Board for Technical and Comprehensive Education to encourage and support financially a program of in-service education and training for the professional development of faculty and staff of the South Carolina Technical Education System.

1. Definition of Faculty and Staff Development

(1) Purpose. The program for development of faculty and staff has a two-fold purpose: First, to provide those activities designed to improve each employee's knowledge, skills, and proficiency in his/her present position and to prepare him/her for opportunities for advancement within areas of service of the South Carolina Technical Education System; and, second, to provide the faculty and staff with opportunities to develop new and/or upgraded professional and personal competencies to fulfill the TEC System's commitment to meet educational, occupational, and cultural needs of the variety of students as they prepare for occupational and citizenship responsibilities.

(2) Participants. Faculty and staff are terms interpreted to include teaching faculty, administrators, and other non-instructional employees such as clerical, maintenance, janitorial, and auxiliary personnel. Each full-time employee of the South Carolina Technical Education System, classified or non-classified, without regard to sex, age, religion, race, color, or national origin, may participate in the program, subject only to restrictions inherent in specific activities.

2. Responsibility for Administering and Budgeting

(1) Responsibility. Subject to the approval of the State Board for Technical and Comprehensive Education, the Executive Director or his designee shall be responsible for developing guidelines and regulations for the establishment, administration, and budgeting of the faculty and staff development program for the South Carolina Technical Education System and the institutions and subdivisions therein.

(2) Program Proposals and Reports. The proposal for a program of faculty and staff development shall be submitted to the Executive Director on program proposal forms on which are outlined the specific activities for the year with a budget summary of estimated revenue and expenditures of development funds. After appropriate consideration of the proposal, the Executive Director shall issue a letter indicating the action taken on the proposal. At times designated, evaluation and status reports of approved programs shall be made to the Executive Director. The proposal documents and the evaluation and status reports shall be bases for faculty and staff development program accountability.

The staff development program for the employees of the Central Office of the South Carolina Technical Education System shall follow the same guidelines and procedures in effect for the institutions within the TEC System.

3. Funding for Faculty and Staff Development Program

The Code of Laws of South Carolina grants authority to departments, bureaus, agencies of State Government and counties, municipalities, school districts, and other governmental units to appropriate and expend public funds for in-service training for employees of the State. By statute, therefore, the South Carolina Technical Education System is granted authority to accomplish this purpose through activities and funding of a faculty and staff development program.

(1) Funds in Unitary Operating Budget. Each institution of the South Carolina Technical Education System in its unitary budget and plan of operations shall allocate funds for a program of faculty and staff development. To augment and support this allocation, the State Board for Technical and Comprehensive Education shall incorporate within the system budget request to the State Budget and Control Board adequate funds for faculty and staff development for the South Carolina Technical Education System. A supplementary allocation of State funds shall be made to the institutions on a matching-funds "dollar for dollar" basis whereby the institutions will receive a supplemental allocation of State funds equal to the amount allocated to faculty and staff development by the institutions from normal revenue sources.

The State Board shall allocate funds in the budget plan for the Central Office of the State Technical Education System for a staff development program for employees of the Central Office.

(2) Gifts and Grants. Funds designated for the purposes of faculty and staff development received through governmental agencies, grants from foundations, and gifts from individuals, businesses, or industries, shall be included in the faculty and staff development proposal budget but such funds shall not be considered in the determination of the supplemental allocation of matching funds.

(3) Funds Accountability. All revenue, appropriations, gifts, and grants, which are designated for faculty and staff development shall be accounted for in the program proposal and budget, and in the evaluation and status reports. All expenditures, including travel, supplies, educational leave, salaries reimbursement of tuition, honoraria, etc., shall be accounted for in relation to specific development program activities and in the budget summary.

(4) Restrictions. The faculty and staff development program for the State Technical Education System shall be in conformity with the Code of Laws of South Carolina, and compatible with the State Budget and Control Board policies which are applicable to the South Carolina Technical Education System as an agency of the South Carolina State Government.

Funds committed for the faculty and staff development program shall be expended only for activities which are clearly identifiable and reasonable under the approved development plan. The program shall be operated on a fiscal year basis under a clearly identified budget of funds available and committed. The budget shall be prepared and administered in conformity with the fiscal policies and procedures of the South Carolina Technical Education System.

(5) Limitation of Funds. The availability of funds at the institutional and/or state level shall be the ultimate criterion for design of the faculty and staff development program and selection of components thereof, and for commitments to institutions and/or individuals for activities conducted thereunder.

GUIDELINES AND PROCEDURES GOVERNING FACULTY AND STAFF DEVELOPMENT

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

GUIDELINES AND PROCEDURES GOVERNING FACULTY AND STAFF DEVELOPMENT

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

The Guidelines and Procedures Governing Faculty and Staff In-service Development are divided into three sections:

I. Design for Faculty and Staff Development
II. In-service Development Activities
III. Planning and Budgeting Procedures

I. Design for Faculty and Staff Development

The design for a successful FSD program should be predicated upon the prime consideration that faculty and staff development should be a normal, continuous, integral part of the Technical Education System. Each employee should concur with over-all goals and objectives of the TEC System and develop for himself/herself a continuous personalized plan for his/her development with identified objectives and strategies - a program tailored to his/her needs and his/her potential. The FSD design of the institution should carry those components which offer opportunities in time for this personalized development which concomitantly will prepare the institution for greater efficiency and effectiveness.

The following matters appear as mandatory for designing and administering a FSD program: Goals, Priorities, Strategies, Evaluations.

1. Goals

Goals, as here understood, refer to the long-range accomplishments which are envisioned for the faculty and staff of the institution as it operates within its areas of community and state-wide responsibility. These goals should be defined in relation to needs and/or problems which are identified and described under a faculty and staff needs assessment survey. Candor, clarity, and comprehensiveness are essential characteristics of goal description. In everyday terms, goals have to do with what the faculty and staff have yet to learn how to do better before they can do their jobs as they ought to be done. It is therefore important that goals be described in terms of what is to be gained by reaching them. A poorly described goal can nullify the best intentions and the best efforts.

It is appropriate and important that goals be defined in general terms under which concrete, measureable, objectives are subsumed. Examples of goals are as follows: To provide updating on technical processes in industry; to provide needed professional skills; to provide an associate degree for certain faculty and staff; etc. The total FSD program should be sufficiently comprehensive to include in time all personnel in one or more of its components. The program also can and should include activities covering various degrees of personal competence and status, and various areas of innovative and conventional education and training.

Sometimes a project such as FSD can bog down or fail because the planners decided on the wrong goals. The next step, therefore, is to consider the choice of priorities.

2. Priorities

After the range of goals has been described and the rationale that supports the validity, the relevance, and the feasibility of each is laid out, the next step is to choose those goals which have priority. This process is to some extent an effort to establish a hierarchy of goals based on a hierarchy of needs. There should be an intense effort to choose primary issues, and to concentrate on basic relationships. Assumptions, data research evidence, logic, hypotheses, and, above all, "the best judgment of sensible men", should be laid out to support the choices.

The local institution should choose goals with the greatest potential for that institution at the time. This principle recognizes institutional experience, educational climate, and unique educational purposes for the students and the community. This principle allows "system-thinking". The choice of goals cannot be rightly considered in isolation from organizational arrangements, curricula, salaries, incentives, and morale. Hence, the choice of priorities will demonstrate that these factors have been taken into account.

In order to reach the goals of the institution, concrete objectives must be chosen. These are the actions (means) to achieve the goals (ends). (See Ends - Means Continuum, page 14)

3. Strategies

A satisfactory strategy is a plan of action to be carried cut to achieve an outcome within a given time span, under specific conditions. Particular strategies are identified and entitled as "activities". The outcome desired and striven for is the objective. The objective may be expressed as a desired result or condition, or the establishment of a desired procedure or activity.

An essential characteristic of an appropriate activity is "specificity". Exemplification of activity in concrete terms is important, e.g., courses, institutes, workshops, field trips, educational leave, etc. This will aid in identifying an activity in operation. Thus the FSD proposal will include a description of a number of activities, under specific titles, which are designed to meet specific discernible objectives.

The measure to which a given activity accomplishes its end is the basis for accountability. A FSD program, must, therefore, have appropriate "yardsticks" for measuring achievement and evaluating improvement of participants.

4. Evaluation

The FSD program for the South Carolina Technical Education System assumes an evaluation of the total program and of each activity. Admittedly, establishing evaluation procedures is difficult, especially when the objectives are intangible as in the case of seminars, conferences, upgrading, etc., in

which results may not be immediate. In most cases, however, the objectives can be stated concretely and the performance can be evaluated with a measure of accuracy. Evaluation is facilitated if the criteria by which the activity is to be judged are set within the delineation of the activity.

Two sets of forms for evaluation purposes are established for the FSD program - the proposal forms and the status report forms. (See Appendix A)

(1) FSD Program Proposal Application. The proposal application forms in order of occurrence are as follows:

FSD-1 Program Proposal Application - consists of proposal title page with signatures, followed by the proposal narrative;

FSD-2 Activities - provides description of each activity under specific activity titles;

FSD-3 Estimated Budget Summary - provides breakdown of estimated FSD revenue and estimated FSD expenditures.

(2) FSD Evaluation and Status Report Forms. The evaluation and status report forms in order of occurrence are as follows:

FSD-4 Evaluation and Status Report of Activities - consists of institutional evaluation and status reports of activities under specific activity titles;

FSD-5 Budget Summary - provides breakdown exhibit of revenues received and committed and of expenditures made for each and all activities.

FSD-6 Program Evaluation - provides summary exhibit of status and institutional evaluation of each and all activities of FSD program for the year.

II. In-service Development Activities

In-service development activities are directed toward the professional development of the individual employee. Funds for FSD may not be used (1) to cover general operation and maintenance of the institution, (2) for projects such as research, self-study, planning or evaluation of new educational programs, (3) for the development of curriculum or instructional materials, (4) for salaries and fringe benefits, (5) for attendance at associational meetings/conferences at which representation is institutional rather than personal, (6) for clerical service required to effect the FSD program, (7) or for any expense that does not contribute directly to the achievement of the stated objectives of the TEC System Faculty and Staff Development Program.

In this section a number of in-service FSD activities are described and guidelines are given for their operation.

1. Institutes, Seminars, Conferences, and Workshops

Traditionally these activities have involved representation from a group of institutions, but they can be used effectively by individual institutions.

Good judgment in scheduling, planning, and follow-up activities and evaluations are, of course, necessary for effectiveness. Short-term consultants may be used by the institution, the institutional education divisions, or the departments, or the technical specialties. Optimum utilization of the consultant's expertise should be directly related to objectives set, objectives which are described to the consultant prior to his/her visit.

General objectives of institutes, seminars, conferences, and workshops are opportunities for faculty and staff to stay current in knowledge and skill in their subject or technical areas, and opportunities to participate in activities that will upgrade their skills in developing and using new insights, improved instructional materials, and innovative teaching methods.

2. Upgrading Stations for In-service Development

Upgrading stations for in-service development may be established with business and industry, with senior colleges and universities, and on-campus.

(1) Formal Courses of Post-secondary Study. Formal in-service study envisions first identifying competencies and expertise needed but lacking, and then selecting and/or offering members of the faculty and staff opportunity to develop knowledge and skills through formal study financed by the FSD funds. This formal study may be utilized by persons taking courses at a post-secondary institution within commuting distance, or the TEC institution may establish an "On-campus University" by bringing in instructors for courses needed by a number of faculty and staff. These courses may be taken primarily for upgrading or for upgrading and degree credit, but should be chosen to bring a high rate of return in terms of improved competence and performance of faculty and staff.

(2) Work Experience with Industry and Business. Another type of upgrading station is the internship work experience set up with an industry or a business. The TEC institution will encourage, and in some instances require, periodic experience in vocational-technical specialties. This provides faculty and staff opportunities to keep abreast of new developments and work requirements related to the courses they teach and/or the programs they direct.

(3) On-campus Resource Center for Faculty and Staff Development. The third type of upgrading station is a Faculty and Staff Resource Center. Such a center should contain a variety of resources such as selected books and pamphlets for each area of instruction, audio-visual catalogs, and guides, cassettes for professional training and development, educational journals, books and guides for planning instructional strategies, and such other resources deemed necessary. The center should be available exclusively, if possible, for faculty and staff with equipment suitable for full usage.

3. Educational Field Trips

This type of activity can be utilized effectively for in-service development. Field trips include visits to other TEC institutions, to selected senior colleges and universities, and to business and industry. Each type of trip should include a carefully prepared plan for observation and for post-visit evaluation. The visit could use effectively peer seminars with TEC personnel or conferences with supervisors and/or officers in industry or business for the exchange of information and ideas. Visits to other TEC institutions - in-state or out-state - can be planned for representatives of one technology visiting a similar technology in another TEC institution.

Visits to secondary schools should be considered in the formulation of the institution's program. Such visits, if properly planned, will facilitate articulation with the secondary schools in vocational education service areas and will also promote faculty and staff development.

Intra-institutional visits within the TEC institution by faculty and staff may not be classified strictly as field trips, but they may have desirable results for faculty and staff development if it is clearly recognized that they are made for that purpose. Such visits make possible the sharing of ideas and expertise and have a multiplier effect for the new ideas and new approaches pervading the institution. At the same time these intra-institutional visits will help counter the danger of excessive specialization, segmented departmental structures, and internal power struggles.

The regular periodic faculty and staff meetings will serve as an intra-institutional in-service development activity if they are planned with that objective in mind. The programs may include lectures by faculty and staff on particular areas of instruction, panel discussions on subjects of importance to the institution, reports on projects, etc.

4. Off-duty Activities

Employees are encouraged to schedule their personal development activities during off-duty hours if possible, but if this cannot be done, the employee may request a change of work schedule for the approved activities. The employer may alter the employee's work schedule, if so doing will not interfere with the normal efficient operation of the employee's duty area.

An employee who takes an approved course under provisions of off-duty activities may receive reimbursement for tuition and course related fees, in total or in part, for satisfactory completion of the course. Satisfactory completion of a course is interpreted to mean "B" grade or higher for graduate or post-graduate study, or "C" grade or higher for all other study. All other expenses, including activity fees, graduation fees, travel, cost of books, and supplies, etc., shall be paid by the employee. Reimbursement for tuition for approved credit courses shall normally be limited to one course per quarter or semester per individual, with reimbursement limited to three approved courses (9 semester hours or 13 1/2 quarter hours) per fiscal year in amount per credit hour not to exceed the highest rate charged for equivalent credit by the state-controlled four-year colleges and universities of South Carolina.

In order to insure that a reasonable return is gained from the investment of development funds in continuing study, the employee who leaves the employment of the TEC System shall be required to make repayment of all amounts paid for reimbursement for courses completed within the last nine calendar months prior to leaving, ordinarily by deduction from the final compensation payment.

Reimbursement for off-duty out-state FSD travel shall normally be limited to one approved trip per fiscal year. State regulations relating to travel and subsistence shall apply to all FSD travel - out-state and in-state.

5. Membership in Professional Societies

Employees are encouraged to participate in the activities of professional societies most closely related to their areas of service. The procedure is for the employee to submit a written request for approval of membership, naming the society and the amount of dues. To be reimbursable, the affiliation with the society shall be personal membership (not institutional) and shall be an approved activity of the FSD program for the institution. Reimbursement for dues, travel expense to attend meetings, and other expenses related to membership shall be limited to an amount specifically approved in the annual FSD budget of the institution; however, the reimbursement for dues in professional societies shall not exceed $50 per individual within a fiscal year.

6. Educational Leave

Educational leave is interpreted to mean permission to be absent from work or duty to pursue an educational objective. The educational objective may be (1) participation in post-secondary courses of study, whether on the under-graduate or graduate level, and for which degree credit is or is not given, and pursued independently or as a part of a curriculum leading to a certificate, diploma, or degree; or the educational objective may be (2) participation in an upgrading work experience with business or industry to improve technological knowledge and skills. Educational leave is granted only for the actual term of the activity. (See "Educational Leave Program" below.)

III. Planning and Budgeting Procedures

Faculty and staff development through in-service education and training has become a national priority in American technical-vocational education and can be clearly seen as an integral and vital responsibility of the South Carolina Technical Education System as it seeks to fulfill its role in post-secondary education in South Carolina. A comprehensive system-wide FSD program is based upon this conclusion. Acceptance of the concept of in-service development and the commitments that a FSD program requires make a judicious planning and budgeting process essential within the local institutions and within the system.

1. Institutional Comprehensive FSD Plan

The FSD program within the institution will function satisfactorily only as a corporate commitment of the institution and as a collective effort of the entire faculty and staff whatever their various levels in competency and in organizational status. The FSD program, therefore, must be communicated, not as a "thing apart" nor as an "ancillary service" to selected individuals, but rather as a privilege and responsibility for one and all. Thus leadership and management are absolute essentials in planning, coordinating, and implementing the program.

(1) Faculty and Staff Development Coordinator. It is the responsibility of the President or Director of each institution of the South Carolina Technical Education System to designate a Faculty and Staff Development Coordinator who shall be responsible for the administration and budgeting of the program in conformity with the Guidelines and Procedures for Faculty and Staff Development. The FSD Coordinator shall be responsible to the President/Director for the satisfactory operation of the institutional FSD program and shall serve in liaison capacity in FSD matters between the institution and the TEC Central Office. He/she shall be Chairman of the Faculty and Staff Development Committee.

In mobilizing an in-service education and training thrust, leadership and management are special responsibilities. The program requires teamwork among faculty and staff which will result from the harmonious administration and operation of the program. The Faculty and Staff Development Coordinator for each institution should perform this service. He/she should have experience that provides him/her with the attitudes and skills enabling him/her to plan, lead, and evaluate the process and progress of in-service development. Creative leadership and management require that the coordinator have adequate resources for the program, including staff time, and enough authority to get the job done.

(2) Faculty and Staff Development Committee. The roles and responsibilities, institutional and personal, can be accepted by all faculty and staff members, and all can be rewardingly involved in in-service activities of the program. It is crucial, therefore, that the preparation of the FSD program design involve a wise and wide participation of faculty and staff. A Faculty and Staff Development Committee, carefully selected and/or elected, is necessary for each institution. This committee should represent a broad spectrum of institutional concerns, and of necessity must be schooled in the philosophy and practical considerations which are basic to a FSD program.

(3) FSD Design Preparation. There is little likelihood that there is one design suitable and adaptable to every institution or situation, but there are a few principles which are basic to every viable FSD program.

The design for faculty and staff development should fit both the institution and the personnel involved. The data of needs assessment should be carefully collected, categorized, and evaluated. A hierarchy of needs should then be made and a plan formulated under priorities indicated and selected. The program designed should be focused on the types of change which the institution desires to make and on the directions which it desires to move. The design should include a plan for collecting and recording all data related to activities of the program in order that progress may be measured and achievements may be evaluated, for the individual and for the institution.

(4) FSD Budget Preparation. The preparation of the FSD budget is a planning and control device in the management of the program - the planned allocation of funds to meet the planned activities of the program. The criteria for the allocation of funds are, first, the needs assessment priorities and, second, the availability of funds. It is essential that the choice of activities with the anticipated expenditures for them be made with consideration of the total financial resources for the entire program.

Under the acceptance of the premise that a FSD program is an integral component of the total institutional operation, each institution of the South Carolina Technical Education System in its unitary budget and plan of operations shall allocate funds for a program of faculty and staff development. To augment and support this allocation, the State Board for Technical and Comprehensive Education shall incorporate within the system budget request to the State Budget and Control Board adequate funds for faculty and staff development for the South Carolina Technical Education System. A supplementary allocation of State funds shall be made to the institutions on a matching-funds "dollar for dollar" basis whereby the institutions will receive a supplemental allocation of State funds equal to the amount allocated to faculty and staff development by the institutions from normal revenue sources.

Funds designated for the purposes of faculty and staff development received through governmental agencies, grants from foundations, and gifts from individuals, businesses, or industries, shall be included in the faculty and staff development proposal budget but such funds shall not be considered in the determination of the supplemental allocation of matching funds.

The institution's allocation from normal revenue sources, the supplemental allocation of State funds, and gifts and grants will comprise the total FSD revenue for the fiscal year. The total of the estimated expenditures for the several planned activities will indicate the cost of the FSD program. Comparison of financial resources and estimated expenditures may necessitate

re-examining assumptions, making new evaluation of priorities, or re-defining objectives. Refining the program design by making appropriate modifications must be assumed as essential in the planning and budgeting procedures.

2. Individual FSD Plan

The keystone for an effective FSD program lies in the realm of individual involvement in the program. Ultimately it is the motivation and will of the individual that forms the basis for participation, and it is the collective accomplishments of all personnel that measures the institutional success of the FSD program.

It is highly desirable that each member of the faculty and staff have a continuous personalized plan for his/her development, with identified objectives and strategies - a program tailored to his/her needs, personal characteristics, and institutional responsibilities.

It can be assumed that a large number of faculty and staff members are willing to engage in a formal development program to improve their effectiveness in their work. It can also be assumed that there will be some resistance to a serious program for faculty and staff development. Some will feel or argue that they do not need what is offered. Perhaps the greatest reluctance to participate will come from those who feel that they are already over-burdened with duties and do not have time. What is asked, however, is just a small fraction of time, probably no more than three to five percent of the usual workweek. No program will thrive unless faculty and staff allocate the necessary time. Prior to any FSD activity, an outline of the entire FSD program should be given to faculty and staff. If this is done, individuals can begin to organize their own time around the activities planned for them, and the development program will become a part of the individual's schedule.

Most faculty and staff need encouragement to become involved in the FSD program. Familiar incentives used by institutions are earned merit increments, tuition payments, educational leave, and promotions. These awards benefit the individual, but they are considered justified as necessary for increased effectiveness of the institution in accomplishing its educational purposes for the students and the community.

The Compensation Plan for the South Carolina Technical Education System provides incentives for a planned personal development program. The funding provisions of the FSD program are definitely related to the Compensation Plan, and should be coordinated within the Individual FSD Plan.

In planning an individual's FSD program it must be assumed that the individual will contribute not only his/her time for some activities, but that he/she will contribute both time and money for certain activities of his/her program. It cannot be assumed that the FSD program can provide sufficient funds to cover all the expenditures for individual development activities. The funding provisions of the FSD program are designed to assist the employee in his/her development, but the primary responsibility is upon the individual to qualify for increased competence and productivity and the benefits therefrom. Limitations, therefore, on individual FSD activity expenditures shall be enforced at the institutional level and at the state level.

3. State Board's Comprehensive Plan

The philosophy and state-wide goals of the South Carolina Technical Education System contain the commitment to educational objectives that meet the current and emerging needs of the State, its people, and its industries. Qualified personnel who have new and/or updated competencies to implement the purposes of the system are essential. To help the local institutions meet this need, the State Board for Technical and Comprehensive Education has accepted statewide responsibility for the activities outlined below.

(1) Providing state funds for faculty and staff development. The State Board's role in this involvement is to insure that state funds are directed to activities that have the greatest impact for FSD for the institutions and the State.

(2) Developing and recommending general guidelines and procedures for management of local FSD programs. The local institution is in the best position to make needs assessment and project goals and strategies. The State Board will formulate principles and procedures for concerted effort and inter-institutional communication and participation in the operations of FSD programs.

(3) Sponsoring and organizing state-wide conferences, workshops, and consortia. The State Board will initiate and promote joint ventures which meet objectives of all institutions involved. The aim is to generate a greater thrust for personnel development throughout the South Carolina Technical Education System.

(4) Coordinating state services that have potential for supporting the FSD program. A particular function of the State Board in FSD is to coordinate out-system support services of educational institutions, business and industry, and community and state agencies, and to plan activities that will utilize their support, expertise, and resources.

(5) Making state-wide assessments of the range, scope, and accomplishments of FSD programs. Collecting and publishing state-wide reports about the FSD programs will furnish helpful feedback that reflects the state-wide status of FSD. In doing this, the State Board will furnish inter-institutional liaison in the TEC System.

(6) Acting as a state-wide service agency to provide FSD leadership and counseling for the institutions of the TEC System. Purposes and problems in the system are, after all, interrelated and institutional improvement and system improvement are a team responsibility. Each institution is expected to focus attention and effort on its primary FSD service within the institution, but periodically the coordinators of the institutions will be called together to make an overall system survey and share information for FSD decision-making and to assure coordination and relevancy in order to achieve state-wide as well as local objectives.

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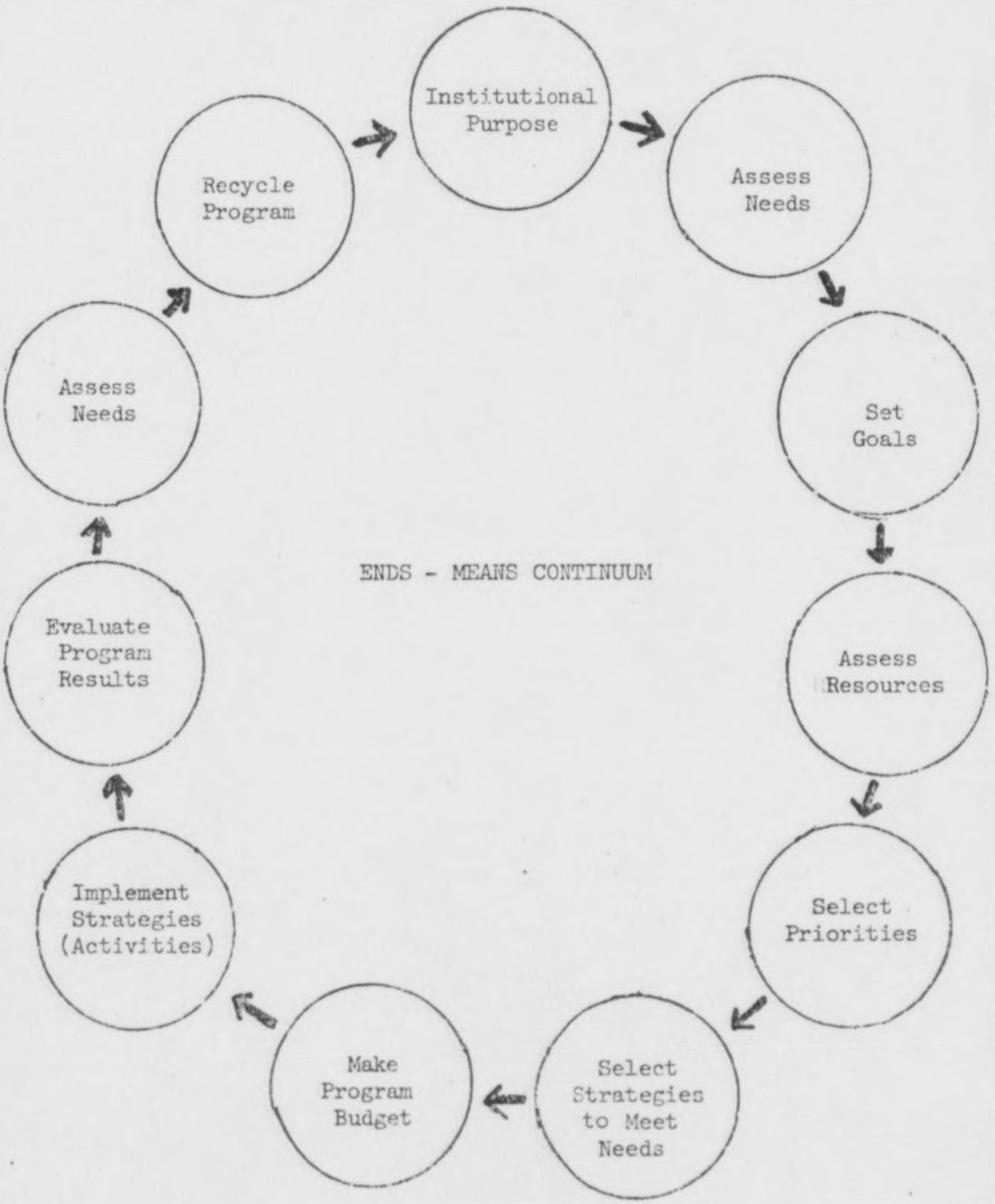
DESIGN FOR FACULTY AND STAFF DEVELOPMENT PROGRAM



GUIDELINES AND PROCEDURES GOVERNING STAFF DEVELOPMENT

CENTRAL OFFICE

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

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The State Board for Technical and Comprehensive Education adopted a policy to govern faculty and staff development for the South Carolina Technical Education System. This policy grants authority for activities and funding for a staff development program for Central Office employees. The State Board also authorized the Executive Director to issue guidelines and procedures governing the faculty and staff development for the TEC System.

The purposes set forth in the policy of the State Board and the guidelines and procedures issued by the Executive Director govern the staff development program for the Central Office employees, subject only to such modifications as are necessary for the appropriate operation of the program for the Central Office employees.

All employees of the Central Office, State Board for Technical and Comprehensive Education, shall be accorded the privileges of the faculty and staff development program established for the South Carolina Technical Education System, and shall comply with the stipulations governing the program as set forth in the policy adopted and the guidelines and procedures issued.

In the following sections special guidelines and procedures are described for the operation of the staff development program for Central Office employees.

I. Design for Staff Development - Central Office

For the purposes of staff development the several divisions of the Central Office shall be considered as a whole, with one design and one budget. The director of each division of the State Board shall coordinate the activities of the employees of his/her division, and shall submit approved applications for activities to the Director of Faculty and Staff Development for the State Board. Based on approved activities submitted by division directors, the Director of Faculty and Staff Development shall prepare the Central Office program proposal and submit it to the Executive Director for consideration and action.

1. Development Activities

Employees of the Central Office are eligible for the In-service Development Activities described in the Guidelines and Procedures for FSD of the TEC System, subject only to restrictions inherent in specific activities and the availability of funds.

2. Application for Activity Approval

An employee, or a group of employees, wishing to have an activity considered shall submit a written application to his/her immediate supervisor, who shall attach his/her recommendation before forwarding the application to the division director. All activities of the employees of a division shall be approved by the division director.

3. Selection of Activities

Activities shall be selected and approved on the basis of promise of benefit to the South Carolina Technical Education System as follows: (1) To develop the skills and/or knowledge to meet identified needs in the operation of the South Carolina Technical Education System, and/or (2) to meet the demand for adequately trained personnel for existing or projected positions of service essential to the administration of the Central Office.

4. Selection of Participants

Factors to be considered in the selection of participants shall include:

(1) Length of prior service;
(2) Past performance reviews;
(3) Demonstrated commitment to the objectives of technical-occupational education;
(4) Need/value of upgrading training for job performance;
(5) Specifically identified need of the State for the upgrading training proposed;
(6) Possible disruption of participant's area of service during activity;
(7) Funds available for proposed activity.

5. Off-duty Activities

Employees are encouraged to schedule their personal development activities during off-duty hours if possible, but if this cannot be done, the employee may request a change of work schedule for the approved activities. The employer may alter the employee's work schedule, if so doing will not interfere with the normal efficient operation of the employee's duty area.

An employee who takes an approved course under provisions of off-duty activities may receive reimbursement for tuition and course related fees, in total or in part, for satisfactory completion of the course. Satisfactory completion of a course is interpreted to mean "B" grade or higher for graduate or postgraduate study, or "C" grade or higher for all other study. All other expenses, including activity fees, graduation fees, travel, cost of books, and supplies, etc, shall be paid by the employee. Reimbursement shall normally be limited to one course per quarter or semester per individual, with reimbursement limited to three courses per individual per fiscal year.

In order to insure that a reasonable return is gained from the investment of development funds in continuing study and training, the employee who leaves the employment of the TEC System shall be required to make repayment of all amounts paid for reimbursement for courses completed within the last nine calendar months prior to leaving, ordinarily by deduction from the final compensation payment.

6. Membership in Professional Societies

Employees are encouraged to participate in the activities of professional societies most closely related to their areas of service. The procedure is for the employee to submit a written request for approval of membership, naming the society and the amount of dues. The dues for affiliation

with the society shall be for personal membership and shall have written approval of the division director, made in advance upon recommendation of appropriate division official. Travel and other expenses to attend professional society meetings may not be included in staff development expense, but may be authorized by the division director from the division budget.

7. Educational Leave

Provisions for educational leave are set forth in the policy document of the State Board for Technical and Comprehensive Education under the title: "Educational Leave Program for South Carolina Technical Education System."

II. Planning and Budgeting Procedures

The planning and budgeting procedures for the Central Office shall follow in general those established for the institutions, with such exceptions as necessary for Central Office operations. The Calendar for Plans and Reports, and the other proposal and report forms shall be used, as applicable.

1. Central Office Staff Development Plan

The Director of Faculty and Staff Development for the State Board, following the Calendar for Plans and Reports, shall establish a timetable for the selection of activities and/or participants for the Central Office. In developing the timetables, cut-off dates for accepting applications for admission to colleges and universities shall be considered. Timely announcements of timetables and development program information shall be made.

It shall be the responsibility of the division directors to approve all development activities of his/her division and to forward them to the Director of Faculty and Staff Development. The approved activities of the several divisions of the Central Office shall be put in proposal form, with budget summary, and submitted to the Executive Director for his review and action.

2. Central Office Staff Development Budget

The State Board shall incorporate within the system budget request to the State Budget and Control Board adequate funds for a staff development program for employees of the Central Office.

Funds committed for the staff development program shall be expended only for activities which are clearly identifiable and reasonable under the approved development plan. The program shall be operated on a fiscal year basis under a clearly identified budget of funds available and committed. The budget shall be prepared and administered in conformity with the fiscal policies and procedures of the South Carolina Technical Education System.

EDUCATIONAL LEAVE PROGRAM

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

EDUCATIONAL LEAVE PROGRAM

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EDUCATIONAL LEAVE PROGRAM

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

I. Definition of the Program

1. General Purpose

The purpose of the Educational Leave program is to provide a means by which each of the faculty and staff of the South Carolina Technical Education System may have opportunity to further his/her education and to improve his/her skills and efficiency in his/her present position and to prepare for opportunities for his/her advancement within the South Carolina Technical Education System.

2. Participants

Faculty and staff are terms interpreted to include teaching faculty, administrators, and other non-instructional employees such as clerical, maintenance, janitorial, and auxiliary personnel. Each full-time employee of the South Carolina Technical Education System, without regard to sex, age, religion, race, color, or national origin, may participate in educational leave, subject only to restrictions inherent in specific types of leave.

3. Definition of Educational Leave

Educational leave is interpreted to mean permission to be absent full-time or part-time from work or duty, with or without stipend, to pursue an educational objective. The educational objective may be (1) participation in post-secondary courses of study, whether on the undergraduate or graduate level, and for which degree credit is or is not given, and pursued independently or as a part of a curriculum leading to a certificate, diploma, or degree; or the educational objective may be (2) participation in an upgrading work experience with business or industry to improve technological knowledge and skills. Educational leave shall be granted only for the actual term of the activity.

4. Eligibility

Any permanent full-time employee in good standing of the South Carolina Technical Education System who has satisfactorily completed at least nine months of continuous employment during his/her current period of employment is eligible for educational leave.

5. Applying for Leave

An eligible employee shall apply by submitting a formal application through organizational channels to the President or Director or his designee at least ninety(90) days before the first day of leave requested. Such submittal shall be made by the employee to his immediate supervisor, who may attach his recommendations before forwarding the application to the President or Director or his designee.

The application shall include (1) the type, purpose, and duration of the leave requested; (2) verification of acceptance for entrance into the activity for which the leave is requested; (3) such other information as will be helpful to the reviewing authority in reaching a determination.

6. Selection of Recipients

The selection of recipients shall be based upon the following general objectives: (1) To develop the skills and/or knowledge of employers to meet development needs of faculty and staff of the institution, and/or (2) to meet the demand for adequately trained personnel for existing or projected specialized positions of instruction or administration essential to the successful operation of the South Carolina Technical Education System.

Factors to be considered in the selection of participants shall include:

(1) Length of prior service;
(2) Past performance reviews;
(3) Demonstrated commitment to the objectives of technical-occupational education;
(4) Need/value of upgrading training for job performance;
(5) Specifically identified need of the State for the upgrading training proposed;
(6) Possible disruption of participant's area of service during activity;
(7) Funds available for proposed activity.

7. Notification

Insofar as possible, the employee's request shall be acted upon and the employee notified no later than sixty (60) days prior to the first day of leave requested.

If the application is approved, an Educational Leave Contract stipulating the conditions of the leave shall be issued in triplicate, bearing the signature of both the employee and the President or Director. The original and one copy shall be submitted to the Director of Faculty and Staff Development, State Board, for necessary consideration and action.

8. Reinstatement

Upon an employee's successful completion of a full-time leave, he/she shall be reinstated to his/her former position, given a position of like status and pay, or promoted to a higher position.

II. Stipend Provisions for Educational Leave

1. Stipend Definition

A stipend is interpreted to mean a basic living allowance to provide support of a person otherwise motivated to continue his/her education.

2. Amount of Stipend

The basic living allowance shall not exceed 60% of the compensation (salary) in effect for the employee at the date of approval of his/her educational leave, payable in regular pay periods during his/her period of leave.

3. Reimbursement for Tuition and Fees

Employees on full-time or part-time leave, for post-secondary education, may receive reimbursement for tuition and course related fees, in total or in part, for satisfactory completion of approved courses. Satisfactory completion is interpreted to mean "B" grade or higher for graduate or post-graduate study, or "C" grade or higher for all other study. All other expenses, including activity fees, graduation fees, travel, costs of books and supplies, etc., shall be paid by the employee.

4. Where Stipend Can Be Used

(1) Post-secondary Education. If a program of study for which a stipend is awarded is offered by one or more accredited institutions of higher learning within the State of South Carolina and the recipient is able to gain admission to one of these, the stipend shall be used in said institution. If not, the stipend may be used at any accredited institution to which the recipient is able to gain admission.

(2) Work Experience with Business or Industry. The stipend awarded for work with business or industry shall be used for an approved upgrading work experience in a responsible position in the recipient's particular specialty. This work experience shall be in other than an academic environment and shall not involve the recipients' giving instruction to others in a business or industry.

5. Leave-Stipend Committees

(1) Institutional Leave-Stipend Committee. The Faculty and Staff Development Committee shall serve as the Leave-Stipend Committee and shall take appropriate action to select stipend recipients, subject to review and approval of the President or Director.

(2) Central Office Leave-Stipend Committee. The Director of Faculty and Staff Development and the Division Directors shall serve as the Leave-Stipend Committee for the State Board for Technical and Comprehensive Education and shall review the stipend applications received from the institutions and make recommendations to the Executive Director.

6. Stipend Approval

The stipends to be offered within the Technical Education System must be approved by the State Budget and Control Board each year. Each institution must determine what stipends are needed and submit a request for the stipends, with all necessary data, to the Director of Faculty and Staff Development. He will collate the requests from the institutions and furnish a list of requests to the Central Office Leave-Stipend Committee. The Central Office Leave-Stipend Committee will review the applications received from the institutions and make

recommendations to the Executive Director, who will approve the stipends to be offered and will submit a letter requesting authorization to the State Personnel Director for the approval of the Budget and Control Board. At least one month must be allowed for Budget and Control Board approval. (Stipend requests should be included in the FSD proposal for the fiscal year.)

7. Limitation of Stipend

If the recipient of educational leave for post-secondary education or for work experience with business or industry receives educational allowance (excluding veterans' benefits and loans) from any other public or private source and/or compensation for work experiences, the total amount of such allowances and the stipend shall not exceed the recipient's contract salary at the time of leave. If the non-stipend allowances exceed 40% of the contract salary, the stipend shall be reduced accordingly.

8. Deductions from Stipend

It should be noted that stipends awarded under this program are considered taxable income by both the South Carolina Tax Commission and the Federal Internal Revenue Service. Stipend payments, therefore, are subject to withholding for income taxes, South Carolina Retirement System, F.I.C.A., and any other deductions the employee may authorize.

9. Concurrent Awards and Benefits

An employee who accepts a stipend award under these provisions may apply for and accept a research assistantship or a teaching assistantship through the university he/she is to attend. Recipients may receive all benefits to which they are entitled as veterans. They may also apply for any of the various student loans available from governmental agencies, private lending institutions, etc. However, a recipient may not concurrently receive an educational allowance from any other public or private source when that allowance is conditioned on a conflicting employment obligation incurred by the recipient. To accept such aid will result in the immediate forfeiture of the stipend. A person who forfeits a stipend in this manner will be obligated to fulfill his/her service commitment or make repayments to the institution under the terms of the Educational Leave Contract.

III. Types of Educational Leave

Educational leave is of three general types: (1) Educational Leave for Post-secondary Education - part-time leave (with part-time employment), without stipend or with stipend; and full-time leave, without stipend or with stipend; (2) Educational Leave for Work with Business or Industry - part-time leave (with part-time employment), without stipend or with stipend; and full-time leave, without stipend or with stipend; and (3) Agency Directed Educational Leave for Post-secondary Education - part-time or full-time, with full salary.

1. Educational Leave for Post-secondary Education

(1) Part-time Educational Leave for Post-secondary Education. Part-time educational leave for post-secondary education is interpreted to mean reduction of work or duties in order that the employee may take approved courses

in post-secondary education. The employee thus becomes a part-time employee of the institution.

Part-time Educational Leave without Stipend. Part-time educational leave without stipend may be granted an employee under provisions that he/she will have a reduced workload with proportionate reduction in regular compensation for the term of leave. The employee will fulfill duties commensurate with the compensation, but shall receive no stipend.

Part-time Educational Leave with Stipend. Part-time educational leave with stipend may be granted an employee under provisions that he/she have a reduced workload with proportionate reduction in regular compensation for the term of leave. The employee, however, may receive a stipend to cover in part the reduction in regular compensation during the period of leave. The part-time stipend shall be the proportionate amount of full-time stipend.

Reimbursment of Tuition. An employee who takes approved courses under the provision of part-time educational leave, with or without stipend, may receive reimbursement for tuition and course related fees, in total or in part, for satisfactory completion of the courses.

(2) Full-time Educational Leave for Post-secondary Education. Full-time educational leave without stipend is interpreted to mean non-pay status on leave to attend a post-secondary educational institution for an approved program of study.

Full-time Educational Leave without Stipend. Educational leave without stipend for full-time post-secondary education may be granted for a continuous period of not more than nine months between September 1 and June 1 in approved courses of study that cannot be normally scheduled between June 1 and September 1 of a calendar year.

Reimbursement of Tuition. An employee in the non-pay leave status may receive reimbursement for tuition and course related fees, in total or in part, for satisfactory completion of approved courses.

Full-time Educational Leave with Stipend. Full-time educational leave with stipend is interpreted to mean leave with stipend to attend full-time a post-secondary educational institution for an approved program of study.

Post-secondary Education with Stipend. Full-time leave with stipend may be granted for the length of a college term or terms not to exceed nine (9) consecutive months, or a total of eighteen (18) months within a 48 month period.

Approved Curriculum. The recipient shall be enrolled full-time in courses of a curriculum approved under the individual's FSD program within the area of his/her professional responsibility and/or courses that will contribute to the effectiveness and efficiency of programs and/or administrative functions of the South Carolina Technical Education System.

Course Workload. The recipient shall take no less than the normal course workload as defined by the institution he/she is attending, with the exception of the last term in the institution during which he/she may take as few course hours as are necessary to complete the requirements for graduation.

Satisfactory Academic Achievement. The recipient is expected to maintain satisfactory academic achievement which is interpreted to mean an academic average of "B" or better for graduate and postgraduate work, and "C" for all other study.

Reimbursement of Tuition. In addition to the stipend, the employee may receive reimbursement for tuition and course related fees, in total or in part, for satisfactory completion of approved courses.

Note. All stipend recipients are subject to applicable restrictions set forth in section II, Stipend Provisions for Educational Leave.

2. Educational Leave for Work with Business or Industry

Approved Work Program. The selection of recipients and approval of work program shall be based upon the following objectives: (1) to provide faculty and staff with opportunities to keep abreast of technical developments and work requirements in business and industry, and (2) to upgrade the employee's competence as a technologist-educator in fulfilling the institution's educational purposes in technical-occupational education.

(1) Part-time Educational Leave for Work with Business or Industry. Part-time educational leave is interpreted to mean reduction of work or duties in order that the employee may participate in an approved program of upgrading work experience. The employee thus becomes a part-time employee of the institution.

Part-time Educational Leave without Stipend. Part-time educational leave for work with business or industry may be granted an employee under provisions that he/she will have a reduced workload with proportionate reduction in regular compensation for the term of leave. The employee will fulfill duties commensurate with the compensation, but shall receive no stipend.

Part-time Educational Leave with Stipend. Part-time educational leave for work with business or industry may be granted an employee under provisions that he/she have a reduced workload with proportionate reduction in regular compensation for the term of leave. The employee, however, may receive a stipend to cover in part the reduction in regular compensation during the period of leave. The part-time stipend shall be the proportionate amount of full-time stipend.

(2) Full-time Educational Leave for Work with Business or Industry. Full-time educational leave without stipend is interpreted to mean full-time leave in order that the employee may participate in an approved program of upgrading work experience, without stipend or with stipend.

Full-time Educational Leave without Stipend. Full-time leave without stipend for upgrading in-service work experience with business or industry may be approved for a continuous period of not more than nine months between September 1 and June 1.

Full-time Educational Leave with Stipend. Full-time leave with stipend for work with business or industry may be granted for a continuous period of time not to exceed nine consecutive months, or a total of eighteen (18) months within a 48 month period.

Note. All stipend recipients are subject to applicable restrictions set forth in section II, Stipend Provisions for Educational Leave.

3. Agency Directed Leave for Post-secondary Education

(1) Definition. Agency directed educational leave is interpreted to mean full-time or part-time leave, specifically directed by the agency head, with full salary, tuition, and agency approved fees, paid by the agency.

(2) Purpose. The State Board for Technical and Comprehensive Education, as an agency of South Carolina State Government, may provide educational leave for employees in order to develop skills and/or knowledge needed in positions in the South Carolina Technical Education System.

(3) Selection of Recipients. When it has been determined that in order to fill a position in question it will be necessary to train a person currently on the payroll by sending him/her to a post-secondary educational institution, an announcement relating to the position shall be circulated at least one month prior to the deadline for applications.

An employee wishing to be considered for the training shall submit a request in writing prior to the cut-off date. Such submittal shall be made by the employee through organizational channels to the President/Director of an institution or to the appropriate Division Director of the Central Office.

Final selection shall be made to the Central Office Leave-Stipend Committee, subject to review and approval by the Executive Director.

(4) Request for Authorization. Agency directed educational leave shall be approved in advance by the Budget and Control Board. A letter of Request for Authorization shall be submitted by the Executive Director to the Budget and Control Board for approval at least 45 days before classes are scheduled to begin.

The Educational Leave Contract shall be completed by the applicant and approved by the Executive Director. The original and two copies of the contract shall accompany the request for authorization. The State Director of Personnel shall indicate the Board's approval by signing the contract. The original and one copy shall be returned to the Executive Director; the remaining copy shall be retained by the State Personnel Division.*

Note. All recipients of agency directed leave for post-secondary education are subject to applicable restrictions set forth in section II, Stipend Provisions for Educational Leave, and section III.1., Educational Leave for Post-secondary Education, above.

*These guidelines are compatible with the philosophy and intent expressed in the document, "Educational Leave Program for Agencies of South Carolina State Government", adopted by the State Budget and Control Board, January 23, 1974.

IV. Educational Leave: Employee-Employer Obligations

1. Obligation of Employee to Employer

The recipient shall be committed to serve the institution of the South Carolina Education System for at least one and one-half months for each full or partial month the stipend is received.

If an employee fails to return to work within 30 calendar days after completing the term of educational leave stipulated in his/her Educational Leave Contract other than for good cause, repayment of total expenses paid by the institution during the leave term (salary, tuition, fees, etc.) shall be paid within 30 days. If an employee terminates his/her employment with the institution before completing his/her obligatory services for any reason other than for good cause, repayment of expenses paid by the institution during the leave terms (salary, tuition, fees, etc.) shall be paid within 30 days in an amount proportionate to the time remaining in his/her service obligation and the total expenses paid. Good cause shall be limited to long-term disability resulting from personal illness or injury, or illness within the immediate family (spouse or child) which makes it necessary for the family to relocate.

The amount of the repayment shall not exceed the total expenses paid by the institution during the leave period (salary, tuition, fee, etc.). The institution may deduct the amount owed from checks due the employee for salary and unused annual leave earnings.

In the event the employee is called into service by a branch of the United States armed forces, he may complete his obligation to the institution upon release from the military.

2. Obligation of Employer to Employee

The institution may dismiss or suspend the employee, or cancel the leave only for good cause. Good cause includes breach of contract, failure to meet the social or academic standards of the post-secondary institution, or the established standards required for all State employees.

Upon the recipient's successful completion of his/her course of study, the employer shall reinstate him/her to his/her former position, to a position of like status and pay, or promote him/her to a higher position.

If, for any reason other than leave cancellation for breach of contract or misconduct, a recipient does not complete the course of study for which the stipend was granted, the institution shall reinstate him/her to his/her former position or to a position of like status and pay.

3. Leave Cancellation and Standards of Conduct

Academic Standing. If the employee fails to maintain an academic average of "B" or better for graduate or postgraduate study, or "C" or better for all other study, the President or Director of the institution may cancel his/her stipend.

Conduct. The recipient shall be aware that he/she is a representative of the South Carolina Technical Education System and its institutions and the State and, as such, is responsible for the image he/she reflects. Excessive absence, participation in campus disturbances or any other activity which would bring discredit to the South Carolina Technical Education System and its institutions or the State of South Carolina may result in cancellation of the stipend and/or such other appropriate action as the misconduct may warrant.

Cancellation. Upon cancellation of the stipend, the recipient may be either reinstated by the institution in the same or like position held at the time the leave was granted, or discharged as appropriate.

4. Status of Stipend Recipients While on Educational Leave

Employees receiving stipends under this program shall be considered to be on full-time educational leave with part-pay.

While in leave status, recipients shall not earn annual leave or sick leave. Accrued annual and sick leave earnings shall be carried over until the employee returns to work. They are, however, entitled to the normal short student holidays observed by the institutions attended, such as Christmas and New Year's, spring recess, and the short period between academic sessions.

FACULTY AND STAFF DEVELOPMENT PROGRAM

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

EDUCATIONAL LEAVE APPLICATION AND CONTRACT

To _____
(Institution)

I, _____, hereby apply for Educational Leave _____ from _____, 19____, to _____, 19____,
(without stipend/with stipend)
for educational purposes as follows: _____

_____

I have been a permanent full-time continuous employee of this institution since _____, 19____. My current salary is $_____ for ____ months of service per year.

For educational leave without stipend I understand that I shall receive no salary, but if my educational leave involves post-secondary courses of study, I shall receive reimbursement of the expense of tuition and course related fees in the amount of $_____ for courses completed satisfactorily during my educational leave.

For educational leave with stipend I understand that I shall receive a stipend consisting of a basic living allowance of $_____, payable in regular pay periods during my leave period, and if my educational leave involves post-secondary courses of study, I shall receive reimbursement of the expense of tuition and course related fees in the amount of $_____ for courses completed satisfactorily during my educational leave.

If granted educational leave, without stipend or with stipend, I hereby agree to abide by the regulations governing leave as set forth in the Educational Leave Program for the South Carolina Technical Education System and will fulfill my service obligation of _____ months based on the period of this leave, or if I terminate my employment or fail to complete my service obligation, I will repay within 30 calendar days the expenses of my educational leave incurred on my behalf by the institution in proportion to my unfilled service obligation unless I am released from my obligation for good cause which is limited to mean long-term disability from personal illness or injury, or illness within the immediate family (spouse or child) which makes it necessary for the family to relocate.

I understand that my employer, in approving my application for educational leave, agrees to fulfill employer obligations to me in accordance with the regulations set forth in the Educational Leave Program for the South Carolina Technical Education System.

APPROVED:

_____
(President/Director)

Date _____

SUBMITTED:

_____
(Applicant)

Date _____

APPENDIXES

APPENDIX A

PROGRAM PROPOSAL AND REPORT DOCUMENTS

FSD

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

NOTE:

FORMS FSD-1, FSD-2, FSD-3 ARE DESIGNED FOR THE PROGRAM PROPOSAL.
FORMS FSD-4, FSD-5, FSD-6 ARE DESIGNED FOR THE PROGRAM REPORT.

FORMS MAY BE PREPARED FOR IN-HOUSE OPERATION OF FSD PROGRAM.
Suggested are the following:

- Application for FSD participation
  (Form may carry sections for various activities with estimated costs)
- Forms for reports to FSD Coordinator
- Records of participation in FSD activities
  (For Personnel Files)
- Reimbursements Vouchers
  (Breakdown of "permitted" expenses)
- Etc. (Other forms as needed and/or desired)

APPENDIX A

PROGRAM PROPOSAL AND REPORT DOCUMENTS

FSD

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CALENDAR FOR PLANS AND REPORTS

FACULTY AND STAFF DEVELOPMENT

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

Deadlines for plans and reports due:

Due	Item	Form No.
May 15, 1975	1975-1976 Annual Program Proposal (Exhibit of Activities and Budget)	FSD-1 FSD-2 FSD-3
October 1, 1975,	Deadline for Amendments to Annual Program Proposal	
September 1, 1975	1974-1975 Evaluation and Status Report of Annual Activities	FSD-4 FSD-5 FSD-6
May 15, 1976	1976-1977 Annual Program Proposal (Exhibit of Activities and Budget)	FSD-1 FSD-2 FSD-3
October 1, 1976,	Deadline for Amendments to Annual Program Proposal	
September 1, 1976	1975-1976 Evaluation and Status Report of Annual Activities	FSD-4 FSD-5 FSD-6

FSD-1

FACULTY AND STAFF DEVELOPMENT PROGRAM

_____

INSTITUTION

July 1, 19___ to June 30, 19___

PROGRAM PROPOSAL

Attached is a narrative description outlining the FSD program, along with applications for specific activities and a budget summary (FSD-2 and FSD-3).

The institution agrees to comply with all South Carolina State laws and established policies and guidelines for Faculty and Staff Development for the South Carolina Technical Education System, including

Maintenance and auditing of all necessary personnel and fiscal records,
Submission of necessary evaluation and accomplishment reports,
Accountability for management and promotion.

APPROVED:

_____
President/Director

Date _____

SUBMITTED:

_____
FSD Coordinator

Date _____

Page _____ of _____ pages

(For State Office Use Only)

Comments/Action:

FACULTY AND STAFF DEVELOPMENT
FOR
SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

GENERAL INSTRUCTIONS

1. Guidelines

   Review "Guidelines and Procedures for Faculty and Staff Development" for the South Carolina Technical Education System.

2. Fiscal Procedures

   Review established general and fiscal procedures applicable to management and accounting of FSD funds and the submission of reports. Reference: FISCAL PROCEDURES MANUAL, Volume I, Section 24.5.00.

3. Preparation of Proposal

   Prepare all proposal documents in triplicate. Submit two complete sets of documents to:

   Director of Faculty and Staff Development
   Division of Educational Services
   State Board for Technical and Comprehensive Education
   Robinson Building, Lexington Avenue
   West Columbia, South Carolina 29169

PROGRAM PROPOSAL FORMAT

The program proposal is composed of three major divisions as follows:

1. Narrative Description (Attach to FSD-1)

The narrative description will cover the scope of the program in terms of need, priorities, objectives, procedures, and resources. Respond to the following elements:

(1) Priorities. Describe the priorities chosen and the rationale for selecting them.

(2) Objectives. Relate the activity objectives to the goals or purpose of the institution.

(3) Involvement in Planning. State the specific ways the members of faculty and staff were involved in planning.

(4) Participants. Give the general methods for enlisting participants, for dissemination of information, and for continuous involvement of faculty and staff.

The narrative description outlining your FSD program is an essential component of your proposal. The narrative should be a clear but a concise description of what you intend to do and why. Anyone should be able to read it and understand its full intent without misinterpretation or lingering questions. It sets the tone for your program and gives a sense of its significance, its relevance, and its credibility.

Since your narrative will briefly summarize the content of your program proposal, write it after the priorities have been selected and the activities described. Base your narrative summary on what is in the proposal, not on preliminary (and necessary) thoughts prior to designing the program. Good intentions, by themselves, are not enough.

Your program proposal of necessity will be reviewed. The reviewer will fill in a "face sheet" as it is passed to the next level of review. Your summary narrative will, therefore, be of service to the reviewer and to you. Far better that the reviewer use your narrative summary, than have you depend on his/her scan of all of your documents for the appraisal.

The program proposal format is offered as a guide, not a prescript.

2. Activities (FSD-2)

Attach description of the activities planned. Describe each separate activity on a separate activity sheet. If a number of individuals have a common specific objective, their activities may be described as a unit activity, e.g., courses taken for degree credit or memberships in professional societies. The activity application may be signed, as appropriate, by department head, division chairman, supervisor, or by other responsible leader. All activity applications must have the approval of the FSD Coordinator. (The activity application form should be reproduced, as needed, in conformity with specimen attached.)

3. Budget Summary (FSD-3)

Attach a budget summary for the fiscal year, covering both estimated revenue and estimated expenditures. (See sample below.)

Note:

It is essential that the Program Proposal be evaluated by the FSD Coordinator and the FSD Committee prior to submitting it to the Director of Faculty and Staff Development, State Board. Following the FSD proposal forms is an evaluation chart for institutional use.

Permitted Uses FSD Funds

FSD funds may be used to cover in whole or in part any of the following activities:

1. Formal educational courses, off-campus or on-campus, for which degree credit is or is not given, and pursued independently or as a part of a curriculum leading to a certificate, diploma or degree.

2. Faculty workshops, seminars, conferences, institutes, and non-credit short courses if designed for upgrading and updating professional competencies.

3. Workshops for specialized groups of non-faculty personnel to exchange ideas and information and to learn new techniques and procedures.

4. On-the-job training programs in educational institutions or with business and industry to develop new and/or upgraded professional and personal competencies.

5. Educational leave for a period of time to attend an accredited college or university or to work in business or industry for updating or upgrading experience.

6. Inter-institutional visitation to view specific programs in action and to review and discuss innovative program methods and materials.

7. Financial assistance to faculty and staff to develop knowledge and skills through attendance at meetings of professional societies and organizations.

8. Instruction on-campus (on-campus university) for faculty and staff to improve skills in instruction, planning, decision-making, task execution, use of multi-media, etc.

9. Faculty and staff development resource center, including educational journals, professional development cassettes, selected books and pamphlets.

10. Participation in consortia, seminars, institutes, and other cooperative enterprises if they are designed for in-service development of faculty and staff.

In-service development activities are directed toward the professional development of the individual employee. Funds for FSD may not be used (1) to cover general operation and maintenance of the institution, (2) for projects such as research, self-study, planning or evaluation of new educational programs, (3) for the development of curriculum or instructional materials, (4) for salaries and fringe benefits, (5) for attendance at associational meetings/conferences at which representation is institutional rather than personal, (6) for clerical service required to effect the FSD program, (7) or for any expense that does not contribute directly to the achievement of the stated objectives of the TEC System Faculty and Staff Development Program.

FSD-2

FACULTY AND STAFF DEVELOPMENT PROGRAM

_____
INSTITUTION

APPLICATION FOR ACTIVITY APPROVAL

*Activity Title _____

Activity Date(s) _____ Activity Location _____

Number Participants _____ Name of Individual or Group _____

Specific Need: _____

_____

_____

Outcome Expected (objectives to be accomplished): _____

_____

_____

_____

_____

_____

_____

ESTIMATED COST:

		Approval Requested	Other	Total
530100	Salaries	$	$	$
530202	Travel			
530214	Educational Consultants			
530307	Educational Supplies			
530411	Professional Memberships			
530470	Tuition Reimbursement			
530607	Educational Equipment			
Total Estimated Cost		$	$	$
Total Approved (By Director FSD, State Board)		$		

Approved:

_____ _____
(Applicant's Signature, as appropriate) (Coordinator's Signature)

Date _____ Date _____

*(Please list each separate activity on separate activity sheet; attach narrative and specific documentation as appropriate. This form may be reproduced as needed.)

FSD-3

FACULTY AND STAFF DEVELOPMENT PROGRAM

_____
INSTITUTION

July 1, 19____ to June 30, 19____

(Sample)

BUDGET SUMMARY
(To be submitted with Program Proposal)

Estimated Revenue

Allocation from Normal Revenue Sources	$ 6,000	
Supplemental Allocation from State Funds	6,000	
Total		$ 12,000
Other Income - Gifts and Grants, Etc.	300	
Total		300
Total Estimated FSD Revenue		$ 12,300

Estimated Expenditures

From Institutional and State FSD Funds		
Activity (List each activity separately by title)	$	
Etc.		
Contingency Fund	1,200	
Total Estimated Expenditures		$ 12,000
From Other FSD Income - Gifts and Grants, Etc.		
Activity (List each activity separately by title)	$ 300	
Etc.		
Total Estimated Expenditures		$ 300
Grand Total Estimated Expenditures		$ 12,300

FSD-3

FACULTY AND STAFF DEVELOPMENT PROGRAM

_____
INSTITUTION

July 1, 19____ to June 30, 19____

(Sample)

BUDGET SUMMARY
(To be submitted with Program Proposal)

Estimated Revenue

Allocation from Normal Revenue Sources	$ 6,000	
Supplemental Allocation from State Funds	6,000	
Total		$ 12,000
Other Income - Gifts and Grants, Etc.	300	
Total		300
Total Estimated FSD Revenue		$ 12,300

Estimated Expenditures

From Institutional and State FSD Funds		
Activity (List each activity separately by title)	$	
Etc.		
Contingency Fund	1,200	
Total Estimated Expenditures		$ 12,000
From Other FSD Income - Gifts and Grants, Etc.		
Activity (List each activity separately by title)	$ 300	
Etc.		
Total Estimated Expenditures		$ 300
Grand Total Estimated Expenditures		$ 12,300

SOUTH CAROLINA STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

FACULTY AND STAFF DEVELOPMENT

Evaluation Criteria

EACH ITEM IS RATED FROM 0 to 10	RATING	COMMENTS:
1. Impact on meeting development needs of faculty and staff as outlined in program proposal.		
2. Adequacy of program design in covering priorities stated in program proposal.		
3. Adequacy of proposed activities to meet personnel needs including needs of undereducated and undertrained.		
4. Adequacy of the proposal in communicating development needs, activities objectives, and activities procedures.		
5. Relevance of activities to stated FSD objectives. Is it clear why each particular activity was chosen?		
6. Reasonableness of costs in terms of expected outcomes, impact, use of results, importance of activity.		
7. Adequacy of local allocation of funds to meet the faculty and staff development needs of personnel.		
8. Adequacy of FSD resource personnel: instructors, consultants, other resource persons to carry out the activities.		
9. Adequacy of criteria and procedures for process and/or accomplishment evaluation.		
10. Relevance of total program to TEC System's philosophy and stated purposes.		
TOTAL POINTS POSSIBLE = 100	Total	

Recommendation: Approve ___ Disapprove ___ Defer ___ Revise ___

Comments:

PROGRAM REPORTS

The annual FSD program report is composed of three major divisions as follows:

1. Activity Evaluation and Status Report (FSD-4)

A separate report for each approved activity application (FSD-2) must be made. This report consists of two parts.

(1) Funds Data. Each Application for Activity Approval (FSD-2) includes an estimate of expenditures for the activity; each Evaluation and Status Report (FSD-4) must give the actual cost of the activity. The column entitled "Other" on FSD-4 refers to expenditures made in excess of the budgeted funds in the approved application. Funds data from each individual FSD-4 report will be reflected in the budget summary of FSD-5 and also in the Annual Institutional Evaluation of Activities (FSD-6).

(2) Activity Status and Evaluation. The Status and Evaluation Report provides for a detailed institutional report of status and evaluation of each activity. An adequate narrative must be attached to the FSD-4 report, giving the institutional evaluation of the activity. The narrative should document briefly but adequately the results/outcome of the activity. This report will be reflected in the Annual Institutional Evaluation of Activities (FSD-6).

2. Year-end Fiscal Budget Summary (FSD-5)

This document provides breakdown exhibit of funding sources (revenues allocated and committed) and expenditures made for all activities of the fiscal year ended on June 30. (See FISCAL PROCEDURES MANUAL, Volume I, Section 24.5.00.)

All expenditures reflected under FSD-5 column designated "Approved (FSD-2)" must be consistent with approved line items on the Application for Activity Approval (FSD-2) and the actual expenditures reported on the Evaluation and Status Report (FSD-4).

Restricted Sponsored Revenue should be disclosed to the extent expended during the report period. This report will reflect funds budgeted for restricted activities described in Application for Activity Approval (FSD-2).

3. Annual Institutional Evaluation of Activities (FSD-6)

This report provides a summary exhibit of status and institutional evaluation of each and all activities of FSD program for the fiscal year. A sample report is provided, showing the format for the report. Provided also is a "Key for Institutional Evaluation of Activities".

The Director of Faculty and Staff Development for the State Board will prepare an annual report, with exhibit by institution, of all FSD Institutional Activities of the South Carolina Technical Education System. The institutional reports (FSD-6) will provide the information for this report.

FSD-4

FACULTY AND STAFF DEVELOPMENT PROGRAM

_____
INSTITUTION
July 1, 19__ to June 30, 19__

EVALUATION AND STATUS REPORT Report Date _____

Evaluator (Name and Title) _____

Activity Title _____

Activity Date(s) _____ Activity Location _____

Number Participants ____ Name of Individual or Group _____

ACTUAL COST:

		Actual within Approved (FSD2)	Other	Total
530100	Salaries	$	$	$
530202	Travel			
530214	Educational Consultants			
530307	Educational Supplies			
530411	Professional Memberships			
530470	Tuition Reimbursement			
530607	Educational Equipment			
Total Actual Cost		$	$	$
Total Approved (FSD2)		$		
Unexpended Balance (This Activity) (Deficit or surplus)		$		

1. Activity Status (Check one item)
   - ____ Activity was completed
   - ____ Activity not complete, but will be continued
   - ____ Activity never started
   - ____ Activity abandoned

2. Technique(s) of Evaluation (Check one or more items)
   - ____ Questionnaire
   - ____ Expert opinion
   - ____ Consensus of peers
   - ____ Other _____

3. Success of Activity (Check one item)
   - ____ Achieved objective; highly successful
   - ____ Moderately successful; worth time and money
   - ____ Cannot be adequately evaluated at this time
   - ____ Not successful; must revise approach if repeated

4. Value of Activity (Check one item)
   - ____ Very valuable; highly recommended
   - ____ Marginal value, but worth repeating with better participation
   - ____ Neutral value, must completely revise approach if repeated
   - ____ Not recommended; not to be repeated

5. Narrative Evaluation (Attach narrative evaluation)
   From an evaluation standpoint, describe the outcome of the activity

FSD-5

FACULTY AND STAFF DEVELOPMENT PROGRAM

EXAMPLE

_____
INSTITUTION

Fiscal Budget Statement & Request for Reimbursement
Year Ended June 30, ____

FUNDING SOURCE:

Institutional Funds	$_____	
State Funds Faculty & Staff Development Allocation	_____	
Total Unrestricted		$_____
Restricted-Sponsored Revenue		_____
Total Funds Provided		$_____

EXPENDITURES:

			Approved (FSD2)	Other	Total
(1) Postsecondary Education (Tuition Reimbursement)	(530470)		$_____	$_____	$_____
(2) Short Courses On-campus (Salaries Paid to Visiting Instructors)	(530100)		_____	_____	_____
(3) Workshops, Seminars, Etc. (On-campus)	(530214)	$_____			
	(530307)	_____			
	(530470)	_____	_____	_____	_____
(4) Workshops, Seminars, Etc. (Off-campus)	(530202)	$_____			
	(530470)	_____			
(5) Professional Memberships	(530411)	$_____	_____	_____	_____
	(530202)	_____	_____	_____	_____
(6) Educational Field Trips	(530202)		_____	_____	_____
(7) FSD Resource Center	(530307)	$_____			
	(530607)*	_____	_____	_____	_____
(8) Educational Leave	(530100)		_____	_____	_____
Total Unrestricted FSD			$_____	$_____	$_____
Restricted Sponsored FSD			xxx	_____	_____
Total FSD Expenditures			$_____	$_____	$_____
TOTAL BUDGET			$_____	$_____	$_____

* $_____ Paid by State Board Included.

I certify that this statement is correct and properly documented in the financial records of the institution, and hereby request reimbursement based on approved program expenditures provided within the State Funds Allocated for Faculty and Staff Development.

SIGNED _____ DATE _____
Institution President/Director

FSD-5

FACULTY AND STAFF DEVELOPMENT PROGRAM

EXAMPLE

_____
INSTITUTION

Fiscal Budget Statement & Request for Reimbursement
Year Ended June 30, ____

FUNDING SOURCE:

Institutional Funds	$ _____	
State Funds Faculty & Staff Development Allocation	_____	
Total Unrestricted		$ _____
Restricted-Sponsored Revenue		_____
Total Funds Provided		$ _____

EXPENDITURES:

			Approved (FSD2)	Other	Total
(1) Postsecondary Education (Tuition Reimbursement)	(530470)		$ _____	$ _____	$ _____
(2) Short Courses On-campus (Salaries Paid to Visiting Instructors)	(530100)		_____	_____	_____
(3) Workshops, Seminars, Etc. (On-campus)	(530214)	$ _____			
	(530307)	_____			
	(530470)	_____	_____	_____	_____
(4) Workshops, Seminars, Etc. (Off-campus)	(530202)	$ _____			
	(530470)	_____			
(5) Professional Memberships	(530411)	$ _____	_____	_____	_____
	(530202)	_____	_____	_____	_____
(6) Educational Field Trips	(530202)		_____	_____	_____
(7) FSD Resource Center	(530307)	$ _____			
	(530607)*	_____	_____	_____	_____
(8) Educational Leave	(530100)		_____	_____	_____
Total Unrestricted FSD			$ _____	$ _____	$ _____
Restricted Sponsored FSD			xxx	_____	_____
Total FSD Expenditures			$ _____	$ _____	$ _____
TOTAL BUDGET			$ _____	$ _____	$ _____

* $ _____ Paid by State Board Included.

I certify that this statement is correct and properly documented in the financial records of the institution, and hereby request reimbursement based on approved program expenditures provided within the State Funds Allocated for Faculty and Staff Development.

SIGNED _____ DATE _____
Institution President/Director

FSD-6

FACULTY AND STAFF DEVELOPMENT PROGRAM

_____
INSTITUTION

July 1, 19___ to June 30, 19___

(Sample)

ANNUAL INSTITUTIONAL EVALUATION OF ACTIVITIES

Title and Objectives of Activity	Status of Activity (C, IP, NC)	Success of Activity (Rate 3 to 0)	Value Activity (Rate 3 to 0)	Total Cost To-date
MULTI-MEDIA APPROACH TO INSTRUCTION. Employ part-time A/V technician-consultant to work with faculty and staff on-campus.	IP	1		$ 1,200.00
UPGRADING SKILLS OF SERVICE PERSONNEL. Send janitorial and maintenance employees to two-day workshop with staff of _____ Technical College.	C	3	3	375.00
PROFESSIONAL MEETINGS. Provide financial assistance to professional employees to attend meetings of professional societies and organizations.	C	3	3	2,000.00
COLLEGE AND UNIVERSITY COURSES. Provide financial assistance to employees enrolling in college and university courses.	C	3	3	1,620.00
ADVANCED STUDY PROGRAMS. Provide financial assistance to employees on leave to pursue advanced study programs.	IP	1		6,000.00
INTERSCHOOL VISITATION. Provide financial assistance to employees to visit nearby colleges to view specific programs in operation and to review methods and materials.	C	2	2	1,200.00
IN-SERVICE INTER-COLLEGE TRAINING ACTIVITY. Coordinate in-service training efforts with other technical colleges.	NC	0	0	30.00

(Note: See Key for Institutional Evaluation of Activities) TOTAL COST $13,425.00

FACULTY AND STAFF DEVELOPMENT PROGRAM

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

KEY FOR INSTITUTIONAL EVALUATION OF ACTIVITIES

(To be used with Exhibit of Annual Program Summary)

Status of Reported Activity (Check the status activity at date of report.)

C Activity has been completed. (Completed - C)
IP Activity is in progress and will be continued. (In Progress - IP)
NC Activity never started. (Not Completed - NC)
NC Activity was started but abandoned. (Not Completed - NC)

Success of Reported Activity (Check item which most accurately describes the institutional evaluation.)

3 Achieved objective; desired outcome essentially realized; considered highly successful by participants.
2 Considered moderately successful; worth time and money; outcome considered worthwhile by participants.
1 Cannot be evaluated at this time - activity still in progress; operating according to plan.
0 Not successful; was planned but abandoned; approach must be revised if the activity is to be repeated.

Value of Activity (Check item which most accurately describes the institutional evaluation.)

3 Very valuable; activity highly recommended for FSD; well worth cost of time and money.
2 Marginal value, yet worth repeating with better direction and participation; worth the cost of time and money.
1 Neutral value - must completely revise approach if repeated; not worth the cost of time and money.
0 Not recommended; benefits disproportinate to costs; not be repeated.

APPENDIX B

FACULTY AND STAFF DEVELOPMENT DEFINITIONS

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

NOTE:

THESE DEFINITIONS ARE TO BE APPLICABLE TO THE TERMS WHEN USED IN THE FSD PROGRAM.

FACULTY AND STAFF DEVELOPMENT DEFINITIONS

FOR

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

The following definitions may be helpful when planning, implementing, conducting, and evaluating faculty and staff development programs.

ACCOUNTABILITY: Responsibility for results of an activity, procedure, process, or program.

ACTIVITY: A specific course of action to achieve a measurable outcome, to be carried out within a given time span, under specific conditions; activity connotes "specificity" of action and results. (Activity is the term to be used in FSD, chosen in preference to other terms that may be considered more or less synonymous.)

ACTIVITY UNIT: A number of FSD activities separate in action but of the same kind or type, and united under a common objective which is indicated by classification title. (See Development Unit.)

ADMINISTRATION: The process, practices, and rationalized techniques of decision-making, and actions employed in achieving the purposes, goals, and objectives of the FSD program.

ALLOCATION: Funding provided a program, institution, or system for a specific purpose.

BRIEFINGS: Planned communication programs to orient specific target groups.

BUZZ SESSIONS: Problem-solving technique involving small group discussion to maximize individual participation. Sometimes called "Rap Sessions".

CALENDAR FOR PLANS AND REPORTS: Deadlines for plans and reports due in the central office of the State Board for Technical and Comprehensive Education.

COMMUNITY INVOLVEMENT: Active participation by members of the community - business, industry, agencies, schools - in the planning and/or implementing a program.

CONFERENCE: A meeting for consultation, discussion, or an interchange of opinions and information whether of individuals or groups.

CONTINGENCY FUNDS: Budgeted funds designated for unscheduled activities and/or expenses, but restricted to expenditures on activities commensurate with the approved FSD plan.

COORDINATOR: An educator - administrator or instructor - responsible for the harmonious administration and operation of a program; one who is skilled in decision-making in processes or activities requiring leadership in interpersonal behaviors.

COURSE: An educational unit at the high school, post-secondary or college or university level, consisting of a series of instruction periods dealing with a particular subject; sometimes used as synonymous with curriculum and program to indicate a complete, progressive series of studies necessary for graduation.

CURRICULUM: An organized group of courses designed to meet an educational objective; sometimes used synonymously with program and course to indicate a complete, progressive series of studies necessary for graduation.

DESIGN FOR FSD PROGRAM: Arrangement of components of the program; description of objectives and activities to achieve them, organized for communication and promotion.

DEVELOPMENT: The actualization of the potential; advancement and enhancement of knowledge, skills, and effectiveness.

(1) Development Program: Combination of planned activities to achieve the objectives of development; goals, objectives, and activities of the organization with the procedure to accomplish them.

(2) Personnel Development/Improvement: Involves pre-service and/or in-service educational and/or training activities to prepare or improve personnel in their roles and responsibilities in endeavors which are educational or educationally related.

(3) Development Unit: Inter-related development activities which may be classified or categorized under one title. (See "Activity Unit".)

DECISION-MAKING: Using skills necessary in understanding cause and effect relationships and in applying data or information to the solution of a problem or to the determination of a course of action.

ELIGIBILITY: Qualifications necessary for participation in activity/activities under FSD program; qualifications vary for the various activities.

EXPENDITURES RESTRICTIONS: FSD funds may not be used for expenditures for institutional projects such as research, self-study, planning and evaluation of new educational programs; or for salaries, salary increases, and fringe benefits; or for any normal expenses common to operation of any college, e.g. attendance at meetings which are associational and institutional rather than instructional and individual.

FIELD EXPERIENCE: Work activity acquired by faculty and staff in a practical situation usually off-campus in business or industry; sometimes referred to as "life experience".

GOAL: Non-measurable end desired and sought through means to that end; aim accomplished by anticipation and expectation derived by ratiocination.

GUIDELINES: Statement which identified a procedure and offers required or optional methodology and parameters for performing that procedure.

IN-SERVICE EDUCATION: Activities designed to promote personnel development and improvement of faculty and staff while on-the-job or employed.

LEADERSHIP: Interpersonal behaviors which cause a group to progress satisfactorily in achieving its goals and objectives.

LEARNING OUTCOMES: Specific changes in learner knowledge, skills, or competencies attributed to a teaching strategy, learning activity, or directed experience.

LEAVE: Full- or part-time off from work or duties.

(1) Educational Leave: Leave from work or duties to participate in courses of study or in work experience.

(2) Educational Leave without Stipend: Full-time or part-time leave in an non-pay status; such leave is approved in advance by the employee's supervisor, institution's head, area commission, agency's head, agency, State Budget and Control Board, as appropriate.

(3) Educational Leave with Stipend: Full-time or part-time leave with stipend; such leave is approved in advance by the employee's supervisor, institution's head, area commission, agency's head, agency, State Budget and Control Board, as appropriate.

OBJECTIVE: The measurable outcome desired and striven for within a given time span, under specific conditions; an objective may be described as a desired result or condition, or as the establishment of a desired process or activity.

OFF-DUTY FSD ACTIVITY: FSD activity carried on by an employee without loss of employee's work-time, productivity, or efficiency in his/her service area.

ORIENTATION: Planned communication programs to orient target groups; use of interpretation and familiarization to achieve adjustment or cooperation.

PERFORMANCE OBJECTIVES: Observable behaviors which a learner should be capable of performing at conclusion of a learning activity which includes: terminal performance; category of learning, e.g., cognitive, affective psychomotor; conditions under which performance is carried out; and criterion of acceptable performance.

POLICY: Regulations set forth through statute or action of a governing body to establish principles basic to a chosen course of action to fulfill a mission or purpose.

PROCEDURE: Operational unit established for implementation of policy; a particular course of action or way of accomplishing some objective.

PROCESS EVALUATION: Provides periodic feedback to persons responsible for conducting programs or activities to: (1) Detect and predict defects in the procedural design or in its implementation stages, (2) provide information for programmed decisions, and (3) maintain a record of procedure or action as it occurred.

PROFESSIONAL EDUCATOR: One concerned with both the theoretical and practical aspects of human endeavor in the field of education, with the application in that endeavor of special knowledge and skills acquired by formal education or experience or both.

PROGRAM DEVELOPMENT: (To be distinguished from "Development Program" and "Personnel Development") Refers to improvement by addition of innovate elements to increase effectiveness of institutional services, viz., administrative and student personnel services, clerical, janitorial, and maintenance services. The focus is upon the institution and not upon the individual employer.

PROPOSAL (FSD): The organized description of the activities and budget for faculty and staff development submitted for consideration.

SEMINAR: (1) A type of meeting in which participants are studying under a leader, each participant being involved in discussions, exchanging of ideas, and reports; (2) a type of formal education in which students work under leadership of an instructor in research, discussions, and reports with the expectation of receiving academic credit.

SIMULATION: A technique which attempts to duplicate a real-life phenomena under experimental conditions.

STATUS REPORT: Report of process and progress evaluation of an activity or program given at some point in time for the purposes of decision-making or evaluative judgment.

STIPEND: Funds granted for an approved activity, including, as applicable, cost of tuition and course related fees, basic living allowance (full- or part-pay as determined) to provide support for an individual in an approved educational activity.

STIPEND RESTRICTIONS: If a program of study for which a stipend is awarded is offered by one or more accredited institutions of higher learning within the State of South Carolina and the recipient is able to gain admission to one of these, the stipend shall be used in said institution. If not, the stipend may be used at any accredited institution to which the recipient is able to gain admission.

STRATEGY: A plan of action to be carried out to achieve an objective; FSD activity.

SUPERVISION: A phase of administration focusing on the accomplishment of an objective.

TECHNICAL EDUCATION: Training process in preparing technicians for employment in occupations requiring specific knowledge and skills, scientific and mathematical application, as distinguished from general education.

TECHNOLOGY: The science or study of the practical or industrial arts; a technologist is one who makes or directs application of the knowledge and skills of the science.

TRAINING: The development of a capability to accomplish a repetitious, step-by-step, task; instruction to make proficient or qualified by skills for a specific task in vocational-technical occupations.

UPDATING/UPGRADING: Supplemental or extension training or experience for the purpose of increasing knowledge, skills, or proficiency in a specific subject field, technology, or methodology.

UPGRADING STATION: Location for upgrading learning activity such as work experience in business or industry or formal study in institutions of higher education.

VOCATIONAL EDUCATION: Education and training for employment in semi-skilled, skilled, and some technical occupation; often hyphenated with technical, i.e., vocational-technical education.

APPENDIX C

CHECK LIST PROFESSIONAL NEEDS

SOUTH CAROLINA TECHNICAL EDUCATION SYSTEM

NOTE:

THIS FORM MAY BE USED AS AN AID IN INSTITUTIONAL NEEDS ASSESSMENT OR FOR DISTRIBUTION TO FACULTY AND STAFF FOR SELF-EVALUATION.

THE FORM MAY BE REPRODUCED AS NEEDED, OR IT MAY BE MODIFIED FOR INSTITUTIONAL USE.

CHECK LIST TO ASCERTAIN PERCEPTIONS OF GENERAL AND SPECIAL EDUCATIONAL NEEDS

This instrument may be used in four ways: (1) Respond to all numbered items, (2) Respond only to broad lettered items A-K, (3) Scan and respond to five numbered items which represent greatest need, or (4) In a counseling situation.

Listed below are skills and competencies needed by individuals. Please add skills or competencies that you feel are important. Please indicate the degree you need to acquire each competency. Also check the urgency or immediacy for your obtaining or upgrading the competency.

Degree of Need
1 - Some
2 - Much
3 - Critical

When Needed
1 - Now (within 1 year)
2 - 2-3 years
3 - Long-range

Topic, Skill or Competency Areas	Degree of Needs			When Needed		
	1	2	3	1	2	3
A. Program Planning, Development, and Evaluation						
1. Occuptional education needs surveys						
2. Working with advisory committees						
3. Occupational task analysis/competencies/ requirements in curriculum development						
4. Developing objectives for courses						
5. Developing a serics of courses						
6. Evaluating vocational programs, validation						
7. Other (specify)						
B. Instructional Planning						
8. Individualizing instruction						
9. Developing course units						
10. Developing lesson plans						
11. Developing audio-visual materials						
12. Selecting instructional resources						
13. Developing learning activities						
14. Other (specify)						
C. Instructional Execution						
15. Teacher-centered methods of presentation						
16. Managing student-centered learning activities						
17. Using multi-media techniques						
18. Incorporating community resources						
19. Teaching disadvantaged/handicapped						
20. Other (specify)						
D. Instruction Evaluation						
21. Self-evaluation of instruction						
22. Student evaluation of instruction						
23. Appraising student performance						
24. Student performance criteria						
25. Student self-evaluation of progress						
26. Tests and rating scales						
27. Other (specify)						

	Degree of Needs			When Needed		
	1	2	3	1	2	3
E. Management						
28. Facilities/equipment/supplies						
29. Preparing budgets						
30. Filing instructional materials & records						
31. Managing student learning activities						
32. Providing for safety in classroom/lab						
33. Other (specify)						
F. Guidance						
34. Counseling with students						
35. Working with couselors/teachers						
36. Other (specify)						
G. School - Community Relations						
37. Publicizing vocational ed. program						
38. Working with community agencies & groups						
39. Working with business and industry						
40. Working with State officials						
41. Other (specify)						
H. Student Organizations						
42. Working with student organizations						
43. Other (specify)						
I. Coordination						
44. School-community voc.-ed. programs						
45. Other (specify)						
J. Professional Role and Development						
46. Updating my subject matter knowledge and understanding						
47. Updating my occupational skills and work experience						
48. Updating my philosophy of vocational, technical and adult education						
49. Other (specify)						
K. Miscellaneous						
50. Other (specify)						
51. Other (specify)						

Comments/Suggestions: _____

_____

_____

_____

Name _____

(Please see instructions)

W. P. EXHIBIT XI
JULY 21, 1975

RECEIVED
JUL 07 Rec'd
GOVERNOR'S OFFICE

FURMAN E. McEACHERN, JR.
DIRECTOR
PHONE: (803) 758-2226

STATE OF SOUTH CAROLINA
DIVISION OF GENERAL SERVICES
BUDGET AND CONTROL BOARD
300 GERVAIS STREET
COLUMBIA, S. C. 29201

July 2, 1975

TO: Budget and Control Board

FROM: F. E. McEachern, Jr., Division Director

SUBJECT: Relocation of Industrial Commission

In accord with Board action of June 24, I have reviewed and given careful consideration to the offerings of space to be leased for the Industrial Commission. Two proposals, McTeer Realty Company for Dutch Center and The Keenan Company for Middleburg were highly competitive. A careful analysis of the offerings has led to my selection of the Middleburg lease as representing the best value to the State. All proposals were submitted on a base requirement of 14,000 square feet of floor space.

Keenan's proposal for a base period of 26 months amounts to $148,680. The McTeer base is 24 months, for a total of $146,241. If the latter period were increased to 26 months, that total would be $158,958. The difference in the first year of occupancy is $7,500 less for the Keenan contract, which amount will be needed to partially offset rental income loss in the Sumter Street building.

The building site on St. Julian place is about three miles from the State House, and the other location is about five miles from downtown. Both locations are adequately served by a network of streets and highways, which are heavily travelled. Parking is virtually unlimited at both locations, although the Dutch Center location includes commercial shops and stores on the ground level, and shoppers will share parking with the building tenants.

In my mind there was a question about the appropriateness of placing a quasi-judicial agency in a highly commercial environment. This was countered, however, with questions about the Insurance Company tenants at Middleburg.

I am asking The Keenan Company to work with the Industrial Commission to make the partition layout which will serve the Agency to best advantage. It is my understanding that the building can be occupied in about sixty days.

Respectfully submitted,

F. E. McEachern, Jr.
Division Director

FEMjr:rr

STATE OF SOUTH CAROLINA
DIVISION OF GENERAL SERVICES
BUDGET AND CONTROL BOARD
300 GERVAIS STREET
COLUMBIA, S. C. 29201

FURMAN E. McEACHERN, JR.
DIRECTOR
PHONE: (803) 758-2226

July 16, 1975

Mr. J. Dawson Addis, Chairman
South Carolina Industrial Commission
1026 Sumter Street
Columbia, South Carolina 29201

Dear Dawson:

I am highly incensed at the personal references contained in your letter of July 15 regarding relocation of the Industrial Commission. Several of the statements in the second paragraph on page 2 are just not correct. In an earlier day I'd have to "ask you out" to preserve my honor. But in this enlightened era I'll simply point out that you are in great error in presenting your case.

The principal mistake of your letter in alleging changes in the Keenan proposal is that you do not take into consideration a letter of June 2, 1975, signed by E. Pearce Fleming, Jr., who made the proposal for Keenan. The letter was delivered to Mr. Paul M. McMillan, Jr., then Chairman of the Commission. It confirms an amendment to their proposal which was presented to the meeting on that day, June 2. Not that this matters for these were not bids, and the Attorney General has indicated that property leases are negotiable. The only verbal change with Keenan was to request the two months free rent at the beginning of the period, which did not in any way affect the other terms of the proposed leases.

Finally, I'll have to depend on our engineers for the arithmetic involved, and I believe the dollars to be paid out and the comparisons are accurate. Neither I nor Paul Hiers can recall a request by Mr. Cotter

to amend his proposal in any way. The final comment is that both leases are based on 14,000 net square feet.

I trust that you will exonerate me of all charges when you correct the inaccuracies of your letter when you appear before the Budget and Control Board.

Very truly yours,

F. E. McEachern, Jr.
Director

FEMjr:an

cc: Mr. P. C. Smith w/copy of letter

June 2 , 1975

P. Hiers

COPY

Mr. Paul M. McMillan, Jr.
Chairman
South Carolina Industrial Commission
1026 Sumter Street
Columbia, South Carolina 29201

Dear Mr. McMillan:

Reference is made to our proposal to lease space to the Industrial Commission in the INA Building dated May 30, 1975.

Following my meeting with the Commissioners this morning, I realize there was some concern over our original proposal which required 38 months occupancy in order to have an effective annual rental rate of $4.90 per square foot. I have been in contact with the building owners and they have instructed me to submit an amended proposal to clairfy this situation.

As an amendment to our proposal of May 30, 1975, we propose to lease 14,000 square feet of office space in the INA Building to the Industrial Commission for a period of 24 months. We will give the Industrial Commission two month's free rent at the end of the two year lease term. This would amount to 26 months occupancy for 24 monthly rental payments. The net effect of this free rent amounts to an annual rental rate of $4.90 per square foot.

All other parts of our proposal remain as originally stated.

We appreciate your consideration of this matter.

Yours very truly,

E. Pearce Fleming, Jr.

EPF:jo

EXHIBIT XII

July 21, 1975

1976-77
BUDGET SCHEDULE

1975	
July 28	Agency Meeting
September 15	Agency Budgets Due
September 19	College Budgets Due
September 26	University Budgets Due
September 22, 25, 26	Hearings
October 14 - 16	Hearings
October 21 - 23	Hearings
November 14	Complete Recommendations
December 1	Material to Printer
1976	
January 13	Report to General Assembly

EXHIBIT XIII
June 30, 1975

GENERAL FUND REVENUE COLLECTIONS

Fiscal Year 1974-75

June 30, 1975

Source	Revised Estimate	Collections-Twelve Months	Balance
Admissions Tax	3 500 000 00	3 532 118 75	(32 118 75)
Alcoholic Liquors Tax	30 600 000 00	30 432 244 65	167 755 35
Bank Tax	2 400 000 00	2 235 801 34	164 198 66
Beer and Wine Tax	38 000 000 00	37 881 483 47	118 516 53
Building and Loan Associations	1 000 000 00	832 032 98	167 967 02
Business License Tax	22 100 000 00	22 095 421 98	4 578 02
Coin-Operated Device Tax	1 100 000 00	1 065 717 48	34 282 52
Contractors License Tax	350 000 00	377 363 00	(27 363 00)
Corporation License Tax	8 200 000 00	8 630 774 29	(430 774 29)
Documentary Tax	5 400 000 00	5 050 868 69	349 131 31
Earned on Investments	22 500 000 00	24 675 942 32	(2 175 942 32)
Electric Power Tax	10 300 000 00	9 829 349 64	470 650 36
Estate Tax	5 700 000 00	5 976 633 44	(276 633 44)
Fertilizer Inspection Tax	280 000 00	223 659 79	56 340 21
Gasoline Tax - Counties	14 500 000 00	13 540 663 89	959 336 11
Gift Tax	400 000 00	405 505 55	(5 505 55)
Income Tax	310 000 000 00	290 508 965 99	19 491 034 01
Insurance Tax	22 000 000 00	21 735 302 88	264 697 12
Motor Transport Fees	1 500 000 00	1 492 578 42	7 421 58
Retail Sales Tax	343 000 000 00	337 711 494 87	5 288 505 13
Retailers License Tax	500 000 00	538 601 67	(38 601 67)
Soft Drinks Tax	8 700 000 00	8 777 540 25	(77 540 25)
Workmen's Compensation Tax	2 100 000 00	2 017 232 03	82 767 97
Public Service Assessment	1 001 000 00	996 239 02	4 760 98
Public Service Authority	764 000 00	763 535 31	464 69
Department of Agriculture	5 157 000 00	5 134 897 42	22 102 58
Miscellaneous Departmental Revenue	2 149 000 00	2 473 741 95	(324 741 95)
Department-Supported Appropriations	2 825 000 00	2 639 906 65	185 093 35
Total	866 026 000 00	841 575 617 72	24 450 382 28

EXHIBIT XII
JULY 21, 1975

BOARD MEMBERS
Lachlan L. Hyatt, Chairman
William M. Wilson, Vice-Chairman
I. DeQuincey Newman, Secretary
W. A. Barnette, Jr.
Leonard W. Douglas, M.D.
J. Lorin Mason, Jr., M.D.
Caroline G. Newhall

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

June 17, 1975

P & C Bd.

Mr. Pat C. Smith, Secretary
State Budget and Control Board
P.O. Box 11333
Columbia, SC 29211

Dear Mr. Smith:

At the close of our meeting in your office last week you mentioned that we needed to get together to discuss the method of handling the disbursement of the $3 million Health Care Extension Program Funds.

There is a bit of urgency on deciding this issue since the Trident District received approval from our Board at their meeting on February 11, 1975, for a funding of $100,000 of this appropriation. It was the intent of the Board of DHEC that the expenditures of these funds by the Trident District be limited to any of the items included in their proposed budget totaling $749,634 with the exception of computer terminals.

As a matter of background information, I am enclosing the following documents:

Document 1	Policies and Guidelines for Health Care Extension Program Funds
Document 2	Agencies approved by the Board to serve as Planning and Coordination Agencies in the Health Care Extension Program for prescribed geographic areas
Document 3	Excerpts from the minutes of the Board meeting on February 11, 1975, authorizing funding of $100,000 of Health Care Extension Program Funds to Trident District
Document 4	Budget Request submitted by Trident District
Document 5	Correspondence with the Trident District concerning the expenditure of these funds.
Document 6	Purchase Orders 1 - 16. All of these have been approved with the exception of Purchase Order Number 1 - Trident District.
Document 7	Proposed positions to be funded from these funds effective June 27, 1975, totaling $77,122 - Trident District.

Document 8 Expenditures for Planning and Coordination Agencies from February 12 - April 30, 1975, in the amount of $5,420.11.

In addition to these documents, the last proviso in Section 40 (DHEC) in the Appropriation Bill for 1975-76, as passed, reads as follows:

> *Provided, Further,* That of the funds appropriated for "Health Care Extension Program" as of June 30, 1975, one hundred thousand dollars shall be earmarked for Medical and Dental Scholarships.

We will certainly appreciate your reviewing these documents at your very earliest convenience so that some decision may be reached whereby we can continue to honor expenditures by the Trident District as originally approved by our Board.

I will be happy to meet with you at your convenience to discuss this request.

Yours very truly,

CECIL C. SEIGLER
Deputy Commissioner for Administration

CCS/erc

Enclosures

cc: E. Kenneth Aycock, M.D.
Malcolm U. Dantzler, M.D.
Cecil F. Jacobs, M.D.
Mr. Jack Henley
Mr. John Asbill

Document 1

BOARD MEMBERS
Lachlan L. Hyatt, Chairman
William M. Wilson, Vice-Chairman
I. DeQuincey Newman, Secretary
W. A. Barnette, Jr.
Caroline G. Newhall
C. M. Shiver, Jr.
J. Howard Stokes, M.D.

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

December 6, 1974

It is the intention of the Board of Health and Environmental Control that these funds shall be expended only for purposes of extension of health care services into those rural areas now most seriously affected by existing health care deficiencies and into poor urban areas, as needs are shown and demonstrated.

Within these guidelines new health care programs may be initiated or existing programs extended as need, justification, and capability is shown.

SOUTH CAROLINA BOARD OF HEALTH AND ENVIRONMENTAL CONTROL

HEALTH CARE EXTENSION PROGRAM

POLICIES AND GUIDELINES

APPROVED DECEMBER 6, 1974

SECTION A. ORIGIN AND AUTHORITY FOR HEALTH CARE EXTENSION PROGRAM

In his State of the State address to the General Assembly on January 16, 1973, Governor West proposed "an intensive program designed to upgrade the delivery of family health care, particularly in those non-metropolitan areas affected most seriously by health care deficiencies." As a major part of this program, he recommended "establishment in each of the State's ten regional planning districts of health care units comprised of physicians, paramedical personnel and other staff required to extend services into those rural areas now most seriously affected by existing deficiencies." He stated that setting up this program would require that the State Department of Health and Environmental Control work in concert with hospital and medical organizations to provide outreach services in the State's less populous areas. In response to this proposal of Governor West, the General Assembly appropriated $5,000,000 from the State's General Fund for the Health Care Extension Program in Section 2, Sub-Part A, Part II of Act 354 of 1973, subject to the proviso that the funds would not be released until the General Assembly took appropriate action after March 1, 1974. On July 9, 1974, Governor West signed Act 1298 of 1974 which authorized release of the funds subject to the following provisos: "Provided, that these funds - - - shall be spent in the planning and implementation of health care within the policies and guidelines established by the Board - - of Health and Environmental Control. Provided, further, that other than the expenditure of funds by the Department of Health and Environmental Control, the funds appropriated herein may be contracted to no other than state, regional, county or recognized subdivisions of government for the planning and coordination of health services."

Modalities for implementation of this program were studied in a report by a Task Force on Health Extension Services of the Governor's Special Project on Medical Education and the Provision of Health Services in South Carolina, June 1973. In order to afford an opportunity for all interested citizens to offer suggestions for these policies and guidelines, the Board of Health and Environmental Control held public hearings at Florence, Columbia, Greenville, and Walterboro in September and October 1974.

SECTION B. ALLOCATION OF FUNDS TO DISTRICTS

It is well recognized that differences exist among the ten regional planning districts in the age and racial composition of the population, in health needs, health manpower, health facilities, and health services, in income, education, transportation, and customs. Considerable thought has been given to selection of an appropriate basis for allocation of the funds made available by the General Assembly for the Health Care Extension Program. Suggestions were solicited at the public hearings.

Three main factors have been mentioned prominently in the discussion as to why certain citizens of South Carolina now receive less than adequate health care. These are (1) rural residence, (2) low income, and (3) insufficient primary care physicians. However, the Board will make funds available for all health planning districts based upon the individual merits and justification of each application.

SECTION C. PLANNING AND COORDINATION

Act 1298 of 1974 states that the Department of Health and Environmental Control may contract with no other than state, regional, county or recognized subdivisions of government for the planning and coordination of health services. In order that the Department may exercise its option for such contracts, a period of twenty days after the approval of these policies and guidelines is allowed for the mailing of a letter of intent to the Commissioner, Department of Health and Environmental Control, 2600 Bull Street, Columbia, S.C., 29201 by eligible agencies stating their willingness to contract with the Department for planning and coordination of health services provided in the Health Care Extension Program. An additional thirty days is allowed for the mailing by the applicant agency of the information necessary for contract negotiations.

Agencies eligible for contracts for planning and coordination of health services include:

a. Agencies of the State of South Carolina;

b. Regional agencies of government including regional councils of government established in accordance with Section 14-343, S.C. Code, and Article VII, Section 15 of the South Carolina Constitution, regional health services districts, and district health departments;

c. Agencies of counties;

d. Agencies of recognized subdivisions of government, such as municipalities, townships, and special service districts.

In the districts for which a satisfactory contract for planning for coordination cannot be negotiated with another agency, the functions of planning and coordination will be the responsibility of the District Health Director and his staff.

The key role of the contract agencies and/or the District Health Directors is recognized in this program. It is anticipated that the district health planning agency and the District Health Director will participate in the planning and coordination of health extension services in their district. Their role should be focussed on the identification of areas of greatest need for health services, coordination of the efforts of all participating service agencies, and planning for use of available funds for optimum results. The district health planning staff and/or the District Health Director will be responsible for:

1. Insuring that health care extension plans within the district conform with these guidelines;

2. Insuring that all interested parties have had an opportunity to participate in the formation of plans, including evidence of public notice or a hearing;

3. Coordinating with all interested service providers and consumer representatives in formulation and implementation of the district plan or plans;

4. Reviewing and commenting on the content of plans;

5. Ongoing planning and evaluation during the implementation of the district plan or plans.

The Governor's Office for Health and Social Development, and the Department of Health and Environmental Control will arrange conjointly for:

a. Technical assistance to district comprehensive health planning advisory bodies and/or the District Health Director and applicant agencies, on request;

b. Cooperation with district comprehensive health planning advisory bodies and/or the District Health Director or other applicants in evaluating the progress of the program in their area in terms of:

(1) Process - such as how many patients are seen, what problems identified, what treatments administered, etc.

(2) Product or impact on the health status of the population - such as changes in mortality rates and morbidity rates, absenteeism from school and work, ability of people to care for themselves.

(3) Professional review of the quality of services provided; and

(4) Assistance in obtaining personnel.

Where need is demonstrated, funds will be made available to eligible agencies who submit proposals acceptable to the Board of Health and Environmental Control for the planning and coordination of health care extension services within the district.

Letters of notification of intent expressing willingness to contract with the Department for planning and coordination of health care extension services should include name and address of applicant organization, georgraphic area for which it proposes to perform planning and coordination, a summary of what the agency proposes to do in conformity with these guidelines, the estimated date by which the applicant expects to file the information necessary for contract negotiation, and the name, title and telephone number of the person submitting the notification.

Information necessary for negotiation of a contract with an eligible agency for planning and coordination of health care extension services includes the following:

1. Name, address and telephone number of applicant organization and its chief executive officer;

2. Name and title (and telephone number, if different) of the person who will be actively responsible for the overall conduct, direction, and supervision of the contract activities, with a curriculum vitae of that individual's career and training;

3. Name and qualifications of other personnel immediately available to the applicant for employment in the planning and coordination of health care extension services;

4. Name and title (and address, if different) of the individual authorized to receive funds for the applicant organization;

5. Assurance that the applicant will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352) and Part 80 of Title 45, Code of Federal Regulations,

which forbid discrimination on the grounds of race, color, or national origin;

6. A budget showing the amount of contract funds to be used for personal services, equipment, and other costs during the fiscal year ending June 30, 1975. Under personal services, the budget will include the name of each position to be filled, with the annual salary rate, the number of months budgeted, the percentage of the individual's time to be used in contract work, and the total amount of funds needed for each position. Fringe benefits may be included as a percentage of the subtotal for personal services provided that a full explanation is provided of the nature and percentage or amount of each fringe benefit. Equipment to be included in the budget must have each category listed separately with the rental or purchase cost of each item given. Because of the uncertain duration of the program, it is advisable that equipment be rented until June 30, 1975, preferably with a proviso that the rental may be applied on purchase if purchase becomes preferable. Any equipment purchased will become the property of the Department of Health and Environmental Control upon termination of the contract if it has useful life remaining and will be delivered by the contractee to the nearest office of the Department at that time. Other budget items such as Supplies, Travel, Rental of office space, Communications, and Consultant services must be separately identified with the anticipated amount of contract funds to be used for each. The budget should be accompanied with a justification for specific items or categories for which the need is not self-evident. The justification should clearly demonstrate that the items are essential to the achievement of the planning and coordination functions and procedures.

7. A statement of other resources available to the applicant which it plans to use in the planning and coordination of health care extension services in its geographic area;

8. A brief summary of the methods and procedures which the applicant agency will use in planning and coordinating health care extension services. This will

include the preparation of implementation plans as subsequently defined herein. It should also include the names of provider and consumer agencies with which the applicant agency will coordinate plans.

A copy of the letter of intent and of the contract information should be forwarded to the district comprehensive health planning agency with a request that it be reviewed and comments forwarded to the Commissioner of the Department of Health and Environmental Control as soon as possible.

The Department may request additional information from the applicant agency during the process of contract negotiation. The Board will review comments from the district comprehensive health planning agency along with information provided by the applicant. It must be understood that reimbursement of agencies with which contracts are negotiated for planning and coordination must be done following the submission of statements of services rendered and articles used in the planning and coordination of health care extension services.

SECTION D. IMPLEMENTATION PLANS

The initial responsibility of a planning and coordination agency (hereafter referred to as a P & C agency) will be to develop an implementation plan for the health care extension program for its assigned area. The plan for supplementation of existing health services in the area may consist of several separate projects which may be submitted separately to the district comprehensive health planning agency for comment and to the Board of Health and Environmental Control for approval. Project proposals should be submitted as rapidly as they can be completed so that services can begin as soon as possible.

Implementation project proposals shall conform with the following guidelines:

A. Definition of Target Area and Population: Each proposal shall indicate one or more defined geographic areas in which health services are most deficient in the district and it is feasible to provide extended health services. Priority should be given to underserved rural areas and urban poverty areas. The population to be served must be identified and the proposed location of services so as to make them readily available to the target population in the shortage area included.

B. Other Funds Available: Each proposal shall indicate what funds other than State funds appropriated for Health Care Extension will be available to the project, including payments by users with the proposed patient financial participation plan, reimbursement by sponsors, and grants from other sources.

C. Services: In addition to services provided by physicians, para-medical personnel, and other staff required to extend health services, the following services being considered highly desirable, the proposal shall define the degree and manner in which they are included:

1. Intake: Description of the way in which initial contact will be made with users and recorded along with registration up-date procedures;

2. A continuing patient service record system, preferably problem-oriented;

3. Health Assessment: Information as to who will perform the assessments, what laboratory, x-ray, and other diagnostic tests will be performed, and how the assessment will contribute to initiation of required treatment and planning for future care;

4. Family Health Care: Centering of focus on the entire family as a group of related individuals with related health problems, including possible scheduling of visits by several members of the family at the same time;

5. Team Approach: Formation of one or more health care teams composed of health care workers with varying degrees of training so that simpler problems can be cared for by personnel with lesser but adequate training while the more complex problems will be handled by more highly trained personnel;

6. Referral: A complete description of the project's referral system, including plans for financing for those services which cannot be provided by project staff, must accompany the proposal;

7. Outreach: Educational and counselling services extended into the defined area of service to ascertain unmet health care needs, to inform persons with unmet needs of the availability of care, to counsel or assist such persons in overcoming financial and other barriers which prevent their receipt of care, and to inform persons in the community of hygienic practices and how to manage with disabilities;

8. Home Health Services: Home health services delivered by staff employed in the project or by the Department of Health and Environmental Control;

D. Phases: The project proposal shall indicate the steps or phases, if any, by which it will be brought into implementation.

E. Physical Facilities: The proposal shall indicate the physical facilities to be used and describe the means by which they will be provided and maintained.

F. Personnel: The proposal shall list the personnel to be employed with identification and definition, if necessary, of each position to be filled, along with indication of the method and level of remuneration and an estimate of the date at which employment will begin. Positions for which personnel are immediately available will be indicated by asterisk, or other means. If personnel are to be employed on a fee-for-service basis, the nature of the basis of payment should be included in each case, such as the rate per hour, usual and customary fee, reasonable fee, etc. The amount of travel reimbursement anticipated for each person expected to travel in the extension of health services will be budgeted. Travel reimbursements will be at the official State rate of 14¢ a mile for use of a personal vehicle and subsistence payments in accordance with the Regulations for Reimbursement for Travel and Subsistence Expenses adopted by the Budget and Control Board on July 23, 1974. (attached). An amount equal to 12.75% of total salaries should be included in the budget for fringe benefits for employees.

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7. Outreach: Educational and counselling services extended into the defined area of service to ascertain unmet health care needs, to inform persons with unmet needs of the availability of care, to counsel or assist such persons in overcoming financial and other barriers which prevent their receipt of care, and to inform persons in the community of hygienic practices and how to manage with disabilities;

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D. Phases: The project proposal shall indicate the steps or phases, if any, by which it will be brought into implementation.

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G. Remainder of Budget: The budget should also list the amount expected to be expended for each of the following expenditure classifications: Telegraph and Telephone; Repairs of Buildings and Equipment; Printing, Binding, and Advertising; Water, Heat, Light, and Power; Professional and Other Fees; Food; Fuel; Office Supplies; Janitorial Supplies; Medical Supplies and Drugs; Educational Supplies; Motor Vehicle Supplies; Postage; Data Processing Supplies; Rent of Buildings; Rent of Data Processing Equipment; Rent of Other Equipment; Office Equipment; Medical Equipment; Motor Vehicles and Equipment; Educational Equipment; Data Processing Equipment; Prosthetic Appliances; In-Service Training; and any other expenditure classification deemed essential in the implementation of a Health Care Extension project.

H. Coordination with Other Community Services: Proposals shall describe specific mechanisms, if any, for coordination with health-related community services such as environmental control, mental health, agricultural extension, housing, education, employment security, social services, vocational rehabilitation, alcohol and drug abuse control, transportation, etc.

I. Consumer Participation: Proposals shall include provisions for assuring that the arrangements for organizing and delivering services meet and respond to the needs and desires of the population to be served. Documentation of representative consumer participation in the planning process is required.

J. Integration of Services: Proposals shall provide for effective integration between the services to be provided under the project and other health services available to persons in the area, especially in connection with the Family Practice Residency Training Programs wherever possible and with Emergency Medical Services, in order that health care delivery may be increasingly comprehensive, continuous, and coordinated.

In preparation of proposals, the P & C agency shall coordinate with the county medical societies, district health agencies, community hospitals, comprehensive

family health agencies, other interested provider and user groups, and other district planning organizations. Documentation of this coordination is required.

K. Evaluation: All proposals must provide for cooperation with the district comprehensive health planning agency and/or the District Health Director, the Department of Health and Environmental Control, and the Health Policy and Planning Council in whatever procedures are deemed necessary for project and program evaluation. The proposal should indicate what data is to be collected for evaluation and how it will be collected. Where possible, provisions should be made for collection of baseline as well as project and post-project data. The data collected should contribute to evaluation in terms of both process and impact.

L. Conditional Expenditures: Plans proposing expenditures for construction or purchase of buildings, nursing home care, inpatient hospital care, dental care, transportation, or improvements of rented buildings which will add to their value to the owner must submit more detailed plans and documentation of why such expenditures will provide the greatest benefits to the underserved population of the district in proportion to the amount of the expenditures.

M. Narrative: Project proposals shall include a narrative indicating in what ways and to what extent they meet the standards and criteria set forth herein, along with budget estimates for the period ending June 30, 1975, including therein an indication of the respective roles of State-appropriated funds for Health Care Extension and of other sources of funds. (The availability of other sources of funds which would contribute to the long-range feasibility of the proposal must be stressed since there is no assurance of continuing legislative appropriations for the Health Care Extension Program.)

SECTION E. EXPENDITURE OF FUNDS IN ACCORDANCE WITH APPROVED IMPLEMENTATION PLANS

Act 1298 of 1974 provides that funds appropriated for the Health Care Extension Program "may be contracted to no other than state, regional, county or recognized subdivisions of government for the planning and coordination of health services"

and the only other permissible use of the funds "in the planning and implementation of health care within the policies and guidelines established by the Board of -- Health and Environmental Control" is "the expenditure of funds by the Department of Health and Environmental Control". This means that expenditures for implementation of project proposals other than for planning and coordination of health services must be made directly by the Department of Health and Environmental Control in accordance with State law and applicable regulations.

In each district, there is a District Health Director responsible to the Commissioner of the Department of Health and Environmental Control and, through the Commissioner, to the Board of Health and Environmental Control. The District Health Director is delegated authority by the Commissioner to coordinate the implementation of public health and environmental activities in the district within the framework and limitations established by State laws and departmental rules, regulations, policies, procedures, standards, evaluation criteria, goals and objectives. Within this framework, District Directors adjust programs and services to meet community needs in the district and collaborate with and obtain assistance from all related agencies, official and voluntary, in the district. The District Director is responsible to the Commissioner for carrying out administrative functions and maintaining program standards as approved by the appropriate Deputy Commissioner in accordance with official State plans. Deputy Commissioners are responsible for and have been delegated authority for program definition (standards, objectives, and evaluations) including policy and procedure guidelines and the provision of consultative and supportive services. Because of its nature, responsibility for departmental implementation and management of the Health Care Extension Program rests in the District Office.

Insofar as implementation by the Department of Health and Environmental Control of proposals for implementation submitted by P & C agencies and approved by the Board of Health and Environmental Control is concerned, all necessary actions shall be initiated by the District Health Director and the District staff. This will

include employment of personnel through the required procedures of the State Personnel Classification and Compensation Plan, submission of travel expense vouchers, and preparation of purchase requisitions and direct expenditure or personal service vouchers. Implementation will be coordinated with the P & C agency toward the goal of this program which is to develop segments of the Health Care Delivery System through innovative Health Care Extension projects in each of the ten regional districts.

REGULATIONS FOR REIMBURSEMENT FOR

TRAVEL AND SUBSISTENCE EXPENSES

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The regulations contained herein are promulgated by the State Budget and Control Board.

POLICY

These regulations apply to all employees of the State or any agencies thereof not otherwise specifically covered by law.

Travel and transportation on State expense will be authorized only when officially justified and by those means which meet State Government requirements consistent with good management practices.

A traveler on official business will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered acceptable as exercising prudence. Travel by commercial airlines will be accomplished in coach or tourist class, except where exigencies require otherwise. Transportation to and from points of arrival and departure will be accomplished by the most economical method.

It is the duty and responsibility of the respective department heads to insure compliance with these regulations.

DEFINITIONS

PERMANENT PLACE OF EMPLOYMENT: The location of the place or activity where a State employee is regularly assigned and performs work. The corporate limits of the city or town in which the employee's place of work is located. If an employee is not employed in an incorporated city or town, his permanent place of employment is the place of work.

RESIDENCE (ACTUAL): The fixed or permanent domicile of a person that can be reasonably justified as a bona fide place of actual residence.

MILEAGE ALLOWANCE: A rate per mile in lieu of actual expenses of operation of a privately-owned automobile. Certain restrictions and conditions are prescribed in these regulations about the allowable reimbursement amount.

GENERAL RULES FOR SUBSISTENCE REIMBURSEMENT

1. Reimbursement - Employees shall be allowed reimbursement for actual subsistence expenses incurred and paid, not to exceed $20.00 per day, while traveling in the State, $25.00 per day while traveling outside the State, and $30.00 for travel to urban areas of 250,000 population or more. Reimbursement will be for only such expenses as are justified by the circumstances affecting the travel.

2. Dependents Accompanying Employee - If a dependent accompanies an employee on an authorized business trip, only those expenses which may be directly attributed to the employee may be reimbursed.

3. Auto Travel - Auto travel should be by the most direct route practicable, and substantial deviation from the distances shown by the current State Highway System Map of the South Carolina Highway Department should be explained. A separate entry should be made for travel in the vicinity of a community or city.

TYPE OF TRIP	METHOD OF DETERMINING MAXIMUM SUBSISTENCE	MILEAGE	SPECIAL RULES
Over 24 Hours	In computing the maximum amount of subsistence which may be reimbursed for travel exceeding 24 hours, the calendar day (midnight to midnight) will be the unit. Maximum subsistence reimbursement is allowable at the rate of one-quarter of the daily rate for each of the following periods of 6 hours or fractions thereof: Midnight to 6:00 A. M.; 6:01 A. M. to Noon; 12:01 P. M. to 6:00 P. M.; 6:01 P. M. to Midnight. Such periods of 6 hours must be consecutive, the first of which must begin with the time that travel status begins. For example, a traveler leaves his permanent place of employment at 5:00 P. M. Monday and returns at 9:00 A. M. Thursday. The number of days for which subsistence would be allowed is computed as follows: 5:00 P. M. to 6:00 P. M. Monday — ¼ day 6:01 P. M. to Midnight Monday — ¼ day 12:01 A. M. to Midnight Tuesday — 1 day 12:01 A. M. to Midnight Wednesday — 1 day 12:01 A. M. to 6:00 A. M. Thursday — ¼ day 6:01 A. M. to 9:00 A. M. Thursday — ¼ day Total — 3 days	14¢ Per Mile	No reimbursement for overnight accommodations will be permitted within forty miles of the traveler's residence and/or headquarters.
Overnight But Less Than 24 Hours	The six-hour rule will apply, but the day, for the purposes of this computation will begin at the time of departure and conclude upon return.	14¢ Per Mile	No overnight accommodations will be permitted within forty miles of the employee's residence and/or headquarters.
Single Calendar Day*	Breakfast - $2.00 (if traveler leaves his residence before 6:30 A. M.) Lunch - $2.50 Supper - $4.50 (if traveler arrives home after 8:30 P. M.)	14¢ Per Mile	These subsistence limitations do not apply to members of State Boards Commissions or Committees who are not full time State employees. No reimbursement will be permitted for subsistence unless the employee is over ten miles from his place of residence and/or headquarters.
Foreign Travel	Same as for trip of over 24 hours.		Any foreign travel of a State employee will require prior approval the Budget and Control Board regardless of the source of funds financing such travel. For the purpose of this regulation, foreign travel is defined as any destination other than within the Continental United States, Alaska, Hawaii, Canada or Puerto Rico.

DISTRICTS IN SOUTH CAROLINA	COUNTIES IN DISTRICT
Appalachia I	Anderson
	Oconee
APPALACHIA II	Greenville
	Pickens
APPALACHIA III	Cherokee
	Spartanburg
	Union
CATAWBA	Chester
	Lancaster
	York
Central Midlands	Fairfield
	Lexington
	Newberry
	Richland
Low Country	Beaufort
	Colleton
	Hampton
	Jasper
Lower Savannah I	Aiken
	Allendale
	Barnwell
Lower Savannah II	Bamberg
	Calhoun
	Orangeburg
Pee Dee	Chesterfield
	Darlington
	Dillon
	Florence
	Marion
	Marlboro
Trident	Berkeley
	Charleston
	Dorchester
Upper Savannah	Abbeville
	Edgefield
	Greenwood
	Laurens
	McCormick
	Saluda

DISTRICT	COUNTIES
Waccamaw	Georgetown
	Horry
	Willismsburg
Wateree	Clarendon
	Kershaw
	Lee
	Sumter

Document 2

MINUTES, MEETING OF JANUARY 14, 1975

Mr. Barnette moved that the minutes of the meeting of the Board held on January 14, 1975, be approved as circulated. Seconded by Dr. Douglas. Passed unanimously.

MEDICAL CARE ADMINISTRATION - HEALTH CARE EXTENSION PROGRAM

Dr. M.U. Dantzler, Deputy Commissioner for Medical Care Administration reviewed information submitted to the members of the Board prior to the meeting which summarized the information submitted by eligible agencies willing to serve as planning and coordination agencies in the Health Care Extension Program for a prescribed geographic area of the State. Applications had been received from the following agencies by the Board designated deadline of January 26, 1975: (Attachment # 1)

District Number:	1.	Appalachia I & II Health District Appalachia III Health District Appalachian Regional Health Council (entire district)
	2.	Upper Savannah Regional Planning and Development Council
	3.	Catawba Regional Planning Council
	4.	Central Midlands Regional Planning Council
	5.	Lower Savannah Regional Planning and Development Council
	6.	Wateree District Department of Health
	7.	Pee Dee Planning and Development Council
	8.	Waccamaw Public Health District and the Waccamaw Regional Planning and Development Council (joint)
	9.	Trident Health District
	10.	Lowcountry Regional Planning Council
All Districts:		Division of Health and Social Development

The only planning district in which more than one agency is requesting funds for planning and coordination is Appalachia. The other agencies which submitted Letters of Intent have either confined their interest to specific projects or have withdrawn their letter with one exception, an application received just prior to the meeting and too late for inclusion in the summary listing, Dr. Dantzler stated. Information on this application, from the Pee Dee Regional Health Services District, was distributed by Dr. Dantzler who explained this group was not requesting funds for planning and coordination as they had a specific project in mind for which they had submitted an implementation plan.

The Board members engaged in a discussion of the funding, budget requests of the agencies, and functions a designated planning and coordination agency would be expected to satisfy. The need for expeditious action in order to move the health care extension program along was one of unanimous agreement. It was agreed to select a planning and coordination (P & C) agency for each district at this meeting.

Dr. Douglas clarified that decision by the Board would be only of designation of the agency to function as the planning and coordination agency and was not necessarily approval of the budgets submitted in each application. It was agreed and stated that due to differing amounts requested, and differing needs in each district the budget requests would need re-evaluation, negotiation and justification to insure equality of funding between the districts; taking into account need and prudent expenditure of the funds.

Dr. Douglas moved that the Appalachian Regional Health Council be designated as the Planning and Coordination agency for the entire Appalachian District. Seconded by Mr. Barnette. Passed unanimously.

Applications received from other state agencies were discussed, with the decision that although they represented recognized needs, it must be taken into account that these state agencies did have recourse for funding through direct state appropriation from the legislature and that it would be more appropriate for these state agencies to submit their requests for implementation project funds through the planning and coordination agency in the district in which they proposed to use the funds.

Mr. Wilson suggested that state agencies be informed of this decision. Dr. Dantzler stated they had been advised that their applications would be forwarded to the appropriate P & C agencies designated by the Board.

The remaining applicants for designation as P & C agencies were discussed. It was the opinion of the Board that the application of the Pee Dee Regional Health Services District should be withdrawn from consideration as a P & C agency as their application was essentially an implementation project which would be more appropriately considered along with other implementation project applications.

Mr. Wilson moved that the agencies applying for designation as the planning and coordination agency in districts 2 through 10 as (listed previously in these minutes) submitted in the summary information, be approved. Seconded by Dr. Mason. Passed unanimously.

Dr. Dantzler then stated that since no other eligible agency in the Trident District submitted a Letter of Intent to become a planning and coordination agency in the Health Care Extension Program, the planning and coordination function had automatically devolved upon the District Health Director as provided by the Policies and Guidelines. The Primary Health Care Council of the Charleston Area

Document 3 2/11/75

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Comprehensive Health Planning organizations, which served the entire Trident District, has expressed their satisfaction with this situation by letter from the Chairman of the Council.

Dr. Cecil Jacobs, Medical Director of the Trident District, and the Charleston Area Comprehensive Health Planning organization have been developing plans for primary health care extension in the Trident District for several years, Dr. Dantzler reported. On January 22 Dr. Jacobs mailed to each of the Board members and to DHEC staff copies of his "Trident Area Health Care Extension Plan." Attached to the plan were letters stating the approval of this plan by the Primary Health Care Council and by the Project Notification and Review Committee of the Charleston Area Comprehensive Health Planning Organization.

Dr. Dantzler reviewed briefly a summary of the plan which he had compiled and submitted to the Board members prior to the meeting.

Dr. Jacobs, Mr. Samuel F. Lyons, Chairman of the Primary Health Care Council of the Charleston Area Comprehensive Health Planning organization and Mr. Al Kennedy, Health Planner of the Charleston Area Comprehensive Health Planning Council were identified by Dr. Dantzler as present to request the Board's consideration and approval of the Trident Health Care Extension Program Implementation Plan.

Dr. Jacobs discribed how the plan had been developed, the provisions of the plan, and the groups in the three county area to which the plan had been submitted for review with subsequent approval.

Mr. Hyatt asked if evidence of approval was attached to the plan which led to a further discussion with Dr. Jacobs concerning the reaction of the local medical societies to the plan, the opportunity for planning and input of other groups and the ability of the plan to meet all requirements of the guidelines.

Mr. Hyatt asked that indications of approval of the plan by various Trident groups referred to by Dr. Jacobs be obtained and attached to the proposal

There was general agreement with Dr. Mason's suggestion that all applications for implementation projects be held for simultaneous and comparative consideration.

Dr. Jacobs acknowledged that the Board had a set amount of money for allocation among all 10 districts but requested the Board to consider giving the Trident proposal basic approval and ability to proceed with implementation on at least a limited basis until other plans could be considered and some determination made as to allocation of funds.

Mr. Wilson asked if there was a deadline for submission of implementation project requests.

Dr. Dantzler stated there was not but that he recommended one be set, suggesting the deadline be no more than two months hence.

Mr. Wilson moved that the plan as proposed by the Trident District be approved in principle and that the Board commit to a funding of $100,000. assured, and other funding subject to review of all other plans from the other districts; that the Trident District make such additional efforts as appears appropriate to encourage input into other health care extension programs which might benefit the Trident District and at such time as the Board makes final determination of the total amounts of money to be allocated to each district that the Trident District submit to the Board any additional programs that have been considered by them with their recommendations, and the Board then, on the basis of that information, fund those programs submitted by the Trident District as appears appropriate. Seconded by Rev. Newman. Passed unanimously.

F. PERSONNEL BUDGET

Document 4

TRIDENT REVISION 5-2-75

Title	Annual Salary Rate	No. Mos. Budgtd.	% Time	Total Required	source of funds: Other	source of funds: H. Care Extension
Physicians (4)	32,500	33	100	89,375		89,375
Dentist II	24,000	12	100	24,000		24,000
Pharmacist II	14,000	12	100	14,000		14,000
Health Educator II	10,000	9	100	7,500		7,500
Social Worker II	8,500	9	100	6,375		6,375
Lab. Technician I	9,800	12	100	9,800		9,800
Data Entry Op. (2)	6,300	12	100	12,600		12,600
Nurse Practitioners (12)	11,000	108	100	99,000		99,000
Community Health Aides (6)	5,300	72	100	31,800		31,800
Nursing Assistant I (15)	5,100	180	100	76,500		76,500
Clerk Typist II (15)	5,500	164	100	75,167		75,167
						446,117
					275	
Fringe Benefits @ 12.75 %						56,880
TOTAL REQUESTED						$502,997

[illegible]		(3)	$ 4,275.00
Spirometer (Air Shields)		(2)	1,600.00
Centrifuges, Dynal, Adams		(3)	523.00
Blood Collecting Module		(1)	2,000.00
Audiometers		(12)	3,540.00
Copy Machine, A.B. Dick		(1)	500.00
Copy Machine, Xerox		(1)	2,400.00
Films and other visuals			1,000.00
Centrifuges, Realacrit Adams T-3400	1	(15)	2,115.00
Sphygmomanometers	10	(51)	1,521.00
Instrument Table		(1)	140.00
Examining Lamps	1 1	(7)	126.00
Examining Stools	3 1	(7)	420.00
Otoscope-Ophthalmoscopes	12	(23)	2,348.00
Treatment Tables	2 1	(8)	3,510.00
Instrument Cabinets		(6)	1,800.00
Stethoscopes	2	(32)	270.00
File Cabinets	6 1	(7)	565.00
Folding Tables		(2)	216.00
Typewriters, electric	2	(15)	7,925.00
Desks	1 1	(7)	1,400.00
Chairs, desk	3 1	(7)	560.00
Folding Chairs	50 20	(70)	750.00
Projectors		(2)	1,278.00
Delivery Van		(1)	4,500.00
*Computer Terminals (Sea Island Center (2); Fetter Center (1); MUSC (2); Emergency Room (1); North Chas. (1); Berkeley Co. (1); Dorchester Co. (1); East Chas. (1). Clinic terminals are presently available for many Health Department clinics.		(10)	45,000.00

TOTAL EQUIPMENT *$ 99,201

G. REMAINING BUDGET

Item	Explanation of Budget Item	Item Total	
		H.Care Ex	Other
	TRAVEL	$20,000	
	OPERATIONAL COSTS		
	Drugs	49,435	
	Office Supplies	7,550	
	Medical Supplies	36,485	
	Maintenance	3,480	
	Elec.,Heat, Tele., Postage, Etc.	10,306	

Expenditure Category	Project Total	
	H. Care Exten.	Other
Personnel*	502,997	
Travel	20,000	
Rental - buildings		
Supplies	93,470	
Purchased Equipment	90,381	
Leased Equipment		
Construction (rennovation)	29,000	
Land Purchase		
Consultants		
Other Direct Costs	13,786	
TOTALS		
GRAND TOTAL	$ 749,634	

Except consultants

Document 5

Charleston County Health Department

334 Calhoun Street

Charleston, South Carolina 29401

May 23, 1975

Dr. E. Kenneth Aycock, Commissioner
State Dept. of Health & Env. Control
2600 Bull Street
Columbia, S. C. 29201

Dear Ken:

In response to Mr. Hyatt's letter of May 15, you probably need some additional information. My reference to the making of commitments referred to equipment, upgrading of facilities and personnel. I attach a copy of my Administrator's letter to Mr. Seigler requesting clarification of why bills we submitted were turned down when we followed the criteria established for use of these funds to the best of our ability.

I want to hasten to say that I am not critical of Cecil Seigler. Indeed, he is one of the more helpful people on your staff. I am only saying that policies have been changing. Either the Board or members of your staff have altered the rules of the game and, consequently, made it almost impossible for us to know which way to jump.

In regard to the computer equipment, Mr. Hyatt is correct in his assumption that I am all too painfully aware of these policies. We have been delayed for eleven months thus far in implementing our program because of policies being enforced by people who have little idea of the concepts involved.

We have not signed any contract to purchase the computer terminals included in our project proposal; therefore, in a legal sense, there is not a commitment. However, following the allocation of $100,000 by the Board, we met with our Primary Health Care Council and verbally committed funds for this purpose since we believed these were vital to coordination of health care in the Charleston area.

If the Board feels the funds should only be spent for personnel and supplies rather than for items such as terminals or construction of buildings or hospitals, I can understand and accept and will endeavor to secure other funds to fulfill our commitment. The matter is not important enough to ask the Board to make special concessions to us or use funds for other than direct services since that is the purpose for which the funds were originally intended.

We do not ask to be treated any differently than any other area of the State. We only ask that consistent policies and guidelines be established and we be given flexibility to operate within those guidelines.

We had ordered equipment for clinics in Dorchester County and are updating facilities in Berkeley County. Bills and requests for payment of these costs have been sidetracked in Columbia. We do wish for these commitments to be honored. We have several physicians and nurses to whom we have made job commitments. I will attempt to secure other funds for these positions, if possible.

Beyond this point, we will not proceed with the project until such time as we know the rules of the game and know to whom we will be required to relate on your staff. At that time, we will be in a position to determine whether the money and requirements will hinder or help the implementation of the project.

Should you have any questions, please contact me.

Sincerely yours,

Cecil F. Jacobs, M.D., Director
Trident Health District

CFJ:dh

Enclosure

cc: Board Members

Lachlan L. Hyatt, Chairman
William M. Wilson, Vice-Chairman
I. DeQuincey Newman, Secretary
W. A. Barnetto, Jr.
Leonard W. Douglas, M.D.
J. Lorin Mason, Jr., M.D.
Caroline G. Newhall

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

May 23, 1975

MEMORANDUM

TO: E. Kenneth Aycock, M.D., M.P.H.
Commissioner

FROM: Jack W. Henley, Jr.
Director, Division of Health Delivery Systems

SUBJECT: Trident District Project 9-1

I met with Cecil Seigler, John Asbill, and Wyman Looney today. The mechanism for payment to the Trident District for reasonable expenditures up to $100,000 under the Health Care Extension Program has been set up. All requests for expenditures and personnel will be reviewed and approved by me before any action is to be taken. Cecil's area will assist on any questionable item.

We reviewed and approved as reasonable all expenditures in-house with the exception of their request for four (4) typewriters. This request for the typewriters will be reviewed with Tony Ellis on Monday morning. Approved expenditures amounted to $685.00 for renovation and painting and $9,538.51 for equipment and supplies making a total of $10,223.51.

I will keep you posted on activity in this area.

cc: Cecil Seigler
John Asbill
Tony Ellis
Phil Sears

I. DeQuincey Newman, Secretary
W. A. Barnette, Jr.
Leonard W. Douglas, M.D.
J. Lorin Mason, Jr., M.D.
Caroline G. Newhall

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

May 22, 1975

Cecil F. Jacobs, M. D., Director
Charleston County Health Department
334 Calhoun Street
Charleston, S. C. 29401

Dear Dr. Jacobs:

In response to your letter dated May 15, 1975, regarding the approval of the Board of Health and Environmental Control of $100,000 for the implementation of the Trident Project, you may be assured that we will honor all reasonable bills for funds that you have expended to date. Of course, these funds must be for items included in the budget request revised by you on May 1, 1975. In addition all expenditures must be applicable to agency policy and where required by law have the approval of the Budget and Control Board (i.e. computer hardware, etc.).

We have a file of your expenditure requests - numbers 1-12, with the exception of request no. 1. This was returned to Mr. Shiers of your office, along with a letter dated May 8, explaining that according to agency policy only one correcting typewriter is allowed per division or district supervision staff unless others can be justified.

In so far as your request to transfer Christina Waringa from an emergency appointment to the position of Data Entry Operator II under the Health Care Extension Program, this request was returned because your budget calls for this position to be effective July 1, 1975.

I have instructed our Finance Department to review all of your expenditure requests to date and to take immediate action.

In order to alleviate any further problems you may have in this area, I have assigned Mr. Jack Henley to be your point of contact on any expenditure within the $100,000 allocation. All correspondence in this area should be directed to his attention.

cc:

I would appreciate your advising Mr. Hyatt in writing exactly what you were referring to in paragraph two (2) of your letter with particular reference to changes in policy by the Board.

As you know, final decisions by the Legislature have not been made to date on the total amount of funds which will be made available for the Health Care Extension Program. Furthermore, the Board has always stated in public that they would fund projects based upon individual project merits, and that they would withhold funding of any project until they could review all projects simultaneously. You and the Trident project were given special consideration and advanced funding of $100,000. Therefore, I urge you to continue prudent judgment on any expenditures made.

If you need further clarification, please do not hesitate to contact me.

Sincerely,

E. Kenneth Aycock, M. D., M. P.H.
Commissioner

EKA/JWH/krw
cc: Board members

BOARD MEMBERS
Lachlan L. Hyatt, Chairman
William M. Wilson, Vice-Chairman
I. DeQuincey Newman, Secretary
W. A. Barnette, Jr.
Leonard W. Douglas, M.D.
J. Lorin Mason, Jr., M.D.
[redacted]
Dr. William C. Moore, Jr., D. D. S.

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

May 16, 1975

RECEIVED
MAY 19 1975
CHAS. COUNTY
HEALTH DEPT.

Please reply to:
P. O. Box 4088
Spartanburg, S. C. 29303

E. Kenneth Aycock, M. D., M. P. H., Commissioner
S. C. Department of Health & Environmental Control
2600 Bull Street
Columbia, South Carolina 29201

Dear Ken:

Dr. Jacobs' letter to you of May 15 causes me some concern. I am sure you will remember that we cautioned against running contrary to the State requirement that computers and/or data processing equipment could not be purchased without prior approval by the Budget and Control Board upon recommendation of Colonel Burr. This was our sole concern and is still valid. I am sure that in the light of recent correspondence, Dr. Jacobs is well aware of this requirement.

I completely refute, and I am sure facts will prove that I am correct in stating, that there has been no change in policy since this project was approved in concept. In fact, this was the only project which we made any financial obligation to out of all those presented. I assure you, Dr. Jacobs, and anyone else who is interested that your Board and your Department will honor any obligation made on behalf of either.

I suggest that you ask Dr. Jacobs to advise you in writing exactly what he is referring to in paragraph two of the letter referred to above, with particular reference to changes in policy by the Board.

Please determine from Dr. Jacobs the amounts due from the $100,000 commitment, and honor all such amounts in your routine manner. It was never our intent to in any way impede the orderly process of this project, but simply to be cautious not to violate the mandates of the Budget and Control Board and of the Legislature.

Kindest regards.

Sincerely,

LACHLAN L. HYATT, Chairman

LLH:jm

cc: Board Members
Malcolm U. Dantzler, M. D.
Cecil F. Jacobs, M. D.

Charleston County Health Department

334 Calhoun Street

Charleston, South Carolina 29401

May 15, 1975

Mr. Cecil Seigler
Deputy Commissioner, Administration
Dept. of Health and Env. Control
2600 Bull Street
Columbia, S. C. 29201

Dear Cecil:

As I am sure you remember in our phone conversation of last week, we are thoroughly confused as to what we can and cannot obligate utilizing health extension monies. I am sure, as we discussed in Houston, that we have followed guidelines given by you to me in a phone conversation last month. You will recall I held the line while you called Dr. Dantzler to determine proper procedures. I was informed we could obligate the original $100,000 allocated for any items outlined in the budget as submitted. You asked that I also contact Tony Ellis to inform him of our anticipated obligations and proper procedures for payment. Tony and I agreed that all equipment would be handled in the routine fashion and that the District would handle procedures for the upgrading of facilities as outlined in the budget.

Of particular concern at this point is obligations outstanding, such as a portion of the upgrading of facilities that have already been completed in Berkeley County. Bills have been submitted for this work and I am now told payment is being withheld for some reason.

This week we have also received forms from Business Management cancelling equipment for Dorchester County that had already been approved by Business Management.

I can only assume that all our requests for equipment for Berkeley, Dorchester and Charleston Counties are being disapproved at this time.

Back in April, we asked that Mrs. Christina Waringa be placed on this budget as a Data Entry Operator. This has also been disapproved. My question is will this lady be paid or not? We now have other applicants to begin filling other positions, but we dare not run the risk at this point.

Cecil, please forgive the length of this letter but I hope you understand that we need clarification particularly since we thought we were already meeting all the criteria that had been laid out for us. Again, of utmost concern are those bills outstanding.

Sincerely,

Tyrone Ragsdale
DHEC District Administrator

TR:mjw

cc: Dr. Jacobs
Dr. Aycock
Dr. Lacey
Dr. Johnston

William M. Wilson, Vice-Chairman
I. DeQuincey Newman, Secretary
W. A. Barnette, Jr.
Leonard W. Douglas, M.D.
Caroline G. Newhall
J. Howard Stokes, M.D.

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

May 6, 1975

Cecil F. Jacobs, M.D., Director
Trident Health and Environmental
Control District
334 Calhoun Street
Charleston, SC 29401

Dear Cecil:

At the DHEC Board meeting on May 5, the Trident Project was reviewed and I was instructed by the Board to inform you and call your attention to the original approval of $100,000 for the implementation of the Trident Project which was--by and large--for the hiring of personnel to enable you to provide more direct services to the people of your district.

These funds were not intended to be used for supportive type services, such as the purchase of computer hardware. Your peoject's itemized budget request for computer terminals was emphatically and specifically denied.

Furthermore, I strongly advise that you hold any further expenditures of this money for anything except the hiring of persons to be employed on the project until final approval by the Board.

Sincerely,

E. Kenneth Aycock, M.D., M.P.H.
Commissioner

EKA/jmg

CC DHEC Board
J. Greer
Dr Dantzler
N. Church

Health
Extension

BOARD MEMBERS
Lachlan L. Hyatt, Chairman
William M. Wilson, Vice-Chairman
I. DeQuincey Newman, Secretary
W. A. Barnette, Jr.
Leonard W. Douglas, M.D.
J. Lorin Mason, Jr., M.D.
Caroline G. Newhall

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

May 1, 1975

E. Kenneth Aycock, M.D., M.P.H.
Commissioner
Department of Health and Environmental Control
2600 Bull Street
Columbia, S.C. 29201

Dear Dr. Aycock:

In compliance with instructions of the Board we have reduced our health extension budget and submit the revised total of $749,634 for approval.

In view of the initial commitment of the Board to allocate $100,000 to the project while other projects were being submitted we have obligated $77,500 for nonrecurring items contained in the original budget. This amount is included in the above figure.

Sincerely yours,

Cecil F. Jacobs, M.D.
District Medical Director
Trident District

RECEIVED
MAY 1, 1975
OFFICE OF
COMMISSIONER

289

Document 6

Cancelled

May 8, 1975

Mr. O. Matson Shiers
Administrative Assistant
Charleston County Health Department
334 Calhoun Street
Charleston, South Carolina 29401

Dear Matt:

I talked with Mr. Seigler about six months ago concerning the purchase of correcting selectrics. The feature is costly considering the total number of typewriters we purchase annually. Mr. Seigler agreed with me that typists could use something other than a correcting feature would be considered.

The rule of thumb I use is one correcting typewriter per division and district supervision staff. If others are required a justification can be used for approval. I am sure you want to be prudent as possible in these economic times.

Sincerely,

Tony R. Ellis
Business Manager

TRE:jh

CC: Mr. Cecil Seigler, Deputy Commissioner

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

J. MARION SIMS BUILDING • COLUMBIA, SOUTH CAROLINA 29201 • PHONE 803-758-5654

MEMORANDUM

IBM Corporation

1850 Highway 7

Charleston, South Carolina 29407
Attn: Mr. Atkinson

May 7, 1975

Purchase Order #H 5877

Req. #1 - Trident Health Dist.
Health Care Extension

Dear Mr. Atkinson,

Per our telephone conversation this afternoon, please use this memo as your authorization to cancel purchase order #H 5877, dated April 25, 1975 for the following:

2 only - Typewriters, IBM Selectric II, Model #855 @ $630.00 each

Thank you for your help and cooperation in this matter.

Sincerely,

Barri Strickland
Business Management

cc: Trident Health District
Finance - Ms. Starnes
Mail Room - Ms. Seyfer

J. MARION SIMS BLDG.
PURCHASING OFFICE
COLUMBIA, S. C. 29201
(803) 758-5230

No. B 5877

SHOW THIS NUMBER ON ALL INVOICES IN TRIPLICATE

REQUISITION NO. 1/Trident Health District - Health Care Extension

VENDOR:

IBM Corporation
1850 Highway 7
Charleston, South Carolina 29407
Attn: Mr. S.P. Gaillard

SHIP OR DELIVER TO:

Dorchester County Health Department
201 Gavin Street
St. George, South Carolina 29477

F. O. B. POINT Destination

CONTRACT NUMBER

BID NUMBER

BUYER 3

REQUIRED DELIVERY DATE
12 Weeks A.R.O.

DATE P. O. ISSUED 4-25-75

(DISCOUNT TERMS)

INVOICE TO:
S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

1-3	4-8	9-14	15-19	20-24	25-28	29-33	34-43	44-51
TYPE	P.O. NO.	P.O. DATE	VENDOR NO.	DEPARTMENT	FUND	CLASS	ANALYTICAL	AMOUNT
SPØ	5877	SEE ABOVE	24605	2715A	A000	56001		$1,310.40

CAM 5/8/75

ITEM NO.	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRIC
1.	2	Only		Typewriter, IBM Selectric II, Model 855, Black, 15.5" Carriage 12 pitch, Film Ribbon, Elements: Scribe Prestige Elite Letter Gothic	$630.00/ea	$1,260.00
				S.C. Sales Tax		50.40
						$1,310.40

Cancelled
Bus. Mgt. 5/7/75

PRICE PER QUOTATION BY S. P. GAILLARD 4-22-75

292

SIGNATURE TONY R. ELLIS TITLE BUSINESS MANAGER

DHEC 109(Rev.7/74)

Health Care Ext - Trident

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. HCET - 01

293

I.B.M. Corporation
1350 Highway 7
Charleston, S.C. 29407
Mr. S.P. Gaillard

SHIP TO:
Dorchester County Health Dept.
201 Gavin Street
St. George, S.C. 29477

AGENCY CODE

April 15, , 19 75

HEALTH CARE EXTENSION -TRIDENT
Trident Health District - Health Care Extension

DELIVERY DATE ~~...~~ weeks

SEND INVOICE TO:
S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

ODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
05	~~2715B~~	A000	56001		
	2715-A	"			

UANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
2	each		Typewriter, IBM Selectric II, Model 855, Black, 15.5" Carriage, 12 pitch. Elements: Scribe, Prestige Elite, Letter Gothic	$ 630.00	$ 1,260.00
				4% S.C. Tax	50.40
				TOTAL	$ 1,310.40

M.E. McMullen TITLE Administrative Asst. DATE April 15, 1975

EC 109(Rev.7/74)

: Mr. John Asbill, Director of Finance, S.C. D.H.E.C.

: Tyrone Ragsdale, District Administrator

ATE : April 24, 1975

JECT : Payment for Contracts - Lawrence Thames & Bob Roach, Painting Contractors

Attached are D.E.V.'s with invoices for alterations and renovations made to Cross Clinic, Pineville Clinic, St. Stephen Clinic and the Berkeley County Health Dept.

Please mail checks to me at the Charleston County Health Dept.

Thank you.

Health Educ. Extension

$ 685.00

CHARLESTON COUNTY HEALTH DEPARTMENT, 334 CALHOUN STREET, CHARLESTON, S. C.

DIRECT EXPENDITURE OR PERSONAL SERVICE VOUCHER

2

cc 9-33 / ADDRESS cc 34-53 / cc 54-73	Lawrence Thames, Painting Contr. 334 Calhoun St. STREET ADDRESS Charleston, S.C. CITY STATE ZIP	2. VENDOR NO.	3. COST CENTER TITLE Health Care Extension (Trident) #3

5. DATES	6. DESCRIPTION	7. AMOUNTS
4-21-75	Improvements made to the Cross Clinic as per attached	$ 200.00
	statement.	
	NOTE: Send check to Chas. CHD for delivery to painting contractor. Attention- T. RAGSDALE.	
	8. TOTAL	$ 200.00

9. It is hereby certified that the items represented in this voucher were authorized, received, inspected, and accepted, and this amount is approved for payment.

4-23-75
DATE

SIGNATURE

10. The above amounts are correct.

SIGNATURE

SOCIAL SECURITY NUMBER

11. LEAVE BLANK - To be completed by Finance only

1-2 TYPE	3-7 DEV. NO.	8	9-14 DEV. DATE	15-19 VENDOR NO.	20-29 INVOICE NO.	30-35 PAY. DATE	57-61 CG. VOUCH.	62 TAX	36-43 GROSS	44-48 DISCOUNT	49-56 NET
P2		1									

TYPE	DEV. NO.	
P2	SAME	3

1-2 3-7 8

12. ACCOUNT NUMBERS AND AMOUNT TO BE CHARGED

COST CENTER	FUND	CLASS	ANALYTICAL	AMOUNT
2715-A	A000	57002 (52107)		$ 200.00
9-13	14-17	18-22	23-32	49-56

DHEC 108 (7/74)

STATEMENT

Lawrence Thames

Painting Contractor

April 21, 1975

To Berkeley County Health Dept.

P. O. Box 548

Moncks Corner, S. C. 29461

NO. 1254 EFFICIENCY LINE — TERMS:

Exterior Painting and roof repair ---- Cross Clinic			200	00
Total due			$200	00

ok
Smith
5/2 7/75

J. MARION SIMS BLDG.
PURCHASING OFFICE
COLUMBIA, S. C. 29201
(803) 758-5230

need approval and action monday 5/26/75

NO. 3239

SHOW THIS NUMBER ON ALL INVOICES IN TRIPLICATE

EDITION NO. MH (T) - 04 - Health Care Extension - Trident

VENDOR:
Home-Parker
726 Wade Hampton - P. O.Box 2000
Greenville, South Carolina 29602

SHIP OR DELIVER TO:
Dorchester County Health Department
201 Cavin Street
St. George, S. C. 29477

F.O.B. POINT Destination

CONTRACT NUMBER

NUMBER 1

REQUIRED DELIVERY DATE
In Stock

INVOICE TO:
S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

P. O. ISSUED May 12, 1975 (DISCOUNT TERMS) 1% - 10 EOM

4-8	9-14	15-19	20-24	25-28	29-33	34-43		44-51
P.O. NO.	P.O. DATE	VENDOR NO.	DEPARTMENT	FUND	CLASS	ANALYTICAL		AMOUNT
5239	SEE ABOVE	41000	2715-A	A000	56002			$279.71

QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
3	each		G.M. Aneroid Sphygmomanometer, Velcro Cuff #01-000	19.65	58.95
1	each		Clay Adams Haddocrit Centrifuge #0591	210.00	210.00
					268.95
				Tax	10.76
					279.71

CANCELLED..... 5/13/75 by Business Management

Not keyed - Cancelled...

1

(Prices per QUOTATION - Chad Kelley)

RECEIVED
MAY 12 1975
FINANCE DIVISION

SIGNATURE TONY R. ELLIS TITLE BUSINESS MANAGER

297

298

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. HCE(T) - 04

R:
General Medical Charleston
280 Meeting Street
Charleston, S.C. 29401

SHIP TO:
Dorchester County Health Dept.
201 Gavin Street
St. George, S.C. 29477

AGENCY CODE

April 24, , 19 75

Health Care Extension - Trident

C DELIVERY DATE 4 weeks

SEND INVOICE TO:
S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

P. CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
[illegible]	2715-A	A000	56002		

QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
3	ea.		G.M. Aneroid Sphygmonometer, Velcro Cuff, #81-800	$ 34.95	$ 104.85
1	ea.		Clay Adams Readacrit Centrifuge, #0591	221.80	221.80
					$ 326.65
			4% S.C. Tax		13.07
			TOTAL		$ 339.72

PO # Wkd
Nat Kayce
before we
Cancelled -

PO # 6753
Issued + Cancelled
3/13/75

M.E. McMullen TITLE Administrative Asst. DATE April 24, 1975

109(Rev. 7-74)

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

J. MARION SIMS BUILDING • COLUMBIA, SOUTH CAROLINA 29201 • PHONE 803-758-5654

MEMO-LETTER

TO: Roane-Barker

726 Wade Hampton - P. O. Box 2880

Greenville, South Carolina 29602
Attn: Mr. Chad Kelley

DATE: May 13, 1975

SUBJECT: Purchase Order #H 6239

Dear Mr. Kelley,

Per our telephone conversation this morning, please use this memo as your authorization to cancel the above purchase order for the following:

3 each Sphygmonometer #81-800 @ $19.65 - 1 each Centrifuge #0591 @ $210.00

Thank you for your help and cooperation in this matter.

Sincerely,

Barri Strickland
Business Management

cc: Finance - Ms. Starnes
Mail Room - Ms Seyfer
Trident - (Health Care Extension)

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. Health Care Ext. (Trident) - 05

VENDOR:
IBM Corporation
1850 Highway 7
Charleston, S.C. 29407
Attn: Mr. S.P. Gaillard

SHIP TO:
Berkeley County Health Dept.
Heatley and Gulledge Streets
Moncks Corner, S.C. 29461

AGENCY COD 300

DATE May 2, , 19 75

DIVISION Trident Health District - Health Care Ext.

REQUIRED DELIVERY DATE 12 weeks

SEND INVOICE TO:
S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY COD

BUYEI 3

VENDOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	56001		

ITEM NO.	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL P
1.	2	each		IBM Selectric II Typewriters, Model 835, Elite Single Pitch 12, 15.5 Carriage, Black Color, Elements: Scribe Prestige Elite Letter Gothic	$ 562.50	$ 1,125
					4% S.C. Tax	45
					TOTAL	$ 1,170

Note
Price Per Government Price List

OK Jwh 5/26/75

REQUESTED BY: T. Ragsdale TITLE Trident District Administrator DATE May 2, 1975

5/26/75

TITLE BUSINESS MANAGER FINANCE APPROVAL

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. Health Care (Trident) / - Ext. 06

VENDOR:

General Medical Charleston
280 Meeting Street
Charleston, S.C. 29401

SHIP TO:

Berkeley County Health Dept.
Heatley and Gulledge Streets
Moncks Corner, S.C. 29461

AGENCY CODE: 301

DATE: May 2, 19 75

DIVISION: Trident Health District - Health Care Ext.

REQUIRED DELIVERY DATE: May 30, 1975

SEND INVOICE TO:

S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

VENDOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	56002		

ITEM NO.	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
.	1	only		Clay Adams Readacrit Centrifuge, Model #0591		$ 210.00
				4% S.C. Tax		8.40
				TOTAL		$ 218.40

ok
Jon K
5/23/75

REQUESTED BY: E. Ragsdale TITLE Trident District Administrator DATE May 2, 1975

TITLE BUSINESS MANAGER

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. Health Care Ext. (Trident) - 07

VENDOR:

General Medical Charleston
280 Meeting Street
Charleston, S.C. 29401

SHIP TO:

Berkeley County Health Dept.
Heatley and Gulledge Streets
Moncks Corner, S.C. 29461

AGENCY CODE 302

DATE May 2, 19 75

DIVISION Trident Health District - Health Care Ext.

REQUIRED DELIVERY DATE May 30, 1975

SEND INVOICE TO:

S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

VENDOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	53200		

ITEM NO.	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
1.	4	ea.	Supplies	Stethoscopes, #412	$ 12.50	$ 50.00
2.	4	ea.		G.M. Aneroid Sphygmonometer Velcro Cuff	34.95	139.80
3.	6	ea.		G.M. Aneroid Sphygmonometer Pediatric Cuff	34.95	209.70
4.	4	ea.		Fetascopes	25.00	100.00
5.	12	ea.		Hemostats, Kelly's Curved, 5½"	3.75	45.00
6.	12	ea.		Hemostats, Kelly's Straight, 5½"	2.45	29.40
7.	12	ea.		Bandage Scissors, 5½"	2.75	33.00
8.	12	ea.		Curved Iris Scissors, 4½"	4.50	54.00
9.	12	ea.		Plastic Dishpans, gallon containers	1.05	12.60
10.	12	ea.		Thermometer Holders, plastic	.30	3.60
						$ 677.10
				4% S.C. Tax		27.08
				TOTAL		$ 704.18

ok
Duff 5/23/75

REQUESTED BY S.T. Ragsdale TITLE Trident District Administrator DATE May 2, 1975

TITLE BUSINESS MANAGER FINANCE APPROVAL

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. Health Care Ext. (Trident) - 08

303

NDOR:

Wulbern Koval Company
P.O. Box 203
Charleston, S.C. 29402

SHIP TO:

Charleston County Health Dept.
334 Calhoun Street, Room 103
Charleston, S.C. 29401

AGENCY CODE

E May 2, , 19 75

SION Trident Health District - Health Care Ext.

UIRED DELIVERY DATE May 30, 1975

SEND INVOICE TO:

S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

NDOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	56001		

EM O.	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
1.	1	only		Desk, Cole #1567, 30" X 45", Black	$ 179.85	$ 179.85
2.	1	only		Secretary Chair, United S-22, Black	48.85	48.85
3.	1	only		File Cabinet, Steelmaster, #2604-L	118.85	118.85
4.	20	each		Stacking Chairs, United, STX-6, Assorted colors	19.85	397.00
						$ 744.55
				4% S.C. Tax		29.78
				TOTAL		$ 774.33

ol. Koval 5/20/75

EQUESTED BY: S.T. Ragsdale TITLE Trident District Administrator DATE May 2, 1975

(Rev. 7/74)

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. Health Care Ext. (Trident) - 09

304

PURCHASING

:

Wulbern Koval Company
P.O. Box 203
Charleston, S.C. 29402

SHIP TO:

Berkeley County Health Dept.
Heatley and Gulledge Streets
Moncks Corner, S.C. 29461

AGENCY CODE

May 2, , 19 75

Trident District - Health Care Ext.

D DELIVERY DATE May 30, 1975

SEND INVOICE TO:

S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

R CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	56001		

QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
3	each		Desks, Cole #1567, 30" X 45", Black	$ 179.85	$ 539.55
3	each		Secretary Chairs, United S-22, Black	48.85	146.55
6	each		File Cabinets, Steelmaster, #2604-L	118.85	713.10
50	each		Stacking Chairs, United STX-6, Assorted Colors	19.85	992.50
					$2,391.70
			4% S.C. Tax		95.67
			TOTAL		$2,487.37

5/23/75

ESTED BY: B.T. Ragsdale TITLE Trident District Administrator DATE May 2, 1975

EC 10[illegible]7/74)

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. Health Care Ext. (Trident) - 10

305

DOR:

General Medical Charleston
280 Meeting Street
Charleston, S.C. 29401

SHIP TO:

Berkeley County Health Dept.
Heatley and Gulledge Streets
Moncks Corner, S.C. 29461

AGENCY CODE

May 2, , 19 75

ION Trident Health District - Health Care Ext.

IRED DELIVERY DATE May 30, 1975

SEND INVOICE TO:

S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

DOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	56002		

M	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
.	12	each		#24001 Fiber Optic Heads with Insufflator Bulb	$ 27.50	$ 330.00
.	12	each		#24400 Specula Tips	1.50	18.00
.	12	each		#70700 Medical Rechargeable Handles	26.00	312.00
.	12	each		#11500 Opthalmascope Heads	48.50	582.00
.	12	each		#05241 Otoscope Cases	8.50	102.00
						$1,344.00
					4% S.C. Tax	53.76
					TOTAL	$1,397.76

Segalas

5/23/75

QUESTED BY: S. T. Ragsdale TITLE Trident District Administrator DATE May 2, 1975

TITLE BUSINESS MANAGER BUDGET APPROVAL

PURCHASING

DHEC 1026 (v.2/74)

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. Health Care Ext. (Trident) - 11

306

NDOR:

General Medical Charleston
280 Meeting Street
Charleston, S.C. 29401

SHIP TO:

Charleston County Health Dept.
334 Calhoun Street, Room 103
Charleston, S.C. 29401

AGENCY CODE

E May 2, , 19 75

SIGN Trident Health District - Health Care Ext.

UIRED DELIVERY DATE six weeks

SEND INVOICE TO:

S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

NDOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	AC00	56002		

EM O.	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
.	1	only		I.E. Examining Table, #104, Color: Teak with green		$ 525.00
.	1	only		I.E. Treatment Cabinet, #140, Color: Teak		205.00
.	1	only	Supplies	I.E. Examining Stool, #121, Color: Teak		56.50
.	1	only		Lincoln Stainless Steel Trash Can		22.50
.	1	only		Adjuscolox Examining Lamp, 3 wire, #421		32.50
						$ 841.60
				4% S.C. Tax		33.66
				TOTAL		$ 875.26

ok
Pwit 5/23/75

QUESTED BY: S.T. Ragsdale TITLE Trident District Administrator DATE May 2, 1975

109(Rev. 7/74).

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. Health Care Ext. (Trident) - 12

307

NDOR:
General Medical Charleston
280 Meeting Street
Charleston, S.C. 29402

SHIP TO:
Berkeley County Health Dept.
Heatley and Gulledge Streets
Moncks Corner, S.C. 29461

AGENCY CODE

E May 2, , 19 75

SION Trident Health District - Health Care Ext.

UIRED DELIVERY DATE six weeks

SEND INVOICE TO:
S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

NDOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	56002		

EM O.	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
.	2	ea.		Pediatric Examining Tables, #4000 Hausman	$ 96.00	$ 192.00
.	4	ea.		Adjuscolox Examining Lamps, 3 wire, #421	32.60	130.40
.	3	ea.		I.E. Examining Stools, #121	56.50	169.50
.	5	ea.		Pediatric Scales, #322	65.00	325.00
.	5	ea.		Infameters	8.50	42.50
.	3	ea.		Stainless Steel Basins, 3 quart, #97120	7.60	22.80
.	5	ea.		Folding Dressing Screens, #450, Fabric green	50.50	252.50
.	2	ea.		Continental Upright Scales, #402	94.00	188.00
.	8	ea.		I.E. Treatment Cabinets, #140	205.00	1,640.00
						$2,962.70
			Supplies 17.00	4% S.C. Tax		118.51
				TOTAL		$3,081.21

OK

5/23/75

EQUESTED BY: O.M. Shiers FOR S.T. Ragsdale TITLE Trident District Administrator DATE May 2, 1975

EC 109(Rev.7/74)

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. HCE(T) - 13

OR:
Texture Films, Inc.
1600 Broadway Avenue
New York, New York 10019

SHIP TO:
Charleston County Health Dept.
334 Calhoun Street, Room 103
Charleston, S.C. 29401

AGENCY CODE

308

June 5, , 19 75

ON Health Care Extension - Trident

RED DELIVERY DATE June 20, 1975

SEND INVOICE TO:
S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

DOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	xx50404xx		Films are Educational Equip.
			56007		

QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
1	only		16 mm Film, "About Sex"		$ 260.00
			4% S.C. Tax		10.40
			TOTAL		$ 270.40

ok
6/4/75

PURCHASING

REQUESTED BY: M.E. McMullen TITLE Administrative Asst. DATE June 4, 1975

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

Trident Health Care Ext.

No. HCE(T) - 14

VENDOR:

See-Saw Films
P.O. Box 262
Palo Alto, California 94302

SHIP TO:

Charleston County Health Dept.
334 Calhoun Street, Room 103
Charleston, S.C. 29401

AGENCY CODE

309

DATE June 5, , 19 75

DIVISION Health Care Extension - Trident

REQUIRED DELIVERY DATE June 20, 1975

SEND INVOICE TO:

S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

VENDOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	~~58403X~~		Films- Educational Equip.
			56007		

ITEM NO.	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
1.	1	only		16 mm Film, "When Love Needs Care"		$ 185.00
				4% S.C. Tax		7.40
				TOTAL		$ 192.50

ok
JWH 6/11/75

REQUESTED BY: M.E. McMullen TITLE Administrative Asst. DATE June 5, 1975

APPROVED TITLE BUSINESS MANAGER FINANCE APPROVAL

Trident Health Care Ext.

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

PURCHASE REQUISITION

No. HCE(T) - 15

DOR:
Distribution Department
American Heart Association
44 East 23rd Street
New York, New York 10010

SHIP TO:
Charleston County Health Dept.
334 Calhoun Street, Room 103
Charleston, S.C. 29401

AGENCY CODE

310

June 5, , 19 75

ION Health Care Extension - Trident

IRED DELIVERY DATE June 20, 1975

SEND INVOICE TO:
S. C. DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL
J. MARION SIMS BLDG.
COLUMBIA, S. C. 29201
Att. FINANCE DIVISION

AGENCY CODE

BUYER NO.

DOR CODE	DEPARTMENT	FUND	CLASS	ANALYTICAL	COMMENTS:
	2715-A	A000	~~93404~~		
			56007		Films - Educational Equip.

M	QUANTITY	UNIT OF MEASURE	COMMODITY CODE	DESCRIPTION	UNIT PRICE (REFERENCE)	TOTAL PRICE
	1	only		16 mm Film, "What Goes Up"		$ 125.00
				4% S.C. Tax		5.00
				TOTAL		$ 130.00

OK [signature] 6/11/75

PURCHASING

UESTED BY: [signature] M.E. McMullen TITLE Administrative Asst. DATE June 5, 1975

ROVED TITLE BUSINESS MANAGER FINANCE APPROVAL

HEC 109(Rev.7/74)

S. C. DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

No. HCE(T)-16

DIRECT EXPENDITURE OR PERSONAL SERVICE VOUCHER

3-7	8
TYPE: P2	DEV. NO. 2

1. PAYEE cc 9-33	2. VENDOR NO.	3. COST CENTER TITLE
Medfact, Inc.		Health Care Extension Trident
4. ADDRESS cc 34-53: P.O. Box 458 (STREET ADDRESS)		
cc 54-73: Massillon, Ohio 44646 (CITY STATE ZIP)		

5. DATES	6. DESCRIPTION	7. AMOUNTS
4-16-75	Educational Supplies as per attached invoice #7054.	$ 200.80
	8. TOTAL	$ 200.80

9. It is hereby certified that the items represented in this voucher were authorized, received, inspected, and accepted, and this amount is approved for payment.

6-6-75 (DATE) — (SIGNATURE)

10. The above amounts are correct.

SIGNATURE

SOCIAL SECURITY NUMBER

11. LEAVE BLANK - To be completed by Finance only

1-2	3-7	8	9-14	15-19	20-29	30-35	57-61	62	36-43	44-48	49-56
TYPE	DEV. NO.		DEV. DATE	VENDOR NO.	INVOICE NO.	PAY. DATE	CG. VOUCH.	TAX	GROSS	DISCOUNT	NET
P2		1									311

TYPE	DEV. NO.	
P2	SAME	3

1-2 3-7 8

12. ACCOUNT NUMBERS AND AMOUNT TO BE CHARGED

COST CENTER (9-13)	FUND (14-17)	CLASS (18-22)	ANALYTICAL (23-32)	AMOUNT (49-56)
2715-A	A000	53404		$ 200.80

HCE(T)-100 (3/74)

P.O. Box 458
MASSILLON, OHIO 44646

10 day approval

Invoice No. 7054

Date 4-16-75

Your Order No.

Our Order No.

Shipped to

Same

Sold to
Charleston County Health Dept.
Betty Ann Chambers
334 Calhoun
Charleston, S.C. 29401

Terms	F.O.B.	Date Shipped	Shipped Via
		4-16-75	UPS

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	Aud.		
1	085002 Hypertension		$100.00
1	075000 Menstruation		100.00
			$200.00
		Shipping	.00
			$200.00

2% DISCOUNT IF BALANCE IS PAID WITHIN 10 DAYS OF INVOICE DATE, NET 30 DAYS. A FINANCE CHARGE OF 1½% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE OF 18% WILL BE ADDED TO BALANCE OVER 30 DAYS.

Document 7

BUDGET FOR S. C. STATE BOARD OF HEALTH

313

BUDGET NO. 002100 FOR Health Care Extension - Trident PERIOD

BUDGET ITEMS NO.	DESCRIPTION	NAME	ANNUAL RATE	ITEM TOTAL	A210 STATE	LOCAL	P.H.S.	SOURCE OF FUNDS MCH FUND A	MCH FUND B	MCH FUND M	PROJECT GRANTS FUND A	PROJECT GRANTS FUND B
101	Dentist II	E. Johnson	(15) 24,978	14,410	14,410			(Trans from 6RY20)				
	778 6/20/76	Emp 1/20/75	(11) 26,227	11,096	11,096							
102	Data Entry Oper. II	J. Lawicki	(3) 5655	653	653			(Trans. from 6RY20-229)				
	271 (016)	upgrade 8/8/75	(16) 6,115	1,411	1,411							
	- 10/28/75	X/28/75	(17) 6,421	4,198	4198							
103	Pharmacist II	Vacant	12,854	12,554	12,554			(Trans. from 6RY20-246)				
	603	12/14/76										
104	Pub. Health Phys. III		32,500	32,500	32,500			(To the estab.)				
				77,127								

Document 8

BOARD MEMBERS
Lachlan L. Hyatt, Chairman
William M. Wilson, Vice-Chairman
I. DeQuincey Newman, Secretary
W. A. Barnette, Jr.
Leonard W. Douglas, M.D.
J. Lorin Mason, Jr., M.D.
Caroline G. Newhall

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

May 19, 1975

CURRENT STATUS OF P & C AGENCIES

On February 11, 1975, the Board of Health and Environmental Control approved the designation of the P & C agencies. On February 12, a letter was sent to the P & C agencies confirming their designation and requesting that either a revised budget be submitted or confirmation that the original budget submitted to perform as a P & C agency was felt to be satisfactory.

The lack of response of the February 12 letter prompted us to send another letter to the P & C agencies on April 28, 1975. At this time we requested that each P & C agency submit a statement by May 4 of actual expenditures for the 2½ month period, 2/12/75 - 4/30/75. Total expenditures for all P & C agencies for this period amount to $5,420.11. In the spirit of cooperation, the following P & C agencies have stated they would not send a bill for any services rendered by them through April 30.

Central Midlands Regional Planning Council
Lowcountry Regional Planning Council
Trident Health District
Upper Savannah Regional Planning & Development Council
Wateree District Department of Health

After the decisions have been made as to what projects are to be funded, each project will be individually evaluated as to its planning and coordination needs. The staff feels that in most cases further need for planning and coordination agency activity will cease once a project is implemented.

SOUTH CAROLINA
HEALTH CARE EXTENSION PROGRAM
PLANNING AND COORDINATION AGENCIES

NAME OF DISTRICT	NAME OF P & C AGENCY	NAME OF CHIEF EXECUTIVE	REVISED BUDGET REQUESTED 12/12/74	EXPENDITURES 2/12 - 4/30 REQUESTED 4/28
Catawba	Catawba Regional Planning Council	William J. James	7/1/75-6/30/76 $26,000 Request if additional funds are made available by General Assembly	$ 1,202.67
Central Midlands	Central Midlands Regional Planning Council	Sidney F. Thomas		No Bill
Low Country	Lowcountry Regional Planning Council	N. S. Thompson	2/12/75-3/10/75 $ 3,744	No Bill
Lower Savannah	Lower Savannah Regional Planning & Development Council	James L. Hammond, Jr.		$ 364.09
Pee Dee	Pee Dee Regional Planning & Development Council	Edwin P. Rogers		$ 566.90
Appalachia	S. C. Appalachian Health Council	James F. Keasler	2/12/75-3/10/75 $ 5,771 3/11/75-6/30/75 $ 4,530 $10,301	$3,154.58
Trident	Trident Health District	Cecil F. Jacobs, M.D.		No Bill
Upper Savannah	Upper Savannah Regional Planning & Development Council	Daniel B. Mackey, II		No Bill
Waccamaw	Waccamaw Public Health District	Robert N. Reiner, M.D.		$ 131.87
	Waccamaw Regional Planning & Development Council	C. Kenneth Thompson		
Wateree	Wateree District Dept. of Health	E. Alex Heise, M.D.		No Bill
			TOTAL	$5,420.11

SOUTH CAROLINA
HEALTH CARE EXTENSION PROGRAM
PLANNING AND COORDINATION AGENCIES

NAME OF DISTRICT	NAME OF P & C AGENCY	NAME OF CHIEF EXECUTIVE	REVISED BUDGET REQUESTED 12/12/74	EXPENDITURES 2/12 - 4/30 REQUESTED 4/28
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	Waccamaw Regional Planning & Development Council	C. Kenneth Thompson		
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			TOTAL	$5,420.11

BOARD MEMBERS
Lachlan L. Hyatt, Chairman
William M. Wilson, Vice-Chairman
I. DeQuincey Newman, Secretary
W. A. Barnette, Jr.
Leonard W. Douglas, M.D.
J. Lorin Mason, Jr., M.D.
Caroline G. Newhall

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

July 10, 1975

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

Governor James B. Edwards, Chairman
State Budget and Control Board
P.O. Box 11450
Columbia, SC 29211

Dear Governor Edwards:

The Appropriation Act for fiscal year 1975-76, Section 116, Page 214, provides for the following:

> SECTION 116. Section 2, Sub-Part A, Part II of Act No. 354 of the 1973 Acts (the General Appropriation Act for 1973-74) as amended is hereby further amended by striking the figure "$5,000,000.00" opposite "Item 5. Board of Health: Health Care Extension Program" and substituting therefor the figure "$3,000,000.00". *Provided, further,* that all expenditures of these monies be subject to the approval of the Budget and Control Board.
>
> This section shall become effective upon approval of this Act by the Governor.

Prior to your approval of this Act on June 6, 1975, the Board of Health and Environmental Control, at its meeting on February 11, 1975, approved expenditures from this appropriation of up to $100,000 of a proposed $749,000 budget submitted by the Trident Health District. The Trident Health District has already obligated most of these funds in implementing the Trident Project and it is our understanding that no expenditures after June 6, 1975, can be made without the approval of the Budget and Control Board.

The purpose of this letter is to request that the Budget and Control Board honor the action taken by the Board of Health and Environmental Control at its meeting on February 11, 1975, in approving expenditures from this appropriation of $100,000 by the Trident Health District.

Sincerely,

Lachlan L. Hyatt, Chairman
Board of Health and Environmental Control

cc: Mr. Pat C. Smith
E. Kenneth Aycock, M.D.
Cecil F. Jacobs, M.D.

Attach to Exhibit XLI July 21, 1975

BOARD MEMBERS
Lachlan L. Hyatt, Chairman
William M. Wilson, Vice-Chairman
I. DeQuincey Newman, Secretary
W. A. Barnette, Jr.
Leonard W. Douglas, M.D.
J. Lorin Mason, Jr., M.D.
Caroline G. Newhall

SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

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The purpose of this letter is to request that the Budget and Control Board honor the action taken by the Board of Health and Environmental Control at its meeting on February 11, 1975, in approving expenditures from this appropriation of $100,000 by the Trident Health District.

Sincerely,

Lachlan L. Hyatt, Chairman
Board of Health and Environmental Control

cc: Mr. Pat C. Smith
E. Kenneth Aycock, M.D.
Cecil F. Jacobs, M.D.

COPY

Patt -
for your
files pl.

EXHIBIT XX
JULY 21, 1975

STATE OF SOUTH CAROLINA
OFFICE OF THE STATE AUDITOR
P. O. BOX 11333
COLUMBIA

P. C. SMITH
STATE AUDITOR

TELEPHONE
(803) 758-3106

July 8, 1975

TO MEMBERS OF THE BUDGET AND CONTROL BOARD

Gentlemen:

RE: Proposed Salary, Executive Director of the Employment Security Commission - 1975-76

Frank Baldwin, Chairman of the Employment Security Commission, has requested the Board's approval of their increasing the salary of the Executive Director of the Commission from $29,500.00 to $32,000.00 for 1975-76. Correspondence between him and the Atlanta Office of the United States Department of Labor on this subject is attached.

The General Appropriation Act for 1975-76 fixes the salaries of the Commissioners, but makes no reference to the position of Executive Director. As you will recall, salaries of agency heads throughout the Appropriation Act are increased for 1975-76 at 3.8% over 1974-75. On that basis, the Executive Director would be increased from $29,500.00 to $30,621.00.

I advised Frank of the general 3.8% policy of the General Assembly. He requested, however, that the proposed increase to $32,000.00 be submitted to you.

Please indicate below your position with respect to the request. We will not consider the request approved except upon your unanimous affirmative response.

Very truly yours,

P. C. Smith
State Auditor

PCS:dr
Enclosures

I APPROVE _____
I DISAPPROVE _____
HOLD FOR DISCUSSION AT NEXT MEETING _____

(SIGNED) _____

South Carolina
Employment Security Commission

FRANK E. BALDWIN, JR.
CHAIRMAN

C. LEM HARPER
VICE-CHAIRMAN
W. MARSHALL COMER
COMMISSIONER

Columbia

June 26, 1975

Mr. Pat Smith, State Auditor
Wade Hampton Office Building
P. O. Box 11333
Columbia, S. C. 29211

Dear Pat:

In response to our recent telephone conversation, please find the attached material in support of the Commission's request that the Executive Director's salary of the Employment Security Commission be established at $32,000 p.a., to be effective July 1, 1975.

As you are aware, the Commission in cooperation with and subject to the approval of the U.S. Department of Labor, Manpower Administration, Atlanta Regional Office has for many years set the salary level of the Executive Director based upon comparability with other Agency Directors within the State of South Carolina.

Since July 1971, we have used those agency's recommended by the S. C. State Personnel Division for salary comparability data. We have submitted data for FY 1975-76 to the Atlanta Regional Office Manpower Administration and have received their approval to set the Executive Director's salary at $32,000 p.a.

In accordance with the provisions contained in the State of South Carolina Appropriations Bill FY 1975-76, this is to request Budget and Control Board approval of $32,000 p.a. for the Executive Director of Employment Security Commission.

Based upon the salary levels of agency heads used for comparability determination and other agency heads within the State of South Carolina we believe that this request is justified and respectfully request approval.

Sincerely,

Frank E. Baldwin, Jr.
Chairman

Enclosure:

South Carolina

Employment Security Commission

COMMISSION
Frank E. Baldwin, Jr., Chairman
C. Lem Harper, Vice-Chairman
W. Marshall Comer, Commissioner

EXECUTIVE DIRECTOR
Robert E. "Jack" David

1225 Laurel Street
P. O. Box 995
Columbia, S. C. 29202

June 5, 1975

Mr. William U. Norwood, Jr.,
Assistant Regional Director for
Manpower
U. S. Department of Labor
1371 Peachtree Street, N. E.
Atlanta, Georgia 30309 Attn: 4MGB-4

Dear Mr. Norwood:

Enclosed please find forms MA4-63 requesting approval for the establishment of the Executive Director's salary at $32,000.00 per annum to be effective July 1, 1975.

Also enclosed is a comparison of salaries for other comparable agency heads.

Your consideration and subsequent approval of this request will be most appreciated.

Sincerely,

Frank E. Baldwin, Jr.

Frank E. Baldwin, Jr.,
Chairman

Enclosures:

cc: R. F.
6/5/75 C

U. S. DEPARTMENT OF LABOR
MANPOWER ADMINISTRATION
1371 PEACHTREE STREET, N. E.

June 13, 1975 ATLANTA, GEORGIA 30309

Reply to
Attn of: 4MGB-4 (Adm 16) S.C.

Mr. Frank E. Baldwin, Jr.,
Chairman, South Carolina
Employment Security Commission
1225 Laurel Street
Post Office Box 995
Columbia, South Carolina 29202

Dear Mr. Baldwin:

On the basis of comparability data transmitted in your letter of June 5, 1975, we are accepting, effective July 1, 1975, the proposed increase in the salary of the position of Executive Director of the South Carolina Employment Security Commission from $29,500 to $32,000 per annum.

The information source for the salaries of comparable jobs is from the South Carolina Appropriation Act for 1975-1976.

Sincerely,

William U Norwood Jr

WILLIAM U. NORWOOD, JR.
Assistant Regional Director for Manpower

Enclosure

Lwm.

ENCY	POSITION TITLE	TOTAL IN POSITIONS	1973-74 SALARY RATES	1974-75 SALARY RATES	1975-76* SALARY RATES
pt. of Vocational Rehab.	Commissioner	1	$30,000.00	$32,100.00	$33,320.00
tate Budget & Control Bd.	State Auditor	1	$29,520.00	$31,586.00	$32,786.00
x Commission	Chairman (Director)	1	$27,000.00	$28,890.00	$29,988.00
pt.of Parks, Recreation and Tourism	Agency Director	1	$23,940.00	$27,000.00	$28,026.00
chnical Education Comm.	Agency Director	1	$36,170.00	$38,702.00	$40,173.00
pt.of Social Services	Commissioner	1	$30,000.00	$32,100.00	$33,320.00
tate Development Board	Agency Director	1	$36,365.00	$38,910.00	$40,389.00
nsurance Department	Chief Insurance Comm.	1	$32,500.00	$34,775.00	$36,096.00
etirement Division	Agency Director	1	$29,000.00	$31,030.00	$32,785.00
ducation Television	General Mgr.(Director)	1	$25,400.00	$30,000.00	$31,140.00
pt.of Corrections	Agency Director	1	$26,240.00	$32,500.00	$33,735.00

uly, 1975

Information source, APPROPRIATIONS FOR 1975-1976 STATE OF SOUTH CAROLINA.

COPY

STATE OF SOUTH CAROLINA
OFFICE OF THE STATE AUDITOR
P. O. BOX 11333
COLUMBIA

P. C. SMITH
STATE AUDITOR

TELEPHONE
(803) 758-3106

July 8, 1975

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Please indicate below your position with respect to the request. We will not consider the request approved except upon your unanimous affirmative response.

Very truly yours,

P. C. Smith
State Auditor

PCS:dr
Enclosures

I APPROVE ✓
I DISAPPROVE ____
HOLD FOR DISCUSSION AT NEXT MEETING ____

(SIGNED) _____

323

attach to Exhibit XX
July 21, 1975

July 8, 1975

TO MEMBERS OF THE BUDGET AND CONTROL BOARD

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(SIGNED) _____

South Carolina

Employment Security Commission

FRANK E. BALDWIN, JR.
CHAIRMAN

C. LEM HARPER
VICE-CHAIRMAN

W. MARSHALL COMER
COMMISSIONER

Columbia

June 26, 1975

Mr. Pat Smith, State Auditor
Wade Hampton Office Building
P. O. Box 11333
Columbia, S. C. 29211

Dear Pat:

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As you are aware, the Commission in cooperation with and subject to the approval of the U.S. Department of Labor, Manpower Administration, Atlanta Regional Office has for many years set the salary level of the Executive Director based upon comparability with other Agency Directors within the State of South Carolina.

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Based upon the salary levels of agency heads used for comparability determination and other agency heads within the State of South Carolina we believe that this request is justified and respectfully request approval.

Sincerely,

Frank E. Baldwin, Jr.
Chairman

Enclosure:

U. S. DEPARTMENT OF LABOR
MANPOWER ADMINISTRATION
1371 PEACHTREE STREET, N. E.

June 13, 1975 ATLANTA, GEORGIA 30309

Reply to
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Columbia, South Carolina 29202

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The information source for the salaries of comparable jobs is from the South Carolina Appropriation Act for 1975-1976.

Sincerely,

William U Norwood Jr

WILLIAM U. NORWOOD, JR.
Assistant Regional Director for Manpower

Enclosure

Lwm.

South Carolina

Employment Security Commission

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June 5, 1975

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Sincerely,

Frank E. Baldwin, Jr.

Frank E. Baldwin, Jr.,
Chairman

Enclosures:

cc: R. F.
6/5/75
C

GENCY	POSITION TITLE	TOTAL IN POSITIONS	1973-74 SALARY RATES	1974-75 SALARY RATES	1975-76* SALARY RATES
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tate Development Board	Agency Director	1	$36,365.00	$38,910.00	$40,389.00
Insurance Department	Chief Insurance Comm.	1	$32,500.00	$34,775.00	$36,096.00
Retirement Division	Agency Director	1	$29,000.00	$31,030.00	$32,785.00
Education Television	General Mgr.(Director)	1	$25,400.00	$30,000.00	$31,140.00
Dept.of Corrections	Agency Director	1	$26,240.00	$32,500.00	$33,735.00

July, 1975

*Information source, APPROPRIATIONS FOR 1975-1976 STATE OF SOUTH CAROLINA.

EXHIBIT XV
JULY 21, 1975

LEGISLATIVE AUDIT COUNCIL
STATE OF SOUTH CAROLINA

P. O. BOX 11867
COLUMBIA, SOUTH CAROLINA 29211

RECEIVED
JUL 10 1975
STATE AUDITOR'S OFFICE
BUDGET DIVISION

June 27, 1975

The Honorable Pat Smith
State Auditor
Wade Hampton Office Building
Columbia, South Carolina 29201

Dear Mr. Pat:

I tried to contact you by telephone today but understand you were in conference for most of the day.

I am in the process of helping the newly created Legislative Audit Council set up their new office and in this regard, I have been requested by Mr. Carl B. Harper, Chairman of the Council, to contact the Budget and Control Board to determine the possibility of carrying forward the unused portion of the monies appropriated to the Council in the 1974-75 Budget. This is shown as Item VI, Section 3, on Page 10 of the Appropriation Bill for 1974-75, and listed as $210,600.00 for the Legislative Research, Auditing and Governmental Operations Council.

We have been advised by the Comptroller's Office that as of June 6, 1975, there is a balance of $57,560.00 in this account, #1106-3528, Organizational #01007-000000.

I am enclosing copies of letter dated June 17, 1975, written by Mr. Harper to Senator Dennis and Representative LeaMond. Not having received an answer to these letters and realizing the very short time left before the new fiscal year, I was requested by the Chairman to check into the matter further. Therefore, I would appreciate having your thoughts on this matter at your earliest possible convenience.

Thanks for everything.

Sincerely,

Lois Tarte

Lois D. Tarte

lt

Enclosure

CARL B. HARPER, JR.
CERTIFIED PUBLIC ACCOUNTANT
318 MONTGOMERY BUILDING
SPARTANBURG, S. C. 29301

June 17, 1975

The Honorable Rembert C. Dennis
Chairman, Senate Finance Committee
Box 1174
Moncks Corner, S. C. 29461

Dear Senator Dennis:

The Legislative Audit Council recently created by Bill H.2749 has had two meetings and is moving ahead toward developing its organizational structure. We will make every effort to keep you informed as to our progress.

We have been advised by Honorable Henry Mills, Comptroller General, that as of June 6, 1975, there was a balance of $57,560.00 in the 1974-75 appropriation for the Council. We respectfully request that you have a Resolution prepared to provide for carrying forward the unused amount in this account to the 1975-76 fiscal year, during which time the Council expects to become fully functional.

The Council appreciates very much your consideration of this request and if we need to furnish any additional information in this regard, please contact me.

Very truly yours,

Carl Harper

Carl B. Harper, Jr., Chairman
Legislative Audit Council

CBH,Jr./lr

CARL B. HARPER, JR.
CERTIFIED PUBLIC ACCOUNTANT
318 MONTGOMERY BUILDING
SPARTANBURG, S. C. 29301

June 17, 1975

The Honorable Frederick J. LeaMond
Chairman, House Ways and Means Committee
165 St. Margaret Street
Charleston, S. C. 29403

Dear Mr. LeaMond:

The Legislative Audit Council recently created by Bill H.2749 has had two meetings and is moving ahead toward developing its organizational structure. We will make every effort to keep you informed as to our progress.

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The Council appreciates very much your consideration of this request and if we need to furnish any additional information in this regard, please contact me.

Very truly yours,

Carl Harper

Carl B. Harper, Jr., Chairman
Legislative Audit Council

CBH,Jr./lr

EXHIBIT XVI
JULY 21, 1975

State of South Carolina

South Carolina Tax Commission

ROBERT C. WASSON
CHAIRMAN

WYATT C. DURHAM
H. WAYNE UNGER, JR.
ROBERT C. WASSON
COMMISSIONERS

Columbia

July 3, 1975

The Honorable P. C. Smith
Secretary
State Budget and Control Board
Columbia, South Carolina

Dear Sir:

The South Carolina Tax Commission, as a result of Act #208 of 1975 and Section 65-64(19), both dealing with the property tax and the administration thereof, finds itself in a position of needing immediately additional personnel and appropriations to properly administer the desires of the General Assembly. On an interim basis, we feel that for the present fiscal year, we will need an additional $96,035 to fulfill the minimum necessary requirements set forth in the legislation mentioned above.

Prior to the passage of Act #208, the South Carolina Tax Commission was charged with the responsibilities of appraising and assessing for ad valorem taxation, the properties of manufacturers, utilities, merchants' inventories, and all other personal property. In addition to these specific duties, Section 65-64(19) of the Code of Laws of 1962, As Amended, provides that the Tax Commission, upon the request of the proper county officials, must institute and direct a program of reassessment in such county. The combination of these powers and duties property administered requires more than the full time of our existing staff, which consists of 13 appraisers. Because of current litigation and public interest, a good number of additional counties have requested the full assistance of the Commission in reassessment programs. Just prior to the passage of Act #208, 26 of the 46 counties had requested the assistance of the Commission.

Act #208 of 1975 specifically requires every county to enter into a reassessment and equalization program immediately, under the guidance of the Tax Commission, to insure uniform state-wide conformity. We find that 10 counties within the State have never embarked upon any equalization or reassessment program, and do not have a county assessor. In addition to this, we estimate that approximately two-thirds of the remaining 36 counties will probably have to immediately embark upon an update of their reassessment programs. This Act further provides for state-wide uniform classes and ratios and sets forth specific duties, powers, and mandates of both the Tax Commission and the counties. Based on our past experience and present contact with most counties, it appears that a substantial portion of all counties are looking to and relying on the Tax Commission to greatly assist in their reassessment and equalization program.

Therefore, as a result of the legislative mandate to reform the property tax situation within South Carolina and the implementation of immediate action contained therein, we feel it necessary that the Tax Commission be granted permission to immediately increase its staff and functions related therewith in the total amount of $96,035. The mandates were set forth by legislation but not funded. Such a request is based upon 5 additional field appraisers and 2 additional clerks. We strongly feel that this is a bare minimum to survive this year until we can properly amend the Tax Commission's appropriation through normal channels. In order to support these additional personnel, we feel that we will need authorization to appropriate an additional $24,500 travel expense, which will include the education process and an additional $2,000 to purchase equipment for the additional personnel. These personnel will require a salary based upon personnel guidelines in the total amount of $69,535.

Your consideration and approval will be appreciated.

Yours very truly,

Robert C. Wasson

Robert C. Wasson, Chairman
South Carolina Tax Commission

RCW:bb

State of South Carolina

South Carolina Tax Commission

ROBERT C. WASSON
CHAIRMAN

WYATT E. DURHAM
H. WAYNE UNGER, JR.
ROBERT C. WASSON
COMMISSIONERS

Columbia

July 3, 1975

The Honorable P. C. Smith
Secretary
State Budget and Control Board
Columbia, South Carolina

Dear Sir:

The South Carolina Tax Commission, as a result of Act #208 of 1975 and Section 65-64(19), both dealing with the property tax and the administration thereof, finds itself in a position of needing immediately additional personnel and appropriations to properly administer the desires of the General Assembly. On an interim basis, we feel that for the present fiscal year, we will need an additional $96,035 to fulfill the minimum necessary requirements set forth in the legislation mentioned above.

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Your consideration and approval will be appreciated.

Yours very truly,

Robert C. Wasson

Robert C. Wasson, Chairman
South Carolina Tax Commission

RCW:bb

EXHIBIT XIII
JULY 21, 1975

State of South Carolina

Law Enforcement Division

JAMES B. EDWARDS
Governor

J. PRESTON STROM
Chief

P. O. Box 21398 Phone 758-2461
COLUMBIA, S. C. 29221

June 17, 1975

The Honorable P. C. Smith
State Auditor
Post Office Box 11333
Columbia, South Carolina 29211

Dear Mr. Smith:

This correspondence is with respect to the Private Detective/Security Administration Account, Account #2307-0156.

As you may be aware, Act 387 of the South Carolina Code of Laws grants the authority to the State Law Enforcement Division to use proceeds derived from this program to defray the operating cost and to purchase necessary equipment for use in this program.

At the end of this fiscal year, June 30, 1975, there should be approximately some fifteen thousand dollars ($15,000) remaining in this account.

After carefully reviewing the expenditures and the operating cost for 1974-75, it is my opinion that this amount should remain in this account and carried over as it will be necessary for the continuing operation of this program.

I would like to thank you for your time and consideration devoted to this matter, and if I may be of assistance to you or any member of your department in matters of mutual concern, please feel free to call on me at any time.

Yours very truly,

JP Strom

J. P. Strom, Chief
South Carolina Law Enforcement Division

JPS:bd

State of South Carolina

Law Enforcement Division

JAMES B. EDWARDS
Governor

J. PRESTON STROM
Chief

P. O. Box 21398 Phone 758-2461
COLUMBIA, S. C. 29221

July 8, 1975

Mr. P. C. Smith
State Auditor
P. O. Box 11333
Columbia, SC 29211

Dear Mr. Smith:

The South Carolina General Assembly passed Act 250, which amended Act 330 of 1965 during its recent session, relating to pistols so as to further define "pistols"; to provide for the issuance of licenses to dealers; to increase penalties for violation of the Act; and to provide for pistol purchase permits. Section 6 of this bill states that the South Carolina Law Enforcement Division shall grant a license to any person doing business in the State not ineligible to purchase, acquire, or possess a pistol or can be licensed as a dealer under the provisions of this Act. License shall be issued on a form furnished by the South Carolina Law Enforcement Division and be effective for two years from the date of issuance.

It should be noted that prior to this amendment of Act 330, the Clerks of Court were empowered to issue such licenses.

The new Act further reflects in Section 6 (D) that the fee for issuance of such license shall be $100.00. It should also be noted that the writer finds no verbiage that would say specifically to whom the $100.00 fee would be paid. However, in assisting in the drafting of this new Act, we were asked how much it would cost us to administer these new amendments. Our study reflected that it would cost approximately $50.00 per year, per licensed gun dealer in order to accommodate the cost, some of which will be further discussed in the following numbered paragraphs.

The new act generally describes certain administrative and investigative requirements to be performed by the South Carolina Law Enforcement Division.

1. Licenses shall be issued on a form furnished by the South Carolina Law Enforcement Division.

2. To accommodate No. 1, it will be necessary to author and furnish an application form to be utilized by those persons desiring to become licensed gun dealers.

3. Section 6 (C) says that a record shall be made of every pistol sold on a firearms transaction record form. This of course necessitates the drafting of such a form and in a quantity to allow for an original and two copies for every pistol sold. We have no statistics that will accurately reflect the number of pistols sold in South Carolina each year.

4. Postage becomes a cost factor when dealing with approximately 3,500 known federally licensed gun dealers in South Carolina.

5. The law further states that no person shall be allowed to purchase more than one pistol in any thirty day period. This will require SLED to set up a voluminous "tickler system" to insure compliance with this portion of the statute. It is somewhat an after-the-fact investigation.

The writer feels that we are unable to give an exact number of personnel or operating expense cost without some history. It is felt that a two year period of involvement would furnish us the necessary history to forecast expenditures in this area.

SLED would suggest that if the Budget and Control Board would allow us to notify licensed gun dealers that all approved licensees be required to utter a check or money order in the amount of $100.00 made payable to the South Carolina Law Enforcement Division; these monies would be appropiately accounted for using procedure to be approved by the State Auditor and used to enforce this Act and to pay those expenses incurred both administrative and enforcement wise.

An Act regulating private detectives and security guards came into effect on January 1, 1974, and such an arrangement as noted in the previous paragraph has been approved. The Division would suggest that if you approve the $100.00 amount as noted in previous paragraphs, it would utilize persons already assigned plus additional persons to be assigned to the Regulatory Section of SLED to perform all regulatory activities. This would allow for both clerical and enforcement people to perform several jobs of regulatory responsibility. We feel that this would cut the operation cost of trying to select persons to perform only given responsibility of a given statute.

The Attorney General's office has advised the Division that persons who possess license to sell pistols can continue to do so until the expiration date of that license. However, dealers whose license expire after June 17, 1975, are in violation if they sell any "pistols" without first obtaining a license through the South Carolina Law Enforcement Division. You might well imagine the number of

inquires we are receiving from those persons whose licenses are expiring and those who desire to become legal pistol dealers.

SLED had designed and is ready to produce the necessary forms as described in previous paragraphs, but is unable to go forward with this responsibility until monies are authorized or until the Division is authorized to spend monies from its appropiation for the enforcement of this Act. We would be fearful of utilizing 1975-76 appropiated monies in this area because it would necessitate expenditures that were unplanned and cause us problems in carrying out our assigned missions for which we requested appropiations. Therefore, the South Carolina Law Enforcement Division would request that the Budget and Control Board allow South Carolina Law Enforcement Division to receive $100.00 for the issuance of each pistol dealer's license following the guide lines as prescribed in Act 250 in 1975.

Please call on us if further information is needed or desired, for it is our desire to work with you in all matters of mutual concern.

Yours very truly,

J P Strom

J. P. Strom, Chief
South Carolina Law Enforcement Division

JPS/dl

(R335, S468)

An Act To Amend Act 330 Of 1965, As Amended, Relating To Pistols, So As To Further Define "Pistols"; To Provide For The Issuance Of Licenses To Dealers; To Increase Penalties For Violation Of The Act And To Provide For Pistol Purchaser Permits.

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. Section 2 of Act 330 of 1965 is amended by striking item (a) and inserting:

"(a) 'Pistol' means any firearm designed to expel a projectile and designed to be fired from the hand, but shall not include any firearm generally recognized or classified as an antique, curiosity, or collector's item, or any that does not fire fixed cartridges."

SECTION 2. Section 2 of Act 330 of 1965 is amended by adding items (g) and (h) which shall read:

"(g) The term 'Division' shall mean the State Law Enforcement Division.

(h) The term 'purchase' shall mean to knowingly buy, offer to buy, receive, lease, rent, barter or exchange."

SECTION 3. Section 6 of Act 330 of 1965 is amended by striking it and inserting:

"Section 6. The Division shall grant a license to any person doing business in the State not ineligible to purchase, acquire or possess a pistol or be licensed as a dealer under the provisions of this act. Licenses shall be issued on a form furnished by the Division and be effective for two years from the date of issuance. Licensees shall be authorized to sell pistols at retail as dealers within this State subject to the following conditions, for breach of any of which the license shall be forfeited:

(a) The license or a copy thereof, authenticated by the issuing authority, shall at all times and places of sale be available for inspection or displayed where it can easily be read.

(b) No pistol shall knowingly be sold in violation of any provision of this act nor shall any pistol be sold without clear evidence as to the identity of the purchaser being furnished to the dealer.

(c) A true record shall be made of every pistol sold on a firearm transaction record form. The firearm transaction record form which shall be furnished by the Division shall be signed by the purchaser and by the dealer effecting the sale, each in the presence of the other and shall contain such information as may be required by the Division.

A separate firearm transaction form shall be completed for each pistol sold, a copy of which must be submitted to the Division as provided in Section 5A. The dealer shall retain the records for a period of three years from the date of sale or transfer to which the records relate.

(d) The fee for issuance of such licenses shall be one hundred dollars.

(e) Each applicant for a license shall post with the Division a bond in favor of the State with surety in the amount of ten thousand dollars. No bond shall be accepted for filing unless it is with a surety company authorized to do business in this State and conditioned that the principal named therein shall not do any act meriting suspension or revocation of his license under provisions of this act. In lieu of a bond, a cash deposit or a deposit of other securities acceptable to the Division of a value of ten thousand dollars shall be accepted. Any person aggrieved by any act of the principal named in such bond may in an action against the principal or surety therein, or both, recover damages. The aggregate liability of the surety for all breaches of the conditions of the bond shall, in no event, exceed the amount of such bond. The surety on the bond shall have the right to cancel such bond giving thirty days' notice to the Division and thereafter shall be relieved of liability for any breach of condition after the effective date of the cancellation.

(f) A breach of any of the above conditions or violations of any provisions of this act by a dealer, or the giving of false information by a licensee on an application for purchase or transfer shall result in forfeiture of license, but the licensee shall be entitled to reasonable notice and proper hearing in the circuit court of the county in which he is licensed."

SECTION 4. Section 9 of Act 330 of 1965 is amended by striking it and inserting:

"Section 9. Any person including a dealer violating any of the provisions of this act shall be deemed guilty of a felony and upon conviction shall be fined not more than two thousand dollars or be imprisoned for not more than two years, or both.

When a violation occurs within a municipality the fines collected shall be delivered to the municipality by the clerk of court. If the violation occurs outside a municipality, the fines shall be delivered to the county treasurer.

Any person convicted of violating the provisions of this act, in addition to the penalty provided herein, shall have the pistol involved

in such violation confiscated. Notwithstanding any other provisions of law, such pistol shall be delivered to the chief of police of the municipality or to the sheriff of the county, if the violation occurred outside the corporate limits of a municipality. The law enforcement agencies that receive the confiscated pistols shall use them within their department, transfer them to another law enforcement agency or destroy them. Records shall be kept of all confiscated pistols received by the law enforcement agencies under the provisions of this act."

SECTION 5. Act 330 of 1965 is amended by adding Section 5A which shall read:

"Section 5A. Prior to the purchase of a pistol, the purchaser shall complete an application in triplicate in the presence of the dealer. The application to be furnished by the Division shall contain the applicant's (1) name; (2) residence and business address; (3) date and place of birth; (4) social security number; (5) South Carolina driver's license number or South Carolina Highway Department Identification Card Number; (6) physical description; (7) fingerprint card and photograph of applicant if applicant does not have items (4) and (5); (8) a signed sworn statement by the applicant that he is not within any classification set forth in items (a), (b), (c) or (d) of Section 4 of this act, and that he has not purchased a pistol within the previous thirty days; (9) the signatures of applicant and the dealer; (10) and such other personal identifying information as may be required by the Division.

No person shall be allowed to purchase a pistol from a dealer unless he has fully completed the application.

No person shall be allowed to purchase more than one pistol on each application and no person shall be allowed to purchase more than one pistol during each thirty-day period; *provided*, however, that a person whose pistol is stolen or irretrievably lost and who feels that it is essential that he immediately purchase a pistol may obtain a special permit which will enable him to purchase a pistol upon his sworn affidavit to the chief of police or his designated agent of the municipality in which the applicant resides or if the applicant resides outside the corporate limits of a municipality to the sheriff or his designated agent of the county in which the applicant resides citing these facts and reasons why he cannot wait for a thirty-day period to purchase a pistol. The special permit shall contain such information as required by the Division and shall be on a form furnished by

the Division. The issuing officer shall retain a copy of the permit and forward a copy to the Division.

No person shall be allowed to purchase a pistol from a dealer unless he is a resident of the State of South Carolina. For the purpose of this act, the possession of a valid South Carolina driver's license or South Carolina Highway Department Identification Card shall constitute proof of residency.

Upon proper completion of the application the dealer shall submit the original application to the Division, retain a copy for his records, and give a copy to the applicant upon his purchase of a pistol. The application to be submitted to the Division must be accompanied by a firearm transaction record properly completed by the purchaser and the dealer."

SECTION 6. This act shall take effect upon approval by the Governor.

In the Senate House the 12th day of June

In the Year of Our Lord One Thousand Nine Hundred and Seventy-five.

W. Brantley Harvey, Jr.,
President of the Senate.

Rex L. Carter,
Speaker of the House of Representatives.

Approved the 17th day of June, 1975.

James B. Edwards,
Governor.

Printer's No. 175—S.

(R328, S201)

An Act To Amend Act 330 Of 1965, As Amended, Relating To Pistols And Other Handguns Of Inferior Quality, So As To Make It A Misdemeanor For Pistol Dealers To Possess Such Weapons, And To Provide For The Forfeiture Of Any Such Weapon Possessed Or Sold By Such Dealers.

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. Section 6 A of Act 330 of 1965, as added by Act 419 of 1973, is amended by striking it in its entirety and inserting the following:

"Section 6A. No licensed retail dealer shall possess in his place of business or sell any pistol or other handgun which has a die-cast frame or receiver which melts at a temperature of less than eight hundred degrees farenheit.

Any pistol or other handgun possessed or sold in violation of this act is declared to be contraband and shall be forfeited to the State. Such weapons shall be destroyed by the State Law Enforcement Division upon order of the circuit court or other court of competent jurisdiction issued upon petition of the Division in a proceeding which may be *ex parte* if the whereabouts of the owner of such weapon is unknown, but which shall be upon ten days notice to the owner thereof if his whereabouts is known."

SECTION 2. This act shall take effect upon approval by the Governor.

In the Senate House the 12th day of June

In the Year of Our Lord One Thousand Nine Hundred and Seventy-five.

W. Brantley Harvey, Jr.,
President of the Senate.

Rex L. Carter,
Speaker of the House of Representatives.

Approved the 17th day of June, 1975.

James B. Edwards,
Governor.

Printer's No. 170—S.

EXHIBIT XVIII
JULY 21, 1975

The State of South Carolina

Attorney General
DANIEL R. McLEOD

Attorney General
Columbia

June 12, 1975

RECEIVED
JUN 13 Rec'd
GOVERNOR'S OFFICE

The Honorable James B. Edwards
Governor

The Honorable Rembert C. Dennis
State Senator

The Honorable F. Julian LeaMond
Member, House of Representatives

The Honorable Grady L. Patterson, Jr.
State Treasurer

The Honorable Henry Mills
Comptroller General

Gentlemen:

I have extended an invitation to the Southern Regional Association of Attorneys General to hold their Annual Meeting in South Carolina in 1976. It has been 13 years since the Meeting was held in this State and a number of members have hinted that it is about time that South Carolina have another turn and have also expressed a desire to meet in this State.

Approximately 17 states are represented. The cost of holding the Meeting was, according to the Attorney General of Maryland, where this year's Meeting was recently held, approximately $7,000 and I am requesting that assurance be given that this amount will be made available to me for the holding of the Meeting which is scheduled to be in May 1976 at Charleston.

Very truly yours,

Daniel R. McLeod
Attorney General

DRM/hm

EXHIBIT XIX
Rec'd 6/25/75
JULY 21, 1925

SOUTH CAROLINA
STATE HIGHWAY DEPARTMENT
DRAWER 191
COLUMBIA, S. C. 29202

June 23, 1975

Mr. P. C. Smith, State Auditor
State Budget and Control Board
Post Office Box 11333
Columbia, South Carolina

Dear Mr. Smith:

The State Highway Commission at its meeting on June 19, 1975, unanimously passed a motion increasing the salaries of the Chief Highway Commissioner, Assistant to the Chief Highway Commissioner, State Highway Engineer and Secretary-Treasurer, effective July 1, 1975, subject to the approval of the State Budget and Control Board as follows:

Chief Highway Commissioner	$42,800 to $44,426 per year
Asst. to the Chief Hwy. Comm.	$28,000 to $29,120 per year
State Highway Engineer	$28,000 to $30,240 per year
Secretary-Treasurer	$26,000 to $28,080 per year

This action is submitted to you for consideration by the Budget and Control Board.

With kindest regards, I remain

Yours very truly,

S. N. Pearman
Chief Highway Commissioner

EXHIBIT XX
JULY 21, 1975

STATE OF SOUTH CAROLINA)
) RESOLUTION
BUDGET AND CONTROL BOARD)

WHEREAS, The Beaufort Technical Education Center has applied for a Federal grant for the remodeling and expansion of its site and facilities, and

WHEREAS, It is deemed necessary to approve the continued use of the Beaufort Technical Education Center site and facilities for educational purposes during the period of Federal interest as determined by the investment of Federal funds,

NOW THEREFORE, The undersigned Budget and Control Board hereby approves the continued use of site and facilities of the Beaufort Technical Education Center during the intended period of Federal interest.

Adopted this 21 day of July, 1975.

James B. Edwards
Governor James B. Edwards, Chairman

Grady L. Patterson
Grady L. Patterson, Jr., State Treasurer

Henry Mills
Henry Mills, Comptroller General

Rembert C. Dennis
Rembert C. Dennis, Chairman
Senate Finance Committee

P. C. Smith, Secretary

F. Julian LeaMond
F. Julian LeaMond, Chairman
House Ways and Means Committee