

MINUTES OF
Budget and
Control Board
Meeting
February 8, 1983

015754

State of South Carolina
State Budget and Control Board

RICHARD W. RILEY, CHAIRMAN
GOVERNOR
GRADY L. PATTERSON, JR.
STATE TREASURER
EARLE E. MORRIS, JR.
COMPTROLLER GENERAL



Box 12444
Columbia
29211

REMBERT C. DENNIS
CHAIRMAN, SENATE FINANCE COMMITTEE
TOM G. MANGUM
CHAIRMAN, WAYS AND MEANS COMMITTEE

WILLIAM T. PUTNAM
EXECUTIVE DIRECTOR

February 8, 1983

MEMORANDUM

TO: Budget and Control Board Division Directors
FROM: William A. McInnis, Secretary *WAM*
SUBJECT: Summary of Board Actions at February 8, 1983 Meeting

The following is a summary of actions taken by the Budget and Control Board at the referenced meeting:

1. Received as information an FTE position operational report for January from the Finance Division;
2. Received as information a Department of Corrections report on the status of the Department's permanent improvement program for January;
3. Received as information reports on payments of interviewee travel expenses by Clemson University and the Attorney General's Office;
4. Heard Consultant Actuary Tom Cavanaugh of the George B. Buck Consulting Actuaries firm describe the system as "very healthy" as a part of his report on the actuarial valuation of the Retirement System as of June 30, 1982;
5. Carried over for 30 days its consultation with the Joint Bond Review Committee on the Capital Improvement Bond funded projects scheduled for start-up in Priority Group 2 and the proposed loan of \$30,000 from the Ordinary Sinking Fund to finance the addition to the Geological Survey Building as proposed by the Division of General Services;
6. Carried over for further consideration the following two permanent improvement projects which have been reviewed favorably by the Joint Bond Review Committee: (a) a Department of Mental Retardation project to renovate buildings at Whitten Center involving the addition of \$840,000 of excess paying patient fee debt service funds and (b) a York Technical College classroom-learning resource center project involving the addition of \$1,500,000 of Capital Improvement Bond funds in Priority Group 2 and \$2,296,500 of local funds; and approved

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the following permanent improvement projects which have been reviewed favorably by the Joint Bond Review Committee: (a) Medical University hospital addition and renovations phase VIII project involving \$5,000,000 of Hospital Revenue Bond proceeds; (b) the following Clemson University projects: central energy plant - pollution control device, involving the addition of \$509,000 of maintenance, repairs and renovations fee funds; and the addition of \$1,500,000 of maintenance, repairs and renovations fee funds for the additions, expansion and improvement of utility systems, etc., project; and the reduction of the Brackett Hall renovation project budget by \$2,197,560.84 to close the project so that the funds might be transferred to the new chemistry building project; (c) Department of Corrections fire/life safety project involving the addition of \$275,000 of Capital Improvement Bond funds from Priority Group 2 as a trailing draw to funds made available in Priority Group 1; and (d) Department of Corrections Kirkland Psychiatric Facility project involving the addition of \$650,000 of Capital Improvement Bond funds from Priority Group 2 as a trailing draw to funds made available in Priority Group 1;

7. Adopted a resolution approving the issuance by the State College Board of Trustess of \$1,700,000 Facilities Improvement Bonds, Series 1983, of the College of Charleston, pursuant to the authorization contained in Act 762 of 1976;

8. Adopted a resolution approving the issuance by the State College Board of Trustees of \$3,000,000 Student and Faculty Housing Revenue Bonds, Series A, of Francis Marion College at public sale or by means of a privately-negotiated sale;

9. Approved for submission to the General Assembly amendments of regulations of the Liquefied Petroleum Gas Board, the Barrier Free Building Design Standard Authority, the State Fire Marshal, the Division of General Services, the Division of Motor Vehicle Management, the State Personnel Division, and the State Employee Grievance Committee; and authorized the State Fire Commission to proceed with the required public review and hearing process related to amended rules and regulations of Article 3, State Fire Marshal;

10. Agreed to recommend an amendment of Section 168 in the 1982-83 Appropriations Act so as to authorize the Board to exempt certain agencies and institutions from the requirement to enter into a lease agreement with the Division of Motor Vehicle Management to replace state-owned passenger vehicles and to provide for the creation of a Lower State Motor Pool;

11. Authorized the following transfers of funds: (a) Opportunity School: \$23,134 from personal service to other operating funds on the understanding that a new superintendent will not be employed prior to July 1, 1983; (b) Board of Registration for Foresters: \$800 from personal services to contractual services for the purpose of employing temporary help; (c) Vocational Rehabilitation: \$25,000 of federal funds into useable categories and to align the budget

in light of present knowledge of CETA contract requirements; and (d) Mental Health: \$175,043 from other operating categories to personal service to provide after-care personnel in each of the agency's 17 mental health centers;

12. Authorized the transfer of \$50,000 of the funds earmarked for legal fees relating to the Catawba Indian land suit to the Attorney General's Office to be expended for that purpose and authorized Executive Director Putnam to treat that transfer as a revolving fund provided the Attorney General's Office certifies all expenditures of such funds;
13. Approved the financing of three terminals and a printer to be procured by the Division of General Services on a lease/purchase basis from IBM at a purchase price of \$22,753.33 with monthly payments to be \$483.44 at an interest rate of 10%;
14. Authorized the State Personnel Division to charge the appealing party whether it be the grievant or the agency the cost of transcribing the tapes of hearings before the State Employee Grievance Committee;
15. Approved the travel of PRT employees Robert G. Liming and Susan M. Chandler to Berlin, Germany, during the March 2-14, 1983 period for the purpose of representing South Carolina at the International Tourism Exchange at an estimated cost of \$5,100 to be paid from funds appropriated for development and tourism;
16. Suggested that Executive Director Putnam advise agencies seeking Civil Contingent Fund allocations that that fund has been obligated;
17. Adopted revised and expanded procedures relating to the preparation and distribution of agenda materials and admonished staff to insist that these procedures be observed;
18. Agreed to hold its next regular meeting at 9:30 A. M. on February 22, 1983, in the Governor's conference room;
19. Received as information a briefing on insurance contractual matters;
20. Received a legal briefing on a Grievance Act matter;
21. Approved salary increases for individuals in the Adjutant General's Office and at Clemson University;
22. Deferred action on a Dorchester County request to purchase 15 acres of the former Clemson Coast Experiment Station property to allow the South Carolina Research Authority to complete its comprehensive land use plan for that property;
23. Heard a lengthy briefing on a contractual matter; and
24. Ratified actions taken during executive session.

WAM:dw

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MINUTES OF BUDGET AND CONTROL BOARD MEETING

FEBRUARY 8, 1983 9:30 A. M.

The State Budget and Control Board met at 9:30 A. M. on Tuesday, February 8, 1983, in the Governor's conference room in the State House with the following members in attendance:

Governor Richard W. Riley
Mr. Grady L. Patterson, Jr.
Mr. Earle E. Morris, Jr.
Representative Tom G. Mangum

Senator Rembert C. Dennis was absent from the meeting.

Also attending were Executive Director W. T. Putnam; Board Secretary William A. McInnis; Governor's Executive Assistant Katherine M. Clarke; Deputy Attorney General Frank K. Sloan; and staff members of the various Board divisions.

BLUE AGENDA - Upon a motion by Mr. Morris, seconded by Representative Mangum, the Board approved all items on the blue agenda.

Blue agenda items are identified as such in these minutes.

FINANCE DIVISION - FTE POSITION OPERATIONAL REPORT FOR JANUARY 1983

(BLUE AGENDA #1) - The Budget and Control Board received as information a report by the Finance Division to the Joint Legislative Committee on Personal Service Financing and Budgeting which indicated a net full-time equivalent position change during January 1983 amounting to a reduction of 202.67 FTE positions of which 8.75 are state, 27.5 are federal, and 166.42 are other-funded positions.

Information relating to this matter has been retained in these files and is identified as Exhibit 1.

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DEPARTMENT OF CORRECTIONS - PERMANENT IMPROVEMENT REPORT FOR JANUARY

1983 (BLUE AGENDA #2) - The Board received as information a Department of Corrections report on the status of its permanent improvement program as of January, 1983.

Information relating to this matter has been retained in these files and is identified as Exhibit 2.

INTERVIEWEE TRAVEL EXPENSE PAYMENTS (BLUE AGENDA #3) - The Board received as information 21 reports on payments of interviewee travel expenses by Clemson University and one by the Attorney General's Office made pursuant to authority granted by the Board.

Information relating to this matter has been retained in these files and is identified as Exhibit 3.

RETIREMENT SYSTEM - ANNUAL VALUATION REPORT - Retirement Systems Director Purvis W. Collins presented Consultant Actuary Tom Cavanaugh of the George B. Buck Consulting Actuaries firm for the purpose of presenting the annual actuarial valuation on the South Carolina Retirement System as of June 30, 1982.

Mr. Cavanaugh referred to the first page from the valuation report and indicated that the number of active members had decreased approximately 2% since June 30, 1981 (from 140,276 members to 137,297 members). He also pointed out that the annual earnable compensation of active members during 1982 had increased by approximately 6% (from \$1,737,171,283 to \$1,839,109,083).

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Mr. Cavanaugh also reported that the number of retired members and beneficiaries had increased about 7% (from 24,386 to 26,150) and that retirement allowances had increased from approximately \$89 million to approximately \$99 million.

Assets of the Retirement System for valuation purposes were reported by Mr. Cavanaugh as having increased from \$2,052,819,853 to \$2,353,300,619 for a 14.6% increase. He indicated that the return on these assets was 9.66% for the period ending June 30, 1982, as compared with 9.14% for the previous year. He also noted that this greater return is well above the 7% figure which had been used for projection purposes.

Mr. Cavanaugh also advised that the unfunded accrued liability of the System had decreased to \$393,549,030 from \$416,289,141 and that the liquidation period for that unfunded accrued liability had stayed at ten years. He attributed this to rounding to some extent and noted that it had been expected that the liquidation period would be closer to nine years as of June 30, 1982.

In his concluding remarks, Mr. Cavanaugh expressed the view that the System is "very healthy" and in "fine shape" and he expressed the expectation that the unfunded accrued liability of the System will disappear at the end of the 1980's if present trends continue.

Mr. Morris noted that the unfunded accrued liability liquidation period had dropped from about twenty years during the time he has served on the Board and Mr. Patterson noted that most retirement systems in the United States have unfunded accrued liability liquidation periods of twenty to twenty-five years with some up to as much as forty years.

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Mr. Cavanaugh noted that he could not over stress the health of the South Carolina System in contrast to those in many other areas of the country and he noted that the performance of the assets had been very good and that it had been improving from year to year.

Information relating to this matter has been retained in these files and is identified as Exhibit 4.

JOINT BOND REVIEW COMMITTEE - CAPITAL IMPROVEMENT BOND FUNDED PROJECTS, PRIORITY GROUP 2 - As was noted at the January 25, 1983 meeting, the Joint Bond Review Committee had acted on the projects included in Priority Group 2 and was forwarding these items for Board consultation as is required by Section 4A of Act 179 of 1981.

Governor Riley opened the discussion by expressing a preference for holding off for another month on Board action on these projects until the revenue picture shapes up more clearly. He requested that the Board hold its action on these projects for another month and again expressed concern about starting new things under the present uncertain economic circumstances.

Mr. Patterson observed that the Priority Group 2 projects are part of a five-year program adopted a year or so ago in cooperation with the Joint Bond Review Committee and he described that program as a measured and contained one which he would not like to see disrupted. He also expressed the view that the Board could do more harm than good if it completely interrupts this program.

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Governor Riley indicated that he also is very pleased with that program and he described that bond project situation as being a whole lot better than it was. He again expressed his concern about going forward with these projects at this particular time in view of the uncertain revenue situation.

Following this discussion, upon a motion by Mr. Morris, seconded by Mr. Patterson, the Board carried over for thirty days its consultation with the Joint Bond Review Committee on the capital improvement bond funded projects scheduled for start-up in Priority Group 2 and the proposed loan of \$30,000 from the Ordinary Sinking Fund to finance the addition to the Geological Survey Building as was proposed by the Division of General Services.

Information relating to this matter has been retained in these files and is identified as Exhibit 5.

EXECUTIVE DIRECTOR'S OFFICE - PERMANENT IMPROVEMENT PROJECTS RELEASED BY BOND COMMITTEE - Mr. Putnam advised that State Auditor Vaughn had requested that item (a), Mental Retardation proposal to add \$840,000 of excess paying patient fee debt service funds to a project to renovate buildings at Whitten Center, be carried over.

The Board agreed that item (b), a York Technical College proposal to increase the budget of a classroom-learning resource center project by the addition of \$1,500,000 of capital improvement bond funds included in Priority Group 2 and \$2,296,500 of local funds, be carried over.

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Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved the Medical University hospital addition and renovations Phase VIII project to be financed by \$5,000,000 of hospital revenue bond proceeds.

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved the release and establishment of the following Clemson University projects: (d) central energy plant - pollution control device, involving the addition of \$509,000 of maintenance, repairs and renovations fee funds; (e) the addition of \$1,500,000 of maintenance, repairs and renovations fee funds to the additions, expansion, and improvement of utility systems, etc., project; and (f) the reduction of the Brackett Hall renovation project budget by \$2,197,560.84 in order to close that project and transfer these funds to the new chemistry building project.

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved the release and establishment of the following Department of Corrections projects involving following draws of capital improvement bond funds in Priority Group 2: (g) the addition of \$275,000 to the fire/life safety project as a follow-up to the release of funds in Priority Group 1; and (h) the addition of \$650,000 of capital improvement bond funds from Priority Group 2 to the Kirkland Psychiatric Facility project as a follow-up to funds released in Priority Group 1.

Information relating to this matter has been retained in these files and is identified as Exhibit 6.

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STATE COLLEGE BOARD OF TRUSTEES (COLLEGE OF CHARLESTON) - \$1,700,000
FACILITIES IMPROVEMENT BONDS - As a follow-up to the January 25 meeting at which time this item was carried over, upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board adopted a resolution approving the issuance by the State College Board of Trustees of \$1,700,000 Facilities Improvement Bonds, Series 1983, of the College of Charleston, pursuant to the authorization contained in Act 762 of 1976.

Information relating to this matter has been retained in these files and is identified as Exhibit 7.

STATE COLLEGE BOARD OF TRUSTEES (FRANCIS MARION COLLEGE) - \$3,000,000
STUDENT AND FACULTY HOUSING REVENUE BONDS - The Board was advised that the resolution proposed would authorize the State College Board of Trustees to proceed to sell at public sale and issue \$3,000,000 of Student and Faculty Housing Revenue Bonds of Francis Marion College or to privately negotiate the sale and issue of such bonds which were authorized by Act 653 of 1978. It also was reported to the Board that proceeds from the sale would be used to repay the principal of the outstanding \$2,850,000 of anticipation notes dated April 29, 1982, and to pay certain other costs. Those proceeds were used to pay the costs incurred in connection with the acquisition and construction of the student housing project at Francis Marion College.

Upon a motion by Mr. Morris, seconded by Mr. Patterson, the Board adopted a resolution authorizing the State College Board of Trustees to proceed to sell at public sale and issue \$3,000,000 Student and Faculty Housing Revenue Bonds, Series A, of Francis Marion College or to privately negotiate the

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sale and issuance of such bonds pursuant to the authorization of Act 653 of 1978 without further approval of the Board.

Information relating to this matter has been retained in these files and is identified as Exhibit 8.

EXECUTIVE DIRECTOR'S OFFICE - (A) APPROVAL OF REGULATIONS FOR SUBMISSION TO GENERAL ASSEMBLY; AND (B) AUTHORIZATION TO FIRE COMMISSION TO HOLD HEARING ON FIRE MARSHAL RULES AND REGULATIONS - Executive Director Putnam advised the Board that this item consists of two parts, namely, a part identified as (a) which includes the proposed amendments of regulations of the Liquefied Petroleum Gas Board, the Barrier Free Building Design Standard Authority, the Fire Marshal on rules and regulations covering transportation and use of pyrotechnics, the Division of General Services regarding the installment purchase program, the Division of Motor Vehicle Management, the State Personnel Division, and the State Employee Grievance Committee which have now been subjected to the required review period for public input prior to submission to the General Assembly. He indicated that in most instances changes made to the regulations from those approved originally by the Board are very minor.

Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved for submission to the General Assembly proposed amendments of regulations of the State Fire Marshal, the Liquefied Petroleum Gas Board, the Board for Barrier Free Design, the Division of General Services, the Division of Motor Vehicle Management, the State Personnel Division, and the State Employee Grievance Committee.

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Mr. Putnam then indicated that part (b) of the item represents new matter which are regulations of the Fire Marshal which have been amended and approved by the Fire Commission. He advised the Board that these are general regulations which relate to the materials covered by the Ad Hoc Committee on Life Safety and he noted that these proposed regulations are subject to the hearing requirements with the request to the Board being for authorization to proceed with any hearings requested.

Following a brief discussion, upon a motion by Mr. Morris, seconded by Representative Mangum, the Board authorized the State Fire Commission to proceed with the required public review and hearing process relating to amended rules and regulations of Article 3, State Fire Marshal.

Information relating to this matter has been retained in these files and is identified as Exhibit 9.

MOTOR VEHICLE MANAGEMENT - PROPOSED PROVISIO - Executive Director Putnam advised the Board that the proviso in the current appropriations act would have an absolutely tremendous impact on a great many agencies of the state government if it were pursued literally and because of that prospect lengthy discussions of it had been held with Representative Sheheen who sponsored the existing proviso. Mr. Putnam noted that Representative Sheheen had agreed to support a modification of the proviso.

Mr. Putnam then reviewed the proposed proviso noting that it would authorize the Motor Vehicle Management Division to exempt certain agencies from the requirement to enter into a lease agreement with that Division to replace all state-owned passenger vehicles with Board approval provided the

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facilities operated by those agencies meet the certification requirements established by the Board. He also pointed out that the proviso further would transfer the passenger fleets and maintenance operations of the Medical University, the College of Charleston, the Citadel, Patriots Point, and the Sea Grant Consortium to the Motor Vehicle Management Division for consolidation into one lower state motor pool. He indicated that the Motor Vehicle Management Council is concerned about the economic feasibility of the lower state motor pool and that Representative Sheheen had asked that this provision be left in in order that a determination might be made on the economic feasibility of the idea. Mr. Putnam advised that his internal audit staff is now looking at that question.

Following a brief discussion, upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board agreed to recommend the proposed amendment of Section 168 of the 1982-83 Appropriations Act which would authorize the Motor Vehicle Management Division to exempt certain agencies and institutions from the requirement to enter into a lease agreement with that Division to replace state-owned passenger vehicles with Budget and Control Board approval and to provide for the creation of a lower state motor pool.

Information relating to this matter has been retained in these files and is identified as Exhibit 10.

FINANCE DIVISION - TRANSFER REQUESTS - Upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board approved the following transfers upon the recommendation of State Auditor Vaughn: (a) Opportunity School: \$23,134 from personal service (including the \$11,984 balance of the agency head

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salary account) to other operating funds to provide the monies to pay for utilities, after the agency had given assurance that there is no intention to employ a new superintendent prior to July 1; (b) Board of Registration for Foresters: \$800 from personal services to contractual services for the purpose of employing temporary help; (c) Vocational Rehabilitation: \$25,000 of federal funds into useable categories to align the budget in light of present knowledge of CETA contract requirements; and (d) Mental Health: \$175,043 from other operating categories to personal service in order to fulfill the original intent of the agency's request to provide aftercare personnel in each of the agency's 17 mental health centers on the condition that the headcount to be involved is to be absorbed within agency vacancies and that no new FTE positions are involved and on the further agency certification that no filled positions will be vacated to accomplish this move.

Information relating to this matter has been retained in these files and is identified as Exhibit 11.

ATTORNEY GENERAL'S OFFICE - CIVIL CONTINGENT FUND TRANSFER REQUEST -

Mr. Putnam advised the Board that the Attorney General's Office has asked that the balance of the \$125,000 included in the Civil Contingent Fund for legal expenses relating to the Catawba Indian land suit be transferred to the Attorney General's Office. Mr. Putnam recommended approval of this transfer on the condition that the funds be used for the purposes for which they were appropriated or with Budget and Control Board approval for other purposes and he urged that the funds bear only a proportionate share of any additional budget cuts which may be forthcoming.

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Deputy Attorney General Frank Sloan noted that his office presently has \$32,000 of outstanding expenses chargeable against the Catawba Indian land suit and that a carry forward proviso is being sought in the 1983-84 appropriations bill. He also indicated that the heaviest expenditures for this purpose will occur between now and the end of next year. Mr. Sloan also advised the Board that briefs are being prepared with the plaintiffs appealing an earlier adverse ruling.

Mr. Sloan also indicated that his office pays half of the costs involved in this litigation with the local governments involved paying the other half. Governor Riley expressed concern that the Board maintain overview of the bills as they come in and suggested the possibility of moving the money in parts.

Following a further discussion, upon a motion by Mr. Morris, seconded by Mr. Patterson, the Board authorized the transfer of \$50,000 of the funds earmarked for legal fees relating to the Catawba Indian land suit to the Attorney General's Office to be expended for that purpose and authorized Executive Director Putnam to treat that transfer as a revolving fund which can be replenished from time to time from the balance remaining in the Civil Contingent Fund for this purpose provided the Attorney General's Office certifies all expenditures of these funds to the satisfaction of Mr. Putnam.

Information relating to this matter has been retained in these files and is identified as Exhibit 12.

[Secretary's Note: Mr. Patterson presided while the following items were being considered in Governor Riley's absence.]

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DIVISION OF GENERAL SERVICES - LEASE/PURCHASE OF EQUIPMENT - Upon a motion by Mr. Morris, seconded by Representative Mangum, the Board approved the financing of three terminals and a printer to be procured by the Division of General Services on a lease/purchase basis from IBM at a purchase price of \$22,753.33 with monthly payments to be \$483.44 at an interest rate of 10%.

Information relating to this matter has been retained in these files and is identified as Exhibit 13.

PERSONNEL DIVISION - GRIEVANCE TRANSCRIPTION COSTS - Dr. Mullins reminded the Board that the Grievance Procedure Act provides that the grievant or, with Budget and Control Board approval, the responding agency may appeal the Grievance Committee's final decision to a Court of Common Pleas and that, at the last meeting, the Board approved charging the agency for the costs of transcribing tapes of hearings but that he now asks that the appealing party whether it be the grievant or the agency be charged these costs.

Upon a motion by Mr. Morris, seconded by Representative Mangum, the Board authorized the State Personnel Division to charge the appealing party whether it be the grievant or the agency the cost of transcribing the tapes of hearings before the State Employee Grievance Committee.

Information relating to this matter has been retained in these files and is identified as Exhibit 14.

PARKS, RECREATION AND TOURISM - FOREIGN TRAVEL - Upon a motion by Representative Mangum, seconded by Mr. Morris, the Board approved the travel of PRT employees Robert G. Liming and Susan M. Chandler to Berlin, Germany, during the March 2-14, 1983, period for the purpose of representing South

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Carolina at the International Tourism Exchange at an estimated cost of \$5,100 to be paid from funds appropriated for development and tourism.

Information relating to this matter has been retained in these files and is identified as Exhibit 15.

OFFICE OF EXECUTIVE DIRECTOR - FUTURE CIVIL CONTINGENT FUND REQUESTS -

Mr. Putnam advised the Board that he is presently holding two requests for allocations from the Civil Contingent Fund which are purely and simply requests to cover hardship situations resulting from the budget reductions. He indicated his hesitancy to bring requests for Civil Contingent Fund allocations to the Board which are efforts simply to restore budget cuts.

Following a brief discussion, the Board suggested that Mr. Putnam advise agencies seeking Civil Contingent Fund allocations that that fund now has been obligated.

EXECUTIVE DIRECTOR'S OFFICE - AGENDA PROCEDURES - Following a brief discussion in which the Board admonished staff to insist that the procedures be followed, upon a motion by Mr. Morris, seconded by Representative Mangum, the Board adopted revised and expanded procedures related to the preparation and distribution of agenda materials.

Information relating to this matter has been retained in these files and is identified as Exhibit 16.

FUTURE MEETING - The Board agreed to hold its next regular meeting at 9:30 a.m. on Tuesday, February 22, 1983, in the Governor's conference room in the State House.

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EXECUTIVE SESSION - Mr. Putnam advised the Board that three discussions of contractual matters, one legal briefing, and several salary matters had been proposed for consideration in executive session and he asked that the Board approve an additional personnel matter for consideration.

Upon a motion by Representative Mangum, the Board agreed to consider these matters in executive session whereupon Mr. Patterson declared the meeting to be in executive session.

RATIFICATION OF EXECUTIVE SESSION ACTIONS - Following the Board's consideration of executive session items, the meeting was opened and, upon a motion by Mr. Patterson, seconded by Mr. Morris, the Board ratified the following actions taken in executive session:

- (1) Received as information a briefing on insurance contractual matters;
- (2) Received a legal briefing on a Grievance Act matter;
- (3) Approved salary increases for individuals in the Adjutant General's Office and at Clemson University;
- (4) Deferred action on a Dorchester County request to purchase 15 acres of the former Clemson Coast Experiment Station property to allow the South Carolina Research Authority to complete its comprehensive land use plan for that property; and
- (5) Heard a lengthy briefing on a contractual matter.

The meeting was adjourned at 12:40 p.m.

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[Secretary's Note: In compliance with Section 9 of Act 593 of 1978 (the Freedom of Information Act), public notice of and the agenda for this meeting were posted on bulletin boards in the office of the Governor's press secretary in the State House and near the Board Secretary's office in the Wade Hampton Office Building at 8:30 A. M. on Monday, February 7, 1983.]

015773

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 1 BLUE AGENDA
MEETING OF February 8, 1983 STATE BUDGET & CONTROL BOARD ITEM NUMBER 1

Agency: Finance Division

Subject: FTE Position Operational Report for January 1983

Attached is a report by the Finance Division to the Joint Legislative Committee on Personal Service Financing and Budgeting which indicates a net full-time equivalent position change during January 1983 amounting to a reduction of 202.67 FTE positions of which 8.75 are state, 27.5 are federal, and 166.42 are other-funded positions.

Details on these changes are presented in the attachment.

Board Action Requested:

Receive as information.

Staff Comment:

Attachments:

Coles February 2 letter to Senator Waddell plus attachment

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FEB 4 1983
EXHIBIT

FEB 8 1983 NO. 1

STATE OF SOUTH CAROLINA

OFFICE OF THE STATE AUDITOR
P.O. BOX 11333
COLUMBIA
29211

STATE BUDGET & CONTROL BOARD

EDGAR A. VAUGHN, JR., CPA
STATE AUDITOR
(803) 758-3106

JESSE A. COLES, JR., Ph.D.
DEPUTY STATE AUDITOR
(803) 758-3106

February 2, 1983

The Honorable James M. Waddell, Jr.
Joint Legislative Committee on Personal
Service Financing and Budgeting
Post Office Box 142
Columbia, South Carolina 29202

Dear Senator Waddell:

Attached, please find a copy of the January, 1983 Operating Report.
I have approved and adjusted the Authorized FTE Position Base accordingly.

If you should have any questions please feel free to call.

Sincerely,

Jesse A. Coles, Jr., Ph.D.
Deputy State Auditor

JAC/dd

Attachment

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EXHIBIT

STATE AUDITOR'S OFFICE
1982-83 FTE POSITION OPERATIONAL REPORT
FOR THE MONTH OF JANUARY, 1983

FEB 8 1983 NO. 1
STATE BUDGET & CONTROL BOARD

SECTION NO.	AGENCY	TOTAL FTE POSITIONS	STATE FTE POSITIONS	FEDERAL FTE POSITIONS	OTHER FTE POSITIONS
Total Authorized FTE Position Base 12/31/82		58,449.05	34,043.40	8,758.25	15,647.40
January Authorized Changes					
12	Adjutant General's Office	0	(-2.00)	(-2.00)	4.00
38	DHEC	0	0	(-25.00)	25.00
40	Mental Retardation	(-202.67)	0	(-1.00)	(-201.67)
54	Youth Services	0	(-6.75)	0.50	6.25
Net FTE Position Change January		(-202.67)	(-8.75)	(-27.50)	(-166.42)
Total Authorized FTE Position Base 1/31/83		58,246.38	34,034.65	8,730.75	15,480.98
Total Filled FTE 1/31/83		53,129.50	31,524.20	7,437.38	14,167.92
Total Vacant FTE 1/31/83		5,116.88	2,510.45	1,293.37	1,313.06

Prepared By:
The Office of Budget Development
February 2, 1983

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EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 2 BLUE AGENDA

MEETING OF February 8, 1983 STATE BUDGET & CONTROL BOARD ITEM NUMBER 2

Agency: S. C. Department of Corrections

Subject: Permanent Improvement Report for January, 1983

Please reference the attached for details on Status of Department's Permanent Improvement Program for January, 1983.

Board Action Requested:
Receive for Information

Staff Comment:

Attachments:
Referenced Report

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JAN 27 1983

EXHIBIT

FEB 8 1983 NO. 2

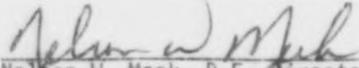
STATE BUDGET & CONTROL BOARD

DIVISION OF CONSTRUCTION, ENGINEERING & MAINTENANCE

SUMMARY REPORT

NELSON W. MEEK, P.E., DIRECTOR, JAN. 1-31, 1983

- I. PROJECTS COMPLETED: Byrnes Clinic
- II. NEW PROJECTS:
 - A. Cross Anchor Industries Building
- III. PROBLEM AREAS: NONE
- IV. WORK ORDERS:
 - A. As of January 24, 1983, 203 work orders were received from SCDC institutions and facilities. 152 of these work orders were declared emergencies by institutional personnel calling them in. A total of 117 work orders were completed during the month of January, 224 purchase orders were processing during the month.


Nelson W. Meek, P.E., Director
Division of Construction,
Engineering & Maintenance

NWM/dbv

015778

DIVISION OF CONSTRUCTION, ENGINEERING AND MAINTENANCE

NELSON W. MEEK, P.E., DIRECTOR

EXHIBIT

JANUARY, 1983

FEB 8 1983 NO. 2

STATE BUDGET & CONTROL BOARD

I. CONSTRUCTION MISSION: To provide necessary coordination and supervision required for the implementation and execution of the Comprehensive Ten-Year Growth and Capital Improvement Plan.

II. PROJECTS:

A. Perry Correctional Institution (N04-002)

General Contractor - Robert H. Pinnix Associates

(1). Pinnix has been notified of plumbing chase problems. Awaiting action through Attorney General's Office.

B. Cross Anchor Industries Building and Painting - Inmate Labor Project (N04-027)

(1). Painting of Institution, 95% complete.

(2). Industries Building - Installation of temporary lights, 100% complete. Waiting for sand to level the floor.

(3). Recreation Field - Preparation is complete. Waiting for weather to clear so concrete can be poured.

(4). Gas lines for gas dryers, 95% complete.

C. Perry Infirmary (N04-033)

(1). Project on hold pending release of funds.

D. Coastal Medium Security Facility (Francis Lieber) (N04-066)

(1). Water tank ninety-nine percent (99%) complete.

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FEB 8 1983 NO. 2

CONSTRUCTION BRANCH
Nelson W. Meek, P. E., Director, January, 1983
Page II

STATE BUDGET & CONTROL BOARD

- E. Industries and Food Service Warehouses (N04-058 and N04-063)
 - (1). Project on hold pending release of funds.

- F. Women's Correctional Center (96-Bed Medium Security Addition) (N04-062)
 - (1). Project on hold pending release of funds.

- G. Wateree Sewer Upgrade and MacDougall Sewer Upgrade (EPA Project)
 - (1). Continuing operation and maintenance testing procedures.

- H. Perry Multipurpose Building (N04-003)
 - (1). Project on hold pending release of funds.

- I. Dutchman Multipurpose Building (N04-006)
 - (1). Project on hold pending release of funds.

- J. Wateree Water Treatment Plant (Inmate Labor Project) (N04-011 and surplus funds out of N04-009 and N04-031)
 - (1). Materials on order through General Services for chemical feed pump and plumbing supplies are being received.
 - (2). Overhead garage door, 100% complete.
 - (3). Installed concrete curbing.
 - (4). Installed new locks.
 - (5). Checked out new pump flow.

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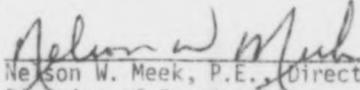
CONSTRUCTION BRANCH
Nelson W. Meek, P.E., Director, January, 1983
Page III

STATE BUDGET & CONTROL BOARD

- K. KCI Psychiatric Facility (N04-073)
 - (1). Design work ninety-five percent (95%) complete.

- L. Perry Correctional Institution Upgrade Waste Treatment Facility (N04-069)
 - (1). Sludge Drying Beds approximately sixty percent (60%) complete. Block walls seventy-five percent (75%) complete. Drain lines fifty percent (50%) complete. Grading (site) seventy-five percent (75%) complete.
 - (2). McCall Brothers making final adjustment in the clarifiers and submitted adjusted proposal to change mechanical bar screen mesh size.

- M. Byrnes Clinical Center Renovations (N04-075) (Inmate Labor Project)
 - (1). Completed.


Nelson W. Meek, P.E., Director
Division of Construction,
Engineering & Maintenance

NWM/dbv

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FEB 8 1983 NO. 2

STATE BUDGET & CONTROL BOARD

ENGINEERING AND MAINTENANCE BRANCH

HARRY OBERLIES, CHIEF

JANUARY, 1983

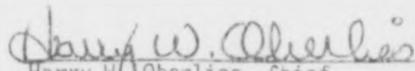
- I. MISSION: The mission of the Engineering and Maintenance Branch is to properly maintain and operate physical plant facilities of the South Carolina Department of Corrections, providing the maximum level of efficiency with available resources; to perform assigned renovation projects at existing facilities; and to provide technical assistance to institutional maintenance personnel, state, county and city officials. This mission is accomplished using a small supervisory staff and a large number of inmate tradesworkers.

- II. MAINTENANCE - ROUTINE AND EMERGENCIES
 - A. As of January 24, 1983, 203 work orders were received from SCDC institutions and facilities. 152 of these work orders were declared emergencies by institutional personnel calling them in. A total of 117 work orders were completed during the month of January, 224 purchase orders were processing during the month.

- III. RENOVATIONS:
 - A. Kirkland Correctional Institution Armory - (N04-067)
 - (1). Plans complete; material take-off being made.

- IV. SPECIAL PROJECTS:
 - A. Catawba Sewer - (N04-070)
 - (1). Materials being delivered to site. Tank scraped and painted.
 - B. Abattoir Blood Drying System
 - (1). Blood Drying System being fabricated.

HWO/dbv


Harry W. Oberlies, Chief
Engineering & Maintenance Branch

015782

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 3 BLUE AGENDA
MEETING OF February 8, 1983 ITEM NUMBER

3

STATE BUDGET & CONTROL BOARD

Agency: Executive Director's Office

Subject: Interviewee Travel Expense Payments

Attached are 21 reports on payments of interviewee travel expenses by Clemson University and 1 by the Attorney General's Office made pursuant to authority granted by the Board.

Board Action Requested:

Receive as information.

Staff Comment:

Attachments:

Referenced reports

015783

The State of South Carolina



Attorney General
T. TRAVIS MEDLOCK

Attorney General
Columbia

January 26, 1983

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JAN 27 1983
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

EXHIBIT

FEB 8 1983 NO. 3

STATE BUDGET & CONTROL BOARD

Mr. William T. Putnam
Executive Director
State Budget and Control Board
Post Office Box 12444
Columbia, South Carolina 29211

Dear Sir:

Pursuant to the instructions contained in your memorandum of November 4, 1982, notification of my determination to pay a portion of the travel expenses incurred by Mr. Edward J. Krauland, Esq., is hereby given.

Mr. Krauland, an attorney with Steptoe and Johnson, Washington, D.C. is being considered for employment in this Office to provide the additional expertise required by this State in nuclear matters litigated in federal courts. I feel the importance of the position is of such significance that it warrants incurring the cost of the interviewee's plane ticket (\$260.00), that this cost would not exceed the expense of conducting the interview at the interviewee's home area or elsewhere, and that qualified candidates are not available within the State of South Carolina.

Your concurrence in this matter is greatly appreciated.

Sincerely,

A handwritten signature in dark ink, appearing to read "T. Travis Medlock".

T. Travis Medlock
Attorney General

TTM/rt

015784

MCI



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JAN 3 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 1/19/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Elizabeth Gatewood **EXHIBIT**

CITY OF ADDRESS: Athens, GA FEB 8 1983 NO. 3

POSITION TO BE FILLED: Asst/Assoc Professor of Management STATE BUDGET & CONTROL BOARD

I certify that in recruitment for the above position the following determinations were made:

1. The significance of the position warrants incurring such costs.
2. Payment of the expenses involved in bringing the above individual to Clemson is more cost efficient than sending representatives to the recruit's home town.
3. Qualified applicants residing in South Carolina were considered before applicants from other states were considered.

*An invitation to visit was extended prior to receipt of this policy.

Recommended by: [Signature]
Department Head

[Signature]
Dean or Director

W. David Howell
Vice President

Approved by: Bill L. Atchley
Bill L. Atchley, President

Distribution:

- Original: President's Office
- Approved Copy: Executive Director, Budget and Control Board
- Attached to all related Direct Purchase Vouchers

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JAN 31 1983
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 1/19/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Nobuaki Namiki

CITY OF ADDRESS: Dallas, TX

POSITION TO BE FILLED: Asst/Assoc Professor of Management

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Recommended by: [Signature]
Department Head

[Signature]
Dean or Director

W. David Maxwell
Vice President

Approved by: Bill L. Atchley, President

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JAN 31 1983
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 1/19/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Joyce Beggs
CITY OF ADDRESS: Knoxville, TN
POSITION TO BE FILLED: Asst/Assoc Professor of Management

I certify that in recruitment for the above position the following determinations were made:

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Recommended by: [Signature]
Department Head

[Signature]
Dean or Director

W. David Maxwell
Vice President

Approved by: Bill L. Atchley, President

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BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

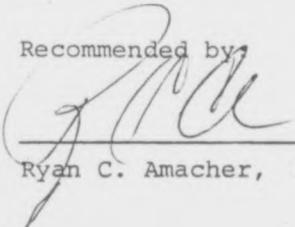
Re: Candidate for position of
College of Commerce & Industry
Department of

The Affirmative Action Policy of Clemson University requires that recruitment for faculty positions be advertised on a national basis. The applicant pool from South Carolina is generally too small for assurances of proper selection for a given position.

We feel that the necessity of having an individual candidate interviewed by the selection committee and the several administrators involved warrants a visit to Clemson by the candidate rather than the several people traveling to the candidate's location.

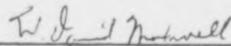
We certify that interviewing at Clemson was no more expensive than had he been interviewed at his home by the required administrators.

Recommended by:


Ryan C. Amacher, Dean

Date

1/22/83

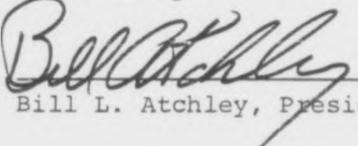


Date

1/26/83

W. David Maxwell, Provost

Approved by:


Bill L. Atchley, President

Date

1/28/83

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BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR



CLEMSON
UNIVERSITY

EXHIBIT

FEB 8 1983 NO. 3

STATE BUDGET & CONTROL BOARD

PRESIDENT

DATE 01/19/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Kenneth S. Wagner
CITY OF ADDRESS: New Concord, Ohio
POSITION TO BE FILLED: Assistant Professor of Sociology 1513-U011

I certify that in recruitment for the above position the following determinations were made:

1. The significance of the position warrants incurring such costs.
2. Payment of the expenses involved in bringing the above individual to Clemson is more cost efficient than sending representatives to the recruit's home town.
3. Qualified applicants residing in South Carolina were considered before applicants from other states were considered.

Recommended by:

Richard F. Larson
Department Head

Robert A. Waller
Dean or Director

W. David Maxwell
Vice President

Approved by:

Bill L. Atchley
Bill L. Atchley, President

Distribution:

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UNIVERSITY

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JAN 27 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 20 January 83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Dr. Jake H. Halford

CITY OF ADDRESS: Charleston, SC

POSITION TO BE FILLED: Director, Continuing Engineering Education

I certify that in recruitment for the above position the following determinations were made:

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Recommended by:

Jerry R Lambert
~~Department Head~~ Chairman, Search Committee

J. Halford
Dean or Director

W. David Maxwell
Vice President

Approved by:

Bill L. Atchley
Bill L. Atchley, President

Distribution:

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JEANNIE GAINES

JAN 27 1983

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OFFICE OF EXECUTIVE DIRECTOR

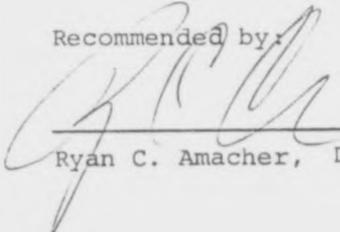
Re: Candidate for position of
College of Commerce & Industry
Department of

The Affirmative Action Policy of Clemson University requires that recruitment for faculty positions be advertised on a national basis. The applicant pool from South Carolina is generally too small for assurances of proper selection for a given position.

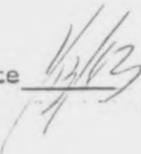
We feel that the necessity of having an individual candidate interviewed by the selection committee and the several administrators involved warrants a visit to Clemson by the candidate rather than the several people traveling to the candidate's location.

We certify that interviewing at Clemson was no more expensive than had he been interviewed at his home by the required administrators.

Recommended by:

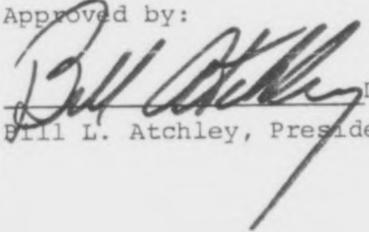

Ryan C. Amacher, Dean

Date

 1/24/83
W. David Maxwell, Provost

Date 1/24/83

Approved by:


Bill L. Atchley, President

Date 1/24/83

015791

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PHIL DuBOSE

JAN 27 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

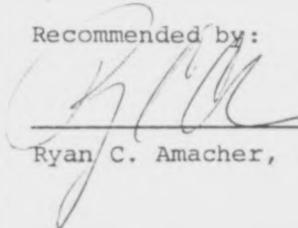
Re: Candidate for position of
College of Commerce & Industry
Department of

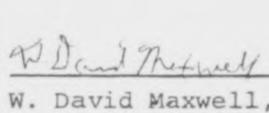
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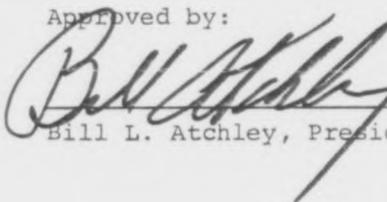
We certify that interviewing at Clemson was no more expensive than had he been interviewed at his home by the required administrators.

Recommended by:

 Date 1/14/83
Ryan C. Amacher, Dean

 Date 1/24/83
W. David Maxwell, Provost

Approved by:

 Date 1/24/83
Bill L. Atchley, President

015792

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JAN 27 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR



CLEMSON
UNIVERSITY

EXHIBIT

FEB 8 1983 NO. 3

STATE BUDGET & CONTROL BOARD

PRESIDENT

DATE 19 January 1983

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: SHARON SPANGLER
CITY OF ADDRESS: SPARTANBURG, S. C.
POSITION TO BE FILLED: VISITING INSTRUCTORSHIP IN ENGLISH (T017-T022 Pool)

I certify that in recruitment for the above position the following determinations were made:

1. The significance of the position warrants incurring such costs.
2. Payment of the expenses involved in bringing the above individual to Clemson is more cost efficient than sending representatives to the recruit's home town.
3. Qualified applicants residing in South Carolina were considered before applicants from other states were considered.

Recommended by:

A. U. Kon
Department Head

Robert A. Walker
Dean or Director

G. J. David Jewell
Vice President

Approved by:

Bill L. Atchley
Bill L. Atchley, President

Distribution:

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JAN 27 1983
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR



PRESIDENT

DATE 01/19/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Sylvia Kenig
CITY OF ADDRESS: Rocky Hill, CT
POSITION TO BE FILLED: Assistant Professor of Sociology 1513-U013

I certify that in recruitment for the above position the following determinations were made:

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Recommended by:

Richard F. Larson
Department Head

Robert A. Waller
Dean or Director

W. Donald Maxwell
Vice President

Approved by:

Bill L. Atchley
Bill L. Atchley, President

Distribution:

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JAN 27 1983

BUDG. AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR



CLEMSON
UNIVERSITY

PRESIDENT

DATE 19 January 1983

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT:

CAROL I. JOHNSTON

CITY OF ADDRESS:

CLEMSON, S. C.

POSITION TO BE FILLED:

ASSISTANT PROFESSOR (EDITING) OF ENGLISH 1503-U037

I certify that in recruitment for the above position the following determinations were made:

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Recommended by:

A. W. Koon
Department Head

Robert A. Waller
Dean or Director

W. David Maxwell
Vice President

Approved by:

Bill L. Archley
Bill L. Archley, President

Distribution:

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JAN 27 1983
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR



PRESIDENT

DATE 19 January 1983

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT
NAME OF RECRUIT: MAUREEN RYAN
CITY OF ADDRESS: PHILADELPHIA, PA.
POSITION TO BE FILLED: ASSISTANT PROFESSOR OF ENGLISH (WRITING LAB) 1503-U047

I certify that in recruitment for the above position the following determinations were made:

1. The significance of the position warrants incurring such costs.
2. Payment of the expenses involved in bringing the above individual to Clemson is more cost efficient than sending representatives to the recruit's home town.
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Recommended by: A. W. Koo
Department Head

Robert A. Waller
Dean or Director

W. David Fretwell
Vice President

Approved by: Bill L. Atchley
Bill L. Atchley, President

Distribution:

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UNIVERSITY

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FEB 3 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE January 28, 1983

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: William Moss
CITY OF ADDRESS: Norfolk, Virginia
POSITION TO BE FILLED: Assistant Professor of Mathematical Sciences

I certify that in recruitment for the above position the following determinations were made:

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Recommended by:

John D. Felton
Department Head

W. Vogel
Dean or Director

W. David Maxwell
Vice President

Approved by:

Bill L. Atchley
Bill L. Atchley, President

Distribution:

Original: President's Office

Approved Copy: Executive Director, Budget and Control Board

Attached to all related Direct Purchase Vouchers

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EXHIBIT

FEB 8 1983

NO.

3

CLEMSON UNIVERSITY



STATE BUDGET & CONTROL BOARD

PRESIDENT

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FEB 3 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

DATE January 26, 1983

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Rodrigo Fontecilla
CITY OF ADDRESS: Houston, Texas
POSITION TO BE FILLED: Assistant Professor of Mathematical Sciences

I certify that in recruitment for the above position the following determinations were made:

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Recommended by:

John D. Fulton
Department Head

W. Vogel
Dean or Director

W. David Maxwell
Vice President

Approved by:

Bill L. Atchley
Bill L. Atchley, President

Distribution:

Original: President's Office

Approved Copy: Executive Director, Budget and Control Board

Attached to all related Direct Purchase Vouchers

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CLEMSON
UNIVERSITY

RECEIVED

FEB 3 1983
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 1/19/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Joyce Beggs

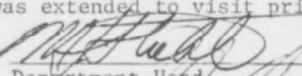
CITY OF ADDRESS: Knoxville, TN

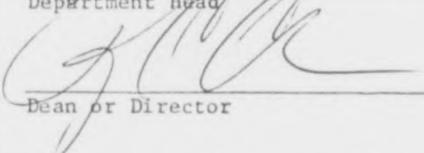
POSITION TO BE FILLED: Asst/Assoc Professor of Management

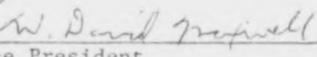
I certify that in recruitment for the above position the following determinations were made:

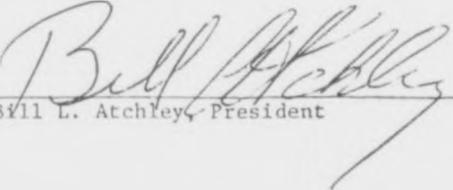
1. The significance of the position warrants incurring such costs.
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Recommended by: 
Department Head


Dean or Director


Vice President

Approved by: 
Bill L. Atchley, President

Distribution:

Original: President's Office

Approved Copy: Executive Director, Budget and Control Board
Attached to all related Direct Purchase Vouchers.

015799



CLEMSON UNIVERSITY

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FEB 3 1983
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 1/19/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Nobuaki Namiki
CITY OF ADDRESS: Dallas, TX
POSITION TO BE FILLED: Asst/Assoc Professor of Management

I certify that in recruitment for the above position the following determinations were made:

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*An invitation to visit was extended prior to the receipt of this policy

Recommended by: [Signature]
Department Head

[Signature]
Dean or Director

[Signature]
Vice President

Approved by: [Signature]
Bill L. Atchley, President

Distribution:

Original: President's Office
Approved Copy: Executive Director, Budget and Control Board
Attached to all related Direct Purchase Vouchers

015800



CLEMSON
UNIVERSITY

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FEB 3 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE January 28, 1983

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Jerry R. Nedelman

CITY OF ADDRESS: New York, New York

POSITION TO BE FILLED: Assistant Professor of Mathematical Sciences

I certify that in recruitment for the above position the following determinations were made:

1. The significance of the position warrants incurring such costs.
2. Payment of the expenses involved in bringing the above individual to Clemson is more cost efficient than sending representatives to the recruit's home town.
3. Qualified applicants residing in South Carolina were considered before applicants from other states were considered.

Recommended by:

John D. Fulton
Department Head

W. Vogel
Dean or Director

W. David Maxwell
Vice President

Approved by:

Bill L. Atchley
Bill L. Atchley, President

Distribution:

Original: President's Office

Approved Copy: Executive Director, Budget and Control Board

Attached to all related Direct Purchase Vouchers

015801



CLEMSON UNIVERSITY

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FEB 4 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 1/31/83

EXHIBIT

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT FEB 8 1983 NO. 3

NAME OF RECRUIT: M. H. Moran STATE BUDGET & CONTROL BOARD

CITY OF ADDRESS: Clemson

POSITION TO BE FILLED: Assistant Professor of English (Writing Lab)

I certify that in recruitment for the above position the following determinations were made:

1. The significance of the position warrants incurring such costs.
2. Payment of the expenses involved in bringing the above individual to Clemson is more cost efficient than sending representatives to the recruit's home town.
3. Qualified applicants residing in South Carolina were considered before applicants from other states were considered.

Recommended by: A. W. Kott
Department Head

Robert A. Waller
Dean or Director

W. David Maxwell
Vice President

Approved by: Bill L. Atchley
Bill L. Atchley, President

Distribution:

Original: President's Office

Approved Copy: Executive Director, Budget and Control Board

Attached to all related Direct Purchase Vouchers

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FEB 4 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 1/31/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Donna Haisty
CITY OF ADDRESS: Tallahassee
POSITION TO BE FILLED: Assistant Professor of English (Writing Lab)

I certify that in recruitment for the above position the following determinations were made:

1. The significance of the position warrants incurring such costs.
2. Payment of the expenses involved in bringing the above individual to Clemson is more cost efficient than sending representatives to the recruit's home town.
3. Qualified applicants residing in South Carolina were considered before applicants from other states were considered.

Recommended by:

A. V. Koon
Department Head

Robert A. Waller
Dean or Director

W. Donald Maxwell
Vice President

Approved by:

Bill L. Atchley
Bill L. Atchley, President

Distribution:

Original: President's Office

Approved Copy: Executive Director, Budget and Control Board
Attached to all related Direct Purchase Vouchers

015803



RECEIVED

FEB 4 1983
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 1/31/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: John Hagge
CITY OF ADDRESS: Minneapolis
POSITION TO BE FILLED: Assistant Professor (Business Writing) of English

I certify that in recruitment for the above position the following determinations were made:

1. The significance of the position warrants incurring such costs.
2. Payment of the expenses involved in bringing the above individual to Clemson is more cost efficient than sending representatives to the recruit's home town.
3. Qualified applicants residing in South Carolina were considered before applicants from other states were considered.

Recommended by:

A. W. Kon
Department Head

Robert A. Waller
Dean or Director

W. David Maxwell
Vice President

Approved by:

Bill L. Atchley
Bill L. Atchley, President

Distribution:

Original: President's Office

Approved Copy: Executive Director, Budget and Control Board

Attached to all related Direct Purchase Vouchers

015804



CLEMSON UNIVERSITY

RECEIVED

FEB 4 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

PRESIDENT

DATE 2/2/83

EMPLOYEE RECRUITMENT - TRAVEL REIMBURSEMENT

NAME OF RECRUIT: Marsha McCurley
CITY OF ADDRESS: 3112 Suxxex Road, Augusta, GA 30909
POSITION TO BE FILLED: RECON Cataloger at R. M. Cooper Library

I certify that in recruitment for the above position the following determinations were made:

1. The significance of the position warrants incurring such costs.
2. Payment of the expenses involved in bringing the above individual to Clemson is more cost efficient than sending representatives to the recruit's home town.
3. Qualified applicants residing in South Carolina were considered before applicants from other states were considered.

Recommended by: _____
Department Head

Dean or Director

Vice President

Approved by: *Bill L. Atchley*
Bill L. Atchley, President

Distribution:

Original: President's Office
Approved Copy: Executive Director, Budget and Control Board
Attached to all related Direct Purchase Vouchers

015805

CLEMSON UNIVERSITY



Robert Muldrow
Cooper Library

CLEMSON, S.C. 29631 • 803/656-3026

MEMORANDUM

February 1, 1983

EXHIBIT

FEB 8 1983 NO. 3

STATE BUDGET & CONTROL BOARD

TO: Dr. Bill Atchley
FROM: Richard W. Meyer
SUBJECT: Travel Reimbursement for Marsha McCurley

An invitation for Mrs. McCurley to visit campus was made prior to the Interviewee Travel Expense Payment Policy distribution on January 12, 1983. Therefore, prior approval of her visit was logistically impossible to acquire. Please approve the reimbursement at this time. The appropriate form is enclosed.

A handwritten signature in cursive script, appearing to read "R. Meyer", positioned above a horizontal line.

RWM/dg
Attachments

Approved
Bill Atchley
2/1/83

015806

EXHIBIT

REPORT ON AN ACTUARIAL VALUATION OF THE FEB 8 1983 NO. 4
 SOUTH CAROLINA RETIREMENT SYSTEM
 PREPARED AS OF JUNE 30, 1982 STATE BUDGET & CONTROL BOARD

SECTION I - SUMMARY OF PRINCIPAL RESULTS

1. For convenience of reference, the principal results of the valuation and a comparison with the preceding valuation's results are summarized below:

Valuation Date	6/30/82	6/30/81
Number of active members:	:	:
Men	50,571	51,794
Women	86,726	88,482
Total	137,297	140,276
Annual earnable compensation of active members during year:	:	:
Men	\$ 818,998,192	\$ 775,755,013
Women	1,020,110,891	961,416,270
Total	\$ 1,839,109,083	\$ 1,737,171,283
Number of retired members and beneficiaries	26,150	24,386
Annual retirement allowances	\$ 99,677,070	\$ 89,784,800
Assets for valuation purposes	\$ 2,353,300,619	\$ 2,052,819,853
Normal contribution as per cent of compensation:	:	:
Class One Service	2.44%	2.21%
Class Two Service:	:	:
State	3.35	3.08
Others	3.00	2.54
Unfunded accrued liability (UAL)	\$ 393,549,030	\$ 416,289,141
Unfunded accrued liability contribution as per cent of payroll:	:	:
Class One Service	.76%	.99%
Class Two Service:	:	:
State	3.15	3.42
Others	2.65	3.11
Unfunded accrued liability liquidation period (years)	10	10
Pre-retirement death benefit contribution as per cent of payroll	.30%	.30%
Post-retirement increase special fund contribution as per cent of payroll*	.50%	.50%

*Includes .30% to be diverted to post-retirement increase special fund effective July 1, 1981. Remainder is additional contribution required of all employers.

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 3 REGULAR SESSION AGENDA
MEETING OF February 8, 1983 ITEM NUMBER 2

STATE BUDGET & CONTROL BOARD

Agency: Joint Bond Review Committee

Subject: Capital Improvement Bond Funded Projects, Priority Group 2

This matter was carried over from the January 11, 1983 meeting.

The Joint Bond Review Committee has acted on the projects included in Priority Group 2 and is forwarding these items for Board consultation as is required by Section 4A of Act 179 of 1981.

In addition to the specific items listed in the attachments, the Committee also voted to include the \$125,000 Bamberg County Airport project in Priority Group 2 on the understanding that the Aeronautics Commission will finance that project from funds allocated to the Aeronautics Commission in Priority Groups 1 and 2.

The Board also asked that the Division of General Services request for permission to finance an addition to the Geological Survey Building for staff now located at the Sumter Street Building by means of a \$30,000 loan from the Ordinary Sinking Fund be considered along with these capital improvement bond funded projects in Priority Group 2. As Mr. Putnam noted at the prior meeting, the Board has a dual responsibility in connection with this particular project in that it must authorize the loan from the Ordinary Sinking Fund and also deal with the establishment and release of the project itself.

Materials on the operating cost impacts of projects in Priority Group 2 will be presented at the meeting.

This item was carried over at the January 25 meeting.

EXHIBIT

FEB 8 1983 NO. 5

STATE BUDGET & CONTROL BOARD

Board Action Requested:

Provide the required consultation with the Joint Bond Review Committee on the capital improvement bond funded projects scheduled for start up in Priority Group 2; and consider approval of the \$30,000 loan from the Ordinary Sinking Fund to finance the addition to the Geological Survey Building, as proposed by the Division of General Services.

Staff Comment:

015808

Attachments:

Listing of projects with initial draw in Priority Group 2, as approved by the Joint Bond Review Committee; E-1 form and related materials on proposed Geological Survey Building addition

Capital Improvements
Joint Bond Review Committee

Horace C. Smith
Senate
Chairman

Scott R. Inkley
Director of Research and Administration/
Budget and Control Board Liaison



Tom G. Mangum
House of Representatives
Vice Chairman

Lib Croft
Administrative Assistant

P. O. BOX 142 TELEPHONE (803) 758-5088 or -8900
ROOM 410, GRESSETTE BUILDING
Columbia, South Carolina 29202

January 6, 1983

Senate Members:

Horace C. Smith
James M. Waddell, Jr.
William W. Doar, Jr.
Jeff R. Richardson, Jr.
Hugh K. Leatherman

House Members:

Tom G. Mangum
Marion P. Carnell
Jennings C. McAbee
Bill Campbell
T. W. Edwards, Jr.

Mr. William A. McInnis
Deputy Executive Director
State Budget & Control Board
600 Wade Hampton Bldg.
Columbia, South Carolina 29201

EXHIBIT

FEB 8 1983 NO. 5

STATE BUDGET & CONTROL BOARD

In Re: Capital Improvement Bond Funded Projects
Priority Group No. 2

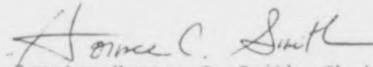
Dear Mr. McInnis:

Transmitted herewith for the Budget and Control Board's review is the Joint Bond Review Committee's Priority Group No.2 listing of Capital Improvement Bond Funded projects.

The Committee also included the Bamberg County Airport project (\$125,000) in Group No.2 with the understanding that the Aeronautics Commission will finance that project from funds allocated to the Commission in Groups No.1 and No.2.

With kind regards,

Sincerely,


Senator Horace C. Smith, Chairman
Joint Bond Review Committee

HCS:lc

Enc.

cc: Mr. John A. McPherson

015809

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JOINT BOND REVIEW COMMITTEE

Monday January 3, 1983 4:53 PM

Priority Group Number Two
Capital Improvement Bond Funded Projects

Page 1

Project	Group 2 (Jan-June '83)	Second Draw (July-Dec '83)	Third Draw (Jan-June '84)	Fourth Draw (July-Dec '84)	NOTES
Aeronautics Owens Field	750,000	750,000	500,000		
		Total for all 4 draws:		2,000,000	
Aeronautics	750,000	750,000	500,000		
		Aeronautics totals:		2,000,000	
Agriculture Dpt. Blackville Market	54,291				
		Total for all 4 draws:		54,291	
Agriculture Dpt.	54,291				
		Agriculture Dpt. totals:		54,291	
B & C Board Cont. Fund	50,000	150,000	250,000	50,000	
		Total for all 4 draws:		500,000	
B & C Board	50,000	150,000	250,000	50,000	
		B & C Board totals:		500,000	
Citadel Cadet Services	516,000	260,962			
		Total for all 4 draws:		776,962	
Citadel Letellier Hall	64,000	400,000	436,000	100,000	
		Total for all 4 draws:		1,000,000	

RELEASED
8-4-82

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JOINT BOND REVIEW COMMITTEE

Monday January 3, 1983 4:53 PM

Priority Group Number Two
Capital Improvement Bond Funded Projects

Page 2

Project	Group 2 (Jan-June '83)	Second Draw (July-Dec '83)	Third Draw (Jan-June '84)	Fourth Draw (July-Dec '84)	NOTES
Citadel	580,000	660,962	436,000	100,000	
			Citadel totals:	1,776,962	
Clemson Pee Dee Exp.	400,000	1,022,311	1,000,000	1,000,000	
			Total for all 4 draws:	3,422,311	
Clemson	400,000	1,022,311	1,000,000	1,000,000	
			Clemson totals:	3,422,311	
Coastal Council Beach Access	237,000	200,000		200,000	
			Total for all 4 draws:	637,000	
Coastal Council	237,000	200,000		200,000	
			Coastal Council totals:	637,000	
Corrections Cross Anchor Industry	282,658				
			Total for all 4 draws:	282,658	
Corrections Perry Medium Security	42,758				
			Total for all 4 draws:	42,758	
Corrections Waleree Dairy	400,000	166,145			
			Total for all 4 draws:	566,145	

EXHIBIT
 FEB 8 1983
 NO. 5
 STATE BUDGET & CONTROL BOARD

015811

JOINT BOND REVIEW COMMITTEE

Monday January 3, 1983 4:53 PM

Priority Group Number Two
Capital Improvement Bond Funded Projects

Page 3

Project	Group 2 (Jan-June '83)	Second Draw (July-Dec '83)	Third Draw (Jan-June '84)	Fourth Draw (July-Dec '84)	NOTES
Corrections	725,416	166,145			
			Corrections totals:	891,561	
Deaf/Blind Voc. Ed. Facility	35,000	65,000	2,300,000		
			Total for all 4 draws:	2,400,000	
Deaf/Blind	35,000	65,000	2,300,000		
			Deaf/Blind totals:	2,400,000	
ETV Hughes Property	150,000	21,547			
			Total for all 4 draws:	171,547	
ETV Master Control	216,000	300,095			
			Total for all 4 draws:	516,095	
ETV	366,000	321,642			
			ETV totals:	687,642	
Lander College Ctr.	270,343	1,341,968	1,137,768	1,330,368	
			Total for all 4 draws:	4,080,447	
Lander	270,343	1,341,968	1,137,768	1,330,368	
			Lander totals:	4,080,447	

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015812

JOINT BOND REVIEW COMMITTEE

Monday January 3, 1983 4:53 PM

Priority Group Number Two
Capital Improvement Bond Funded Projects

Page 4

Project	Group 2 (Jan-June '83)	Second Draw (July-Dec '83)	Third Draw (Jan-June '84)	Fourth Draw (July-Dec '84)	NOTES
PRT Drayton Hall	199,600				
		Total for all 4 draws:		199,600	
PRT Hickory Knob Golf	47,686	200,000			
		Total for all 4 draws:		247,686	
PRT	247,286	200,000			
			PRT totals:	447,286	
TEC Denmark Kit./Cafe.	250,000	500,000	647,000		
		Total for all 4 draws:		1,397,000	
TEC York Classroom L. R. C.	500,000	500,000	500,000		
		Total for all 4 draws:		1,500,000	
TEC	750,000	1,000,000	1,147,000		
			TEC totals:	2,897,000	
USC Aiken Library	280,200	350,000	300,000	230,979	
		Total for all 4 draws:		1,161,179	
USC Cnastal Wm. Bryce Add.	34,533	500,000	760,000	750,886	
		Total for all 4 draws:		2,045,419	

EXHIBIT
 FEB 8 1983
 STATE BUDGET & CONTROL BOARD
 NO. 5

015813

015813

JOINT BOND REVIEW COMMITTEE

Monday January 3, 1983 4:53 PM

Priority Group Number Two
Capital Improvement Bond Funded Projects

Page 5

Project	Group 2 (Jan-June '83)	Second Draw (July-Dec '83)	Third Draw (Jan-June '84)	Fourth Draw (July-Dec '84)	NOTES
USC Coastal Sci. Rm.	248,290	605,000			
		Total for all 4 draws:		853,290	
USC Spartanburg Hum./Sci.	502,500	2,047,000	1,535,000	796,000	
		Total for all 4 draws:		4,880,500	
USC Union Main Bldg.	39,920				
		Total for all 4 draws:		39,920	
USC	1,105,443	3,502,000	2,595,000	1,777,865	
		USC totals:		8,980,308	
Voc. Rehab. Greenwood Rehab.	250,000	494,454	233,900		
		Total for all 4 draws:		978,354	
Voc. Rehab.	250,000	494,454	233,900		
		Voc. Rehab. totals:		978,354	
Wildlife Mariculture	1,976,000	1,481,027			
		Total for all 4 draws:		3,457,027	
Wildlife	1,976,000	1,481,027			
		Wildlife totals:		3,457,027	

RELEASED
8-4-82

015814

JOINT BOND REVIEW COMMITTEE

Monday January 3, 1983 4:53 PM

Priority Group Number Two
Capital Improvement Bond Funded Projects

Page 6

Project	Group 2 (Jan-June '83)	Second Draw (July-Dec '83)	Third Draw (Jan-June '84)	Fourth Draw (July-Dec '84)	NOTES
Winthrop Bldg. Renov.	755,500	427,000	313,500	500,000	
		Total for all 4 draws:		1,996,000	
Winthrop	755,500	427,000	313,500	500,000	
		Winthrop totals:		1,996,000	
Youth Services 8 Roofs Replaced	39,771	74,400			
		Total for all 4 draws:		114,171	
Youth Services	39,771	74,400			
		Youth Services totals:		114,171	

EXHIBIT

FEB 8 1983 NO. 5

STATE BUDGET & CONTROL BOARD

015815

P. 5. 1

JOINT BOND REVIEW COMMITTEE

Monday January 3, 1983 4:53 PM

Priority Group Number Two
Capital Improvement Bond Funded Projects

012810

Project	Group 2 (Jan-June '83)	Second Draw (July-Dec '83)	Third Draw (Jan-June '84)	Fourth Draw (July-Dec '84)	NOTES
All Projects	8,592,050	11,856,909	9,913,168	4,958,233	
		Total for ALL projects:		35,320,360	

015816

DEC 23 1982

Form E-1
(Revised 7-1-81)
Submit in Duplicate

APPLICATION FOR APPROVAL OF A PERMANENT IMPROVEMENT PROJECT

DATE December 17, 19 82

Institution or Agency Division of General Services

Name of Project Addition to S.C. Geological Survey Building

Total Estimated Cost - - - - - **EXHIBIT** - - \$ 30,000.00

For—State Budget and Control Board **FEB 8 1983 NO. 5**
Columbia, South Carolina

STATE BUDGET & CONTROL BOARD

In accord with procedures outlined in your "Manual for the Planning and Execution of State Permanent Improvement Projects", your approval of the project described herein is requested.

I. JUSTIFICATION

(The Owner should attach hereto a full and complete resume of facts contributing to the need of this proposed project. The objective should be to provide sufficient information to fully acquaint the Board with conditions, prospective growth and/or other circumstances that led the Owner to propose this particular project.

Copies of studies or surveys, made either by the Owner or by an outside commercial or other firm, should be made available to the Board. Comments should be included concerning any alternative proposals, if any, considered by the Owner).

II. DESCRIPTION OF PROJECT

A. Type (New building, addition to existing building, renovation, alteration, etc.):
Addition to S.C. Geological Survey Building

B. Intended Use: The added office space will be used to house the S.C. Geodetic Survey which was transferred into the S.C. Geological Survey.

C. If New Construction is Involved:

- 1. Attach (a) Architect's schematic drawing with facilities labeled.
 - (b) Outline specifications.
 - (c) Small scale locality map.
 - (d) Analysis of Architect's Preliminary Construction Estimate.

2. No. Square Feet: _____

3. Principal Facilities (No. of stories, rooms, offices, etc.) 1 story 600 sq ft

*Documentation
- State Geodetic
- 3 offices
- Bulb
- log book*

D. If renovation and/or alteration of an existing building is involved, attach a statement outlining generally the principal work to be done.

E. If land acquisition is involved, attach a plat of the property, showing general location and acreage. Comment on any problems of acquisition or title that may exist.

F. For any unusual type project, the Owner should confer with the Board in the preparation of this Request, and attach such descriptive data as the Board may require in this particular instance.

015817

APPROVED: _____ DATE: _____ State Auditor

BOARD'S ACTION

TABLE

Has your governing board taken formal action authorizing the submission of this application? (signed) *Bob J. H. [Signature]*

TOTAL \$ 30,000.00

C. Other (describe)

If a bond issue is proposed, the board should be consulted prior to preparation of this application, to determine the details to be submitted herewith.

B. Proposed Bond Issue

A. Funds already in hand Source: Ordinary sinking fund

\$ 30,000.00

IV. FINANCING PLAN

It is further estimated that this project will add \$3,486.00 per year to operation and maintenance costs of this agency.

TOTAL ESTIMATED COST \$30,000.00

Continuities

3,300.00

C & P Other (Specify)

2,500.00

Builder's Risk Insurance

500.00

Landscaping

Base Equipment and Supplies

1,700.00

Removal

22,000.00

Fees

Construction

Grading

Site

III. ESTIMATED COST

Addendum to Form A-1, Item 8B

ADDITIONAL ANNUAL OPERATING COSTS RELATED TO PROPOSED PERMANENT IMPROVEMENT PROJECT

(Please copy this Addendum form as needed. Submit completed, typed originals as attachments to original A-1 form.)

AGENCY/INSTITUTION Division of General Services

NAME OF PROPOSED PROJECT Addition to S. C. Geological Survey Building Priority of

PROGRAM Form of

(Prepare one version of this form which shows the total impact of the proposed project on annual operating costs of the agency or institution without regard to programs. In addition, complete one of these forms to show the operating cost impact of the project on each program affected. Attach these forms to Form A-1.)

ADDITIONAL ANNUAL OPERATING COSTS RELATED TO PROPOSED PROJECT

FISCAL YEAR (Start with FY project is to be completed.)	TOTAL ADDITIONAL OPERATING COSTS Projected Financing Sources				PERSONAL SERVICE COSTS ONLY Projected Financing Sources				
	Gen. Funds	Federal	Other*	Total	Gen. Funds	Federal	Other*	Total	
								Amount	Position
(1) 82-83	3,486.00			3,486.00	\$	\$	\$	\$	-
(2) 83-84	3,486.00			3,486.00	\$	\$	\$	\$	-
(3) 84-85	3,486.00			3,486.00	\$	\$	\$	\$	-
(4) 85-86	3,486.00			3,486.00	\$	\$	\$	\$	-
(5) 86-87	3,486.00			3,486.00	\$	\$	\$	\$	-
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

*Specify "Other" sources.

015819

FEB 8 1983
 STATE BUDGET & CONTROL BOARD
 NO. 5
 EXHIBIT

EXHIBIT

APR 27 1982 NO. 18

STATE BUDGET & CONTROL BOARD

This policy will set the authority and responsibilities of the State Budget and Control Board and the Division of General Services concerning the loans made from the Ordinary Sinking Fund.

The Division of General Services will review all requests for loans from the Ordinary Sinking Fund. General Services will make recommendations to the Budget and Control Board. The Budget and Control Board will have final authority and authorize all loans. For all loans authorized the interest rate will be set by the State Treasurer. Amortization schedules and payments will be approved by the State Treasurer.

Adopted 4-27-82

EXHIBIT

FEB 8 1983 NO. 5

STATE BUDGET & CONTROL BOARD

015820

015820

EXHIBIT

STATE BUDGET AND CONTROL BOARD ^{FEB} 8 1983 NO. 6 REGULAR SESSION AGENDA
MEETING OF February 8, 1983 STATE BUDGET & CONTROL BOARD ITEM NUMBER 3

Agency: Executive Director's Office

Subject: Permanent Improvement Projects Released by Bond Committee

The following permanent improvement projects have been reviewed favorably by the Joint Bond Review Committee and are forwarded for action by the Budget and Control Board. Each of these involves amounts in excess of the \$250,000 approval level delegated to the State Engineer:

(a) Mental Retardation: renovation of buildings at Whitten Center, addition of \$840,000 of excess paying patient fee debt service funds;

(b) York Technical College: classroom-learning resource center, addition of \$1,500,000 of capital improvement bond funds in Priority Group 2 and \$2,296,500 of local funds;

(c) Medical University: \$5,000,000 of hospital revenue bond proceeds to finance hospital addition and renovations Phase VIII;

(d) Clemson University: central energy plant--pollution control device, addition of \$509,000 of maintenance, repairs and renovations fee;

(e) Clemson University: additions, expansion and improvement of utility systems, etc., addition of \$1,500,000 of maintenance, repairs and renovations fees;

(f) Clemson University: Brackett Hall renovation, reduction of project budget by \$2,197,560.84 to close project and transfer funds to new chemistry building project;

(g) Department of Corrections: fire/life safety, addition of \$275,000 of capital improvement bond funds from Priority Group 2;

(h) Department of Corrections: Kirkland Psychiatric Facility, addition of \$650,000 of capital improvement bond funds from Priority Group 2.

Board Action Requested:

Approve.

Staff Comment:

Attachments:

Various E forms

015821

RECEIVED

26-83(2A)

Form 2-11
Rev. 7-72
Submit in Duplicate

REVISION OF PROJECT COST ESTIMATE

BUDGET AND CONTROL BOARD, November 15, 1982
OFFICE OF EXECUTIVE DIRECTOR

Institution or Agency: South Carolina Department of Mental Retardation

Name of Project: Renovation of Buildings at Whitten Center No. 7854-J16-055

EXHIBIT

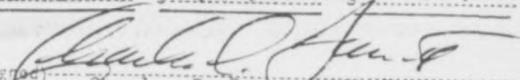
To: State Budget and Control Board FEB 8 1983 NO. 6 State Treas. I.D. No. 21-065 + 21-064
Columbia, South Carolina

Your approval of the following STATE BUDGET & CONTROL BOARD project is requested.

A statement is attached indicating the necessity of these revisions. *

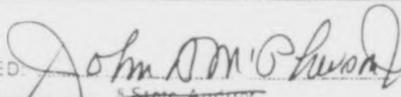
Item	7-22-80 Last Estimate	Revised Estimate	Change
XXXX State Bonds Frozen	\$ -0-	\$ 2,584,253.00	\$ +2,584,253.00
Grading			
Construction			
Fees	155,232.00	155,232.00	-0-
Renovation	2,310,000.00	800,740.00	-1,509,260.00
Basic Equipment and Supplies	142,000.00	142,000.00	-0-
Landscaping			
Builder's Risk Insurance	2,310.00	1,000.00	- 1,310.00
Other Testing	500.00	500.00	-0-
\$2/\$1,000 Bond Cost	-0-	5,775.00	+ 5,775.00
Contingencies	277,458.00	38,000.00	- 239,458.00
Total Estimated Cost	\$ 2,887,500.00	\$ 3,727,500.00	\$ + 840,000.00*

*Debt Service Surplus Funds -
(Test attached)

(Signed) 
Charles D. Barnett, Ph.D.
Commissioner

* If the total estimated cost of the project has been increased, the source of the additional funds required should be indicated also.

APPROVED


John M. O'Leary
State Auditor
STATE ENGINEER

DATE:

015822

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DEC 21 1982

Form E-11
Rev. 7-72
Submit in Duplicate

REVISION OF PROJECT COST ESTIMATE

Date December 17, 1982

Institution or Agency State Board for Technical & Comprehensive Education

Name of Project Classroom-Learning Resource Center - York No. H59-034
1792

To: State Budget and Control Board
Columbia, South Carolina

Your approval of the following revised cost estimate on the above project is requested.

A statement is attached indicating the necessity of these revisions. *

Item	Last Estimate	Revised Estimate	Change
Site	\$	\$	\$
Grading
Construction	3,634,000	3,634,000
Fees	200,000 D.P. 203,500	213,000	13,000 D.P. 9,500
Renovation
Basic Equipment and Supplies
Landscaping
Builder's Risk Insurance
Other <u>BOND SERVICE D.P.</u>	3,000	3,000
Contingencies	3,500 D.P.	150,000	146,500 D.P. 150,000
Total Estimated Cost	\$ 203,500	\$ 4,000,000	\$ 3,796,500

JAN 06 1983

(Signed) Donald R. Peterson
Title Fiscal Affairs Coordinator
State Board for Technical & Comprehensive Education

* If the total estimated cost of the project has been increased, the source of the additional funds required should be indicated also.

APPROVED: John M. Phelan
S State Auditor

DATE: 015823

PROJ. NO. 8089 - H51 - 043
TRES. I.D. NO.
CODED BY:

27-83(4)

APPLICATION FOR APPROVAL OF A PERMANENT IMPROVEMENT PROJECT

DATE December 14, 1982

Institution or Agency Medical University of South Carolina

Name of Project Hospital Addition and Renovations VIII

Total Estimated Cost \$ 5,000,000

EXHIBIT

FEB 8 1983 NO. 6

To: State Budget and Control Board
Columbia, South Carolina

STATE BUDGET & CONTROL BOARD

In accord with procedures outlined in your "Manual for the Planning and Execution of State Permanent Improvement Projects", your approval of the project described herein is requested.

I. JUSTIFICATION

(The Owner should attach hereto a full and complete resume of facts contributing to the need of this proposed project. The objective should be to provide sufficient information to fully acquaint the Board with conditions, prospective growth and/or other circumstances that led the Owner to propose this particular project.

Copies of studies or surveys, made either by the Owner or by an outside commercial or other firm, should be made available to the Board. Comments should be included concerning any alternative proposals, if any, considered by the Owner).

II. DESCRIPTION OF PROJECT

A. Type (New building, addition to existing building, renovation, alteration, etc.):

This project includes the planned addition of an elevator and stairs tower and associated space at the front of the existing hospital.

B. Intended Use: The new elevator and stair tower are needed to comply with current NFPA Life Safety Codes.

C. If New Construction is Involved:

1. Attach (a) Architect's schematic drawing with facilities labeled.
 - (b) Outline specifications.
 - (c) Small scale locality map.
 - (d) Analysis of Architect's Preliminary Construction Estimate.

2. No. Square Feet: 35,000 SF

3. Principal Facilities (No. of stories, rooms, offices, etc.) 1st Floor Lobby, visitor control and admitting (one half used temporarily as dining room seating) and 10-story elevator and stair tower.

- D. If renovation and/or alteration of an existing building is involved, attach a statement outlining generally the principal work to be done.
- E. If land acquisition is involved, attach a plat of the property, showing general location and acreage. Comment on any problems of acquisition or title that may exist.
- F. For any unusual type project, the Owner should confer with the Board in the preparation of this Request, and descriptive data as the Board may require in this particular instance.

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III. ESTIMATED COST

Site - - - - -	\$ -
Grading - - - - -	-
Construction - - - - -	1,400,000.00
Fees - - - - -	230,000.00
Renovation - - - - -	3,078,674.00
Basic Equipment and Supplies - - - - -	-0-
Landscaping - - - - -	-0-
Builder's Risk Insurance - - - - -	4,500.00
Other (Specify) <u>Sale of bonds (0.2%), Printing, Advertising</u>	9,500.00
Contingencies - - - - -	277,326.00
TOTAL ESTIMATED COST - - - - -	\$ 5,000,000.00

It is further estimated that this project will add \$ -0- per year to operation and maintenance costs of this agency.

IV. FINANCING PLAN

A. Funds already in Hand - - - - -	\$ -0-
Source: _____	
B. Proposed Bond Issue - <u>(Hospital Revenue Bonds as authorized by Capital Improvement Bond Act of 1980)</u>	5,000,000.00
<small>(If a bond issue is proposed, the Board should be consulted prior to preparation of this application, to determine the details to be submitted herewith).</small>	
C. Other (describe) _____	
TOTAL - - - - -	\$ 5,000,000.00

Has your governing board taken formal action authorizing the submission of this application?

(Signed) Harold St. Louis
Title Controller & Assistant Treasurer

BOARD'S ACTION

APPROVED: John M. Olson
STATE ENGINEER

DATE: FEB 8 1983

015825 28

EXHIBIT

FEB 8 1983 NO. 6

JUSTIFICATION

STATE BUDGET & CONTROL BOARD

The South Carolina Capital Improvement Bond Act of 1979 and 1980 each provided \$2,600,000 to continue planned renovations at the Medical University Hospital. The uncommitted portions of these funds have been frozen by the South Carolina Budget and Control Board. Since certain items of work planned for these funds are urgently needed by the Hospital, the Medical University of South Carolina plans to issue \$5,000,000 in Hospital Revenue Bonds in order to proceed with the work. The items of work planned and their estimated costs are shown below.

Completing addition to 3rd Flr Occupational Therapy	\$ 456,290.00
Completing addition to 4th Flr Burn Unit	634,024.00
Alterations to 4th Flr - Medical Intensive Care Unit	278,360.00
Alterations to 2nd Flr - Inhalation Therapy	60,000.00
Elevator and Stair Tower - Phase I	1,250,000.00
Renovate PDC	100,000.00
Alterations to Interface with East Addition	150,000.00
Renovate 6 East	750,000.00
Renovate 10 East	750,000.00
Alterations for Family Consulting and Waiting Room	<u>50,000.00</u>
Total	\$ 4,478,674.00

RECEIVED
JAN 8 1983

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INDIVIDUAL PROJECT PROPOSAL - FORM A-1

PERMANENT IMPROVEMENT PROJECT PROPOSED FOR INITIATION IN FISCAL YEAR BEGINNING JULY 1, 1982

1. AGENCY/INSTITUTION: MUSC		CONTACT PERSON: Bob Broadhead	
		PHONE: 792-4126	DATE FORM COMPLETED: 12/15/82
2. PROJECT NAME: Hospital Renovations, PH VIII			
3. PROJECT PRIORITY:			
A. This project:		In This Request is # <u>1</u> among <u>2</u> :	In Last Prior Request was # <u>1</u> among <u>2</u> in:
B. From July 1 date above, number of months required to complete project: _____			
4. THE PURPOSE OF THIS PROJECT IS TO: To accomplish urgently needed, previously approved renovations at Medical University.			
5. THIS PROJECT CONSISTS OF: The ten items of work listed on the attached sheet.			
6. THIS PROJECT WILL ADDRESS THE FOLLOWING SPECIFIC NEEDS: a. Provide updated adequate intensive care facilities adjacent to each other and existing ICU facilities to replace the scattered, inadequate existing facilities. b. Erection of the elevator tower will bring the Hospital in compliance with the codes for mandatory means of egress and will be the first step toward alleviating the vertical transportation problem at the Hospital. c. Start the renovations of patient areas, which is badly needed. d. Permit needed reconfiguration of out patient clinics and ancillary spaces.			
7. AS AN ALTERNATIVE, THE NEEDS DESCRIBED IN #6 COULD ALSO BE ADDRESSED BY: None available.			
8. IMPACT OF PROJECT UPON AGENCY/INSTITUTION PROGRAM(S) AND BUDGET(S): A. IF PROJECT IS NOT APPROVED:			
B. IF PROJECT IS APPROVED (SPECIFY ADDITIONAL ANNUAL OPERATING COSTS ASSOCIATED):			
Program-related Costs		Facilities Operation and Maintenance	
None anticipated		None anticipated	
9. STATUS OF PROJECT A&E PLANS AND SPECIFICATIONS: A. A&E WORK IS: (1) _____ completed; (2) _____ not started; (3) _____ underway (estimated completion _____); (4) _____ not required.			
B. IF ANY REQUIRED A&E WORK IS NOT UNDERWAY, WHAT ARE (1) its estimated costs through the design development phase? \$ _____; and (2) the number of months needed to complete through this phase? _____			
10. ESTIMATES OF PROJECT COSTS AND PROPOSED SOURCES OF FUNDS:			
A. TOTAL ESTIMATED COST OF PROJECT: \$ _____			
B. TOTAL ESTIMATED COST OF PROJECT INCLUDES THE FOLLOWING [10B(1) through 10B(8) = 10A]:			
(1) Land Purchase	\$ _____	(5) Renovation	\$ 3,228,674
(2) Site & Grading	\$ _____	(6) A&E Fees	\$ 230,000
(3) Basic Equipment	\$ _____	(7) Contingencies	\$ 277,326
(4) Construction	\$ 1,250,000	(8) All Other (Sale of bonds, insur., etc.)	\$ 14,000
_____ gross square feet @ \$ 35,200			
C. PROPOSED SOURCES OF FUNDS:			
(1) Capital Improvement Bond Funds	\$ _____	ALTERNATE #1	ALTERNATE #2
(2)*Institution (Tuition) Bond Funds	\$ _____	\$ _____	\$ _____
(3)*Other Bond Funds Hospital Revenue Bonds	\$ 5,000,000	\$ _____	\$ _____
(4) Other:	\$ _____	\$ _____	\$ _____
TOTAL (Same as 10A)		\$ 5,000,000	\$ _____

*Attach capability test

AGENCY/INSTITUTION MUSC

FORM A-1 # 1 of 1 30

015827

PR. -

OFFICE OF THE VICE-PRESIDENT FOR FINANCE
(803) 792-5050



171 ASHLEY AVENUE / CHARLESTON, SOUTH CAROLINA 29425

December 15, 1982

Mr. William A. McInnis
Executive Director
Budget and Control Board
Wade Hampton Office Building
Columbia, SC 29211

Dear Bill:

The Medical University is submitting the attached Form E-1 for Phase VIII, Hospital Addition and Renovations. The listing shows the urgently needed renovations for our hospital. We previously submitted similar requests as a part of Phase VI and VII. However, due to the Capital Improvement Bond freeze, alternate sources of funding must be arranged. We intend to issue Hospital Facilities Revenue Bonds to enable the start of these renovation programs. The project will amount to \$5 million.

Bill, please recognize that time is of the essence in receiving this approval. Amendments will be forthcoming which make the necessary adjustments to Phase VI (H51-039) and VII (ID#21-035) to properly reflect these changes.

Thank you for your assistance to the University in this effort.

Sincerely,

Marion E. Woodbury
Vice President for Finance

MEW/ss

Attachments

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RECEIVED

27-83 (2B)

NOV 24 1982
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

REVISION OF PROJECT COST ESTIMATE

Date: November 8, 1982

Institution or Agency: Clemson University

Name of Project: Central Energy Plant - Pollution Control Device No. (8005) H-12-085

To: State Budget and Control Board
Columbia, South Carolina

SOURCE OF FUNDS: SEE BELOW

Your approval of the following revised cost estimate on the above project is requested.

A statement is attached indicating the necessity of these revisions. * 1/

Item	Last Estimate	Revised Estimate	Change
Site	\$ _____	\$ _____	\$ _____
Grading	_____	_____	_____
Construction	0.00	421,000.00	421,000.00
Fees	45,000.00	96,000.00	51,000.00
Renovation	_____	_____	_____
Basic Equipment and Supplies	_____	_____	_____
Landscaping	_____	_____	_____
Builder's Risk Insurance	_____	600.00	600.00
Other Work by University Forces	4,000.00	10,400.00	6,400.00
Contingencies	1,000.00	31,000.00	30,000.00
Total Estimated Cost	\$ 50,000.00	\$ 559,000.00 ^{2/}	\$ 509,000.00

JAN 06 1983
STATE ENGINEER'S OFFICE

1/ Study completed-need to initiate development of contract documents and construction.

2/ Source of Funds

Unallotted St. Inst. Bonds	\$ 50,000.00
Maint., Repairs & Renovs. Fee	509,000.00 (Increase)
(Designated Student Fees)	\$ 559,000.00

(Signed) Melvin E. Barnette
Melvin E. Barnette
Title: Vice President for Business and Finance

* If the total estimated cost of the project has been increased, the source of the additional funds required should be indicated also.

015830

APPROVED: John M. Phusoff
State Auditor

DATE: FEB 8 1983 10

Addendum to Form A-1, Item 8B

ADDITIONAL ANNUAL OPERATING COSTS RELATED TO PROPOSED PERMANENT IMPROVEMENT PROJECT

(Please copy this Addendum form as needed. Submit completed, typed originals as attachments to original A-1 form.)

AGENCY/INSTITUTION Clemson University

NAME OF PROPOSED PROJECT Central Energy Plant - Pollution Control Device Priority of

PROGRAM Form of

(Prepare one version of this form which shows the total impact of the proposed project on annual operating costs of the agency or institution without regard to programs. In addition, complete one of these forms to show the operating cost impact of the project on each program affected. Attach these forms to Form A-1.)

ADDITIONAL ANNUAL OPERATING COSTS RELATED TO PROPOSED PROJECT

FISCAL YEAR (Start with FY project is to be completed.)	TOTAL ADDITIONAL OPERATING COSTS Projected Financing Sources				PERSONAL SERVICE COSTS ONLY Projected Financing Sources				
	Gen. Funds	Federal	Other*	Total	Gen. Funds	Federal	Other*	Total	
								Amount	Positions
(1) 83/84	2,500.00			2,500.00	\$ ()	\$ ()	\$ ()	\$ -0-	STATE BUDGET & CONTROL BOARD
(2) 84/85	2,675.00			2,675.00	\$ ()	\$ ()	\$ ()	\$ -0-	
(3) 85/86	2,860.00			2,860.00	\$ ()	\$ ()	\$ ()	\$ -0-	
(4) 86/87	3,060.00			3,060.00	\$ ()	\$ ()	\$ ()	\$ -0-	
(5) 87/88	3,275.00			3,275.00	\$ ()	\$ ()	\$ ()	\$ -0-	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

*Specify "Other" sources.

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EXHIBIT

FEB 8 1983 NO. 6

11

Stal Pmpat
8/25 H/2-88

EXTENDED NEGOTIATIONS

As provided for in the Agreement entitled Standard Form of Agreement Between Owner and Architect, dated July 14, 1982, between Clemson University, Clemson, South Carolina, and Chas. T. Main, Inc., Charlotte, North Carolina, the Agreement shall be extended.

The project scope, as described on page 1 of Form B141-1977, dated July 14, 1982, is expanded for detailed engineering services to include the following items of work:

1. New mechanical collector.
2. Side stream pulse jet baghouse.
3. Booster fan for baghouse.
4. Required breeching changes to install Items 1., 2., and 3.
5. Make size changes to breeching between boiler I.D. fan and south stack to improve gas velocity, thereby reducing particulate fallout in breeching.
6. Insulate new equipment, new breeching, and existing breeching not previously insulated.
7. Connect "carbon-ash" reinjection from boiler backpass.
8. Inspect and repair south stack.
9. Add cone to south stack only if required by State to get permit.
10. New air compressors with refrigerated air dryer for pulse jet baghouse air requirements.
11. Relocate retaining wall east of the central energy facility to make room for baghouse.
12. Architectural treatment of baghouse.
13. Ash piping from new equipment to existing ash system.
14. Air piping to new equipment from new air compressor dryer.

SEE 90410
STATE ENGINEERS
BOARD
OF NORTH CAROLINA

015833

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15. Cooling water to new equipment.
16. Electrical service for all new equipment.
17. Excavation and foundation as required for new equipment.
18. Relocate, or protect as required, the existing underground utilities - sanitary sewer, storm sewer, or potable water.
19. Paint all new work.
20. Landscaping

As per Article 14, Paragraph 14.2.1.4, Extended Negotiations, the Owner exercises the right to negotiate for basic services on the Central Energy Facility - Pollution Control Devices.

Basic services shall be extended as follows:

- 14.2.1.5 The Architect shall provide basic services as described in Article 1 for the project at a lump sum price as follows:
1. a. Article 1.3 - Construction Documents Phase
 1. b. Article 1.4 - Bidding or Negotiation Phase
 1. c. Article 1.5 - Construction Phase, Administration of the Construction Contract

For work under Paragraphs 1.3, 1.4, and 1.5, basic compensation shall be computed as follows: the lump sum amount of \$70,000. Payments of the lump sum amount shall be in accordance with Article 15.5.

ARTICLE 13
EXTENT OF AGREEMENT

As provided for in the Agreement entitled Standard Form of Agreement Between Owner and Architect, dated July 14, 1982, between Clemson University, Clemson, South Carolina, and Chas. T. Main, Inc., Charlotte, North Carolina, the Agreement shall be amended as follows:

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ARTICLE 15

Add the following:

15.11 Supplement to Paragraph 1.5.4.1: Periodic Visits

The lump sum from Paragraph 14.2.1.5 includes six trips for construction visits. Additional construction visits will be made as requested by Owner per the basis of charges in Article 14.4.1.

15.12 Supplement to subparagraph 1.5.19: Full-Time Resident Inspector

Delete this subparagraph in its entirety.

ACCEPTED

OWNER

Board of Trustees

Clemson University

BY

Melvin E. Barnette
Vice President for
Business and Finance

ARCHITECT/ENGINEER

Chas. T. Main, Inc.

BY

Burke W. Lee
Group Vice President
Southern District Manager

Effective date of this amendment is November 4, 1982.

RECEIVED
JAN 06 1983
STATE OF SOUTH CAROLINA

015835

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RECEIVED

NOV 26 1982

27-83 (2A)

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

SECTION OF PROJECT COST ESTIMATE

Date: November 15, 1982

Institution or Agency: Clemson University

Name of Project: Additions, Expansion & Improvement of Utility Systems, Walks, Drives, Parking Areas & Facilities No. 9-128 (7032)

To: State Budget and Control Board
Columbia, South Carolina

SOURCE OF FUNDS: See Below

Your approval of the following revised cost estimate on the above project is requested.

A statement is attached indicating the necessity of these revisions. * 1/

Item	Last Estimate	Revised Estimate	Change
Site	\$	\$	\$
Grading
Construction	1,318,500.00	1,318,500.00
Fees	60,000.00	130,000.00	70,000.00
Renovation
Basic Equipment	10,000.00	10,000.00	-0-
Landscaping
Builder's Risk Insurance	500.00	2,000.00	1,500.00
Other
Advertising	200.00	200.00	-0-
Work by Univ. Forces	785,726.34	795,726.34	10,000.00
Cost of Bond Sale	40,026.60	40,026.60
1/ Expansion of Utility System - Chilled Water	100,000.00	100,000.00

JAN 08 1983
STATE OF SOUTH CAROLINA

2/ Source of Funds
Total Estimated Cost \$ 896,452.94 \$ 2,396,452.94 \$ 1,500,000.00 2/

State Capital Imp. Bonds \$ 608,036.40
State Inst. Bonds 133,838.34
Dept. of Commerce Grant 154,578.20
Maint., Repairs, & Renov. Fee. 1,500,000.00
(Designated Student Fee)
\$ 2,396,452.94

(Signed) *Melvin E. Barnette*
Melvin E. Barnette
(New: this E-11) Vice President for Business
Title and Finance

* If the total estimated cost of the project has been increased, the source of the additional funds required should be indicated also.

APPROVED: *John M. O'Neal*
STATE ENGINEER

DATE: FEB 8 1983 0158366

Project 9-128 - Additions, Expansion & Improvements to Utility Systems, Walks, Drives, Parking Areas, and Facilities

Initial E-1, dated June 1, 1976

Expansion of utilities, walks, drives, etc. . . \$ 282,950.54

Additions, E-11 dated September 10, 1976

Expansion of utility systems 519,262.24

Additions, E-11 dated December 31, 1976

Cost of bond sales 12,552.96

Additions and deductions, E-11 dated Feb. 17, 1977

Expansion of walks, drives, etc., Federal grant reduction (net addition) 4,671.70

Additions and deductions, three E-11's dated June 30, 1977

Expansion of walks, drives, etc., Federal grant reduction and other deductions (net add.) 44,464.48

Deductions, E-11 dated September 30, 1977

Federal grant reduction (448.98)

Addition, E-11 dated May 26, 1978

Expansion of walks, drives, etc. 33,000.00

Additions, E-11 dated November 10, 1982

Expansion of utility systems - chilled water .. 1,500,000.00

Total Estimated Cost \$2,396,452.94

PPD-J.B. 11/12/82

EXHIBIT
FEB 8 1983 NO. 6
STATE BUDGET & CONTROL BOARD

RECEIVED
JAN 08 1983
STATE ENGINEER'S OFFICE

015837

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Addendum to Form A-1, Item 8B

ADDITIONAL ANNUAL OPERATING COSTS RELATED TO PROPOSED PERMANENT IMPROVEMENT PROJECT

(Please copy this Addendum form as needed. Submit completed, typed originals as attachments to original A-1 form.)

AGENCY/INSTITUTION Clemson University
 NAME OF PROPOSED PROJECT Additions, Expansion & Improvement of Utility Systems, Walks, Drives, Parking Areas & Facilities Priority of
 PROGRAM Form of

(Prepare one version of this form which shows the total impact of the proposed project on annual operating costs of the agency or institution without regard to programs. In addition, complete one of these forms to show the operating cost impact of the project on each program affected. Attach these forms to Form A-1.)

ADDITIONAL ANNUAL OPERATING COSTS RELATED TO PROPOSED PROJECT

FISCAL YEAR (Start with FY project is to be completed.)	TOTAL ADDITIONAL OPERATING COSTS Projected Financing Sources				PERSONAL SERVICE COSTS ONLY Projected Financing Sources *				
	Gen. Funds	Federal	Other*	Total	Gen. Funds	Federal	Other*	Total	
								Amount	Positions
(1) 84/85	357,000.00			357,000.00	\$ 31,670 (2)	\$ () ()	\$ () ()	\$ 31,670	2
(2) 85/86	382,000.00			382,000.00	\$ 33,400 (2)	\$ () ()	\$ () ()	\$ 33,400	2
(3) 86/87	408,740.00			408,740.00	\$ 35,240 (2)	\$ () ()	\$ () ()	\$ 35,240	2
(4) 87/88	437,350.00			437,350.00	\$ 37,180 (2)	\$ () ()	\$ () ()	\$ 37,180	2
(5) 88/89	467,960.00			467,960.00	\$ 39,240 (2)	\$ () ()	\$ () ()	\$ 39,240	2
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

*Specify "Other" sources.

* There will be a need for 2 refrigeration mechanics. Current Grade is 22. Projections start in 84/85 with same salary grade having increased approximately 10%. Salary estimated to increase 5% each yr. Fringe benefits start at 15% top out at 16% (88189). Health Insurance starts at \$850 est. & increases 10% thereafter.

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Addendum to Form A-1, Item 8B

ADDITIONAL ANNUAL OPERATING COSTS RELATED TO PROPOSED PERMANENT IMPROVEMENT PROJECT

(Please copy this Addendum form as needed. Submit completed, typed originals as attachments to original A-1 form.)

AGENCY/INSTITUTION Clemson University
 NAME OF PROPOSED PROJECT Additions, Expansion & Improvement of Utility Systems, Walks, Drives, Parking Areas & Facilities Priority of
 PROGRAM Form of

(Prepare one version of this form which shows the total impact of the proposed project on annual operating costs of the agency or institution without regard to programs. In addition, complete one of these forms to show the operating cost impact of the project on each program affected. Attach these forms to Form A-1.)

ADDITIONAL ANNUAL OPERATING COSTS RELATED TO PROPOSED PROJECT

FISCAL YEAR (Start with FY project is to be completed.)	TOTAL ADDITIONAL OPERATING COSTS Projected Financing Sources				PERSONAL SERVICE COSTS ONLY Projected Financing Sources *				
	Gen. Funds	Federal	Other*	Total	Gen. Funds	Federal	Other*	Total	
								Amount	Positions
(1) 84/85	357,000.00			357,000.00	\$ 31,670 (2)	\$ () ()	\$ () ()	\$ 31,670	2
(2) 85/86	382,000.00			382,000.00	\$ 33,400 (2)	\$ () ()	\$ () ()	\$ 33,400	2
(3) 86/87	408,740.00			408,740.00	\$ 35,240 (2)	\$ () ()	\$ () ()	\$ 35,240	2
(4) 87/88	437,350.00			437,350.00	\$ 37,180 (2)	\$ () ()	\$ () ()	\$ 37,180	2
(5) 88/89	467,960.00			467,960.00	\$ 39,240 (2)	\$ () ()	\$ () ()	\$ 39,240	2
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

*Specify "Other" sources.

* There will be a need for 2 refrigeration mechanics. Current Grade is 22. Projections start in 84/85 with same salary grade having increased approximately 10%. Salary estimated to increase 5% each yr. Fringe benefits start at 15% top out at 16% (88189). Health Insurance starts at \$850 est. & increases 10% thereafter.

015838

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NOV 15 1982

Form E-11
(Rev. 7-72)

Submit in Duplicate

REVISION OF PROJECT COST ESTIMATE

28-83(6)

Date: November 9, 1982

Clemson University

Institution or Agency: _____

Name of Project: Brackett Hall Renovation No. H-12-007-(7030)

To: State Budget and Control Board
Columbia, South Carolina

SOURCE OF FUNDS: 0-Cap'l Impr. Bonds

Your approval of the following revised cost estimate on the above project is requested.

A statement is attached indicating the necessity of these revisions. * 1/

Item	Last Estimate	Revised Estimate	Change
Site	\$ _____	\$ _____	\$ _____
Grading	_____	_____	_____
Construction	_____	_____	_____
Fees	126,280.00	57,848.90	(68,431.10)
Renovation	1,900,000.00	-0-	(1,900,000.00)
Basic Equipment	100,000.00	-0-	(100,000.00)
Landscaping	_____	_____	_____
Builder's Risk Insurance	3,000.00	-0-	(3,000.00)
Other			
Bond Expenses	4,520.00	4,520.00	-0-
Advertising	600.00	70.26	(529.74)
Work by Univ. Forces	30,000.00	-0-	(30,000.00)
Contingencies	95,600.00	-0-	(95,600.00)
Total Estimated Cost	\$ 2,260,000.00	\$ 62,439.16	\$ (2,197,560.84) 2/

1/ To reflect final cost for project.

2/ Remaining funds to be transferred to new Chemistry Bldg. Project, which is pending approval of Joint Bond Review Committee.

(Signed) *Melvin E. Barnette*
Melvin E. Barnette
Title: Vice President for Business & Finance

* If the total estimated cost of the project has been increased, the source of the additional funds required should be indicated also.

APPROVED: _____

John M. Howard
State Auditor
STATE ENGINEER

DATE: _____

FEB 8 1983

015840

7

28-83(2)

REVISION OF PROJECT COST ESTIMATE

Date January 12, 1983

Institution or Agency S. C. Department of Corrections

Name of Project Fire/Life Safety No. N04-071

To: State Budget and Control Board
Columbia, South Carolina
Treasurer # 22-040
Stars # 8032

Your approval of the following revised cost estimate on the above project is requested.

A statement is attached indicating the necessity of these revisions.

EXHIBIT

Item	9/17/82 Last Estimate	Revised Estimate	Change
		FEB 8 1983	NO. 6
Site			
Grading			
Construction			
Fees	5,000.	15,000.	+10,000.
Renovation	69,850.	334,300.	+264,450.
Basic Equipment and Supplies			
Landscape			
Builder's Risk Insurance			
Other			
Bond Sales		150.	+ 550.
Contingencies			
Total Estimated Cost	75,000.	350,000.	+275,000. *

RECEIVED
JAN 20 1983
STATE ENGINEERS
OFFICE

EXHIBIT
FEB 8 1983 NO. 6
STATE BUDGET & CONTROL BOARD

Signature: William D. Leeke
Title: COMMISSIONER

* \$275,000. transferred from Act 179, 81-82, Section 2, Item 18, Jan-June 1983

* If the total estimated cost of the project has been increased, the source of the additional funds required should be indicated also.

015841

APPROVED John M. Phelan
STATE ENGINEER

DATE FEB 8 1983

3

APPROVED BY: Nelson W. Meek, P. E. NWM 1-12-83
APPROVED BY: Charles A. Leath CAR 1-13-83

REVISION OF PROJECT COST ESTIMATE

28-83(3)

January 12

83

Institution or Agency: S. C. Department of Corrections

Name of Project: Kirkland Psychiatric Facility No. N04-073

T.: State Budget and Control Board
Columbia, South Carolina

Treasurer # 22-040
Stars # 8057

Your approval of the following revised cost estimate on the above project is requested.

A statement is attached indicating the necessity of these revisions. *

	11/12/82 Last Estimate	Revised Estimate	Change
Site	\$ -0-	\$ 60,000.	\$ + 60,000.
Grading	-0-	25,000.	+ 25,000.
Construction	-0-	555,700.	555,700.
Furn.	99,800.	99,800.	-0-
Renovation			
Special Equipment and Supplies			
Landscape			
Builder's Risk Insurance	-0-	3,000.	+ 3,000.
Other: Bond Sales	200.	1,500.	+ 1,300.
Contingency	-0-	5,000.	+ 5,000.
Total Estimated Cost	\$ 100,000.	\$ 750,000.	\$ +650,000. *

* \$650,000. transferred from Act 179, 81-82, Section 2, Item 18, Jan-June 1983

(Signed) *William D. Leake*

Title: COMMISSIONER

* If the total estimated cost of the project has been increased, the source of the additional funds required should be indicated also.

APPROVED BY: Nelson W. Meek, P. E. *NWM 1-12-83*
APPROVED BY: Charles A. Leath *CAL 1-13-83*

APPROVED *John McPherson*
State Auditor
STATE ENGINEER

DATE FEB 8 1983 015842 4

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 7 REGULAR SESSION AGENDA
MEETING OF February 8, 1983 ITEM NUMBER 4

STATE BUDGET & CONTROL BOARD

Agency: State College Board of Trustees (College of Charleston)

Subject: Issuance of \$1,700,000 Facilities Improvement Bonds

Attorney W. E. Applegate, III, advises that the State College Board of Trustees has now decided to proceed with the issuance of these bonds and, at its meeting on January 11, 1983, adopted a resolution providing for the issuance of the Series 1983 bonds to repay the \$1,500,000 of anticipation notes dated May 18, 1982; to pay the expenses incurred in connection with the issue; and to pay a portion of the cost of acquiring, constructing, and equipping a central energy facility, an educational center, and to finance certain campus development phase III projects. All of these projects are substantially completed.

This item was carried over at the January 25 meeting.

Board Action Requested:

Adopt resolution approving the issuance by the State College Board of Trustees of \$1,700,000 Facilities Improvement Bonds, Series 1983, of the College of Charleston, pursuant to the authorization contained in Act 762 of 1976.

Staff Comment:

Attachments:

Applegate January 19 letter plus referenced resolution

015843

FEB 4 1983

McKAY & GUÉRARD, P. A.

POST OFFICE BOX 1119
125 CHURCH STREET
CHARLESTON, SOUTH CAROLINA 29402
TELEPHONE 803/722-7606

Julius W. McKay
Theodore B. Guérard
W. E. Applegate, III
Sherwood M. Cleveland
Adele J. Pope
William C. Cleveland *
John Paul Trouche **
William P. Simpson
Samuel W. Howell, IV
Holly M. Rubinstein

February 2, 1983

FIRST NATIONAL BANK BUILDING
P.O. DRAWER 7157
COLUMBIA, S. C. 29202
(803) 765-2396

EXHIBIT

FEB 8 1983 NO. 7

STATE BUDGET & CONTROL BOARD

* Also Admitted in California
** Also Admitted in Georgia

Mr. William A. McInnis
Secretary
State Budget and Control Board
Post Office Box 12444
Columbia, South Carolina 29211

Re: \$1,700,000 State College Board of Trustees Facilities
Improvement Bonds, Series 1983, of the College of
Charleston

Dear Bill:

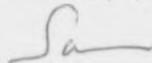
I wrote you on January 19, 1983, and requested that you place consideration of the issuance of the above referenced bonds on the State Budget and Control Board's agenda for its meeting on Tuesday, January 25, 1983. Subsequently, I asked that the consideration of the issue be passed over at the January 25th meeting, and I would now like to request that you place the matter on the agenda for the State Board's meeting on Tuesday, February 8, 1983.

If you still have the original and ten copies of the proposed State Budget and Control Board Resolution, please use the same; otherwise, let me know and I will forward you additional copies.

I spoke with Mr. Patterson today and advised him that we would appreciate the State Board's considering this matter at its next meeting.

Thank you very much for your assistance, and with best personal regards, I am

Sincerely yours,



W. E. Applegate, III

WEAIII/jam

015844

EXHIBIT

FEB 8 1983 NO. 7

A RESOLUTION

STATE BUDGET & CONTROL BOARD

APPROVING THE ISSUANCE BY THE STATE COLLEGE BOARD OF TRUSTEES OF \$1,700,000 FACILITIES IMPROVEMENT BONDS, SERIES 1983, OF THE COLLEGE OF CHARLESTON.

BE IT DULY RESOLVED BY THE STATE BUDGET AND CONTROL BOARD, IN MEETING DULY ASSEMBLED, as follows:

THAT the State Budget and Control Board hereby approves, by the adoption of this Resolution, the issuance by the State College Board of Trustees of \$1,700,000 Facilities Improvement Bonds, Series 1983, of the College of Charleston (the Series 1983 Bonds), to mature in annual series or installments on January 1, in each of the years 1985 to 1999, inclusive, as follows:

\$ 50,000 in each of the years 1985 to 1986, inclusive;

\$100,000 in each of the years 1987 to 1994, inclusive;

\$125,000 in the year 1995;

\$150,000 in each of the years 1996 to 1997, inclusive;

\$175,000 in the year 1998; and

\$200,000 in the year 1999.

pursuant to the authorization of Act No. 762 of the Acts and Joint Resolution of the General Assembly of the State of South Carolina, Regular Session of 1976, the proceeds of which will be used (i) to repay the outstanding \$1,500,000 Facilities Improvement Bond Anticipation Notes of the College of Charleston, dated May 18, 1982, (ii) to pay the expenses incurred in connection with the issuance of the Series 1983 Bonds, and (iii) to pay a portion of the cost of acquiring, constructing, and equipping a Central Energy Facility, an Educational

015845

Center, and for Campus Development Phase III, to be located on the campus of the College; and

THAT the State College Board of Trustees may proceed to sell at public sale and issue such bonds pursuant to the authorization of the legislation recited above and without further approval of the State Budget and Control Board (unless the bid accepted by the State College Board of Trustees contains an interest rate in excess of seven per centum (7%) per annum, in which event, the further approval by the State Budget and Control Board of the interest rate in excess of seven per centum (7%) per annum will be required).

EXHIBIT

FEB 8 1983 NO. 7

STATE BUDGET & CONTROL BOARD

015846

EXHIBIT

FEB 8 1983 NO. 7

STATE OF SOUTH CAROLINA

COUNTY OF RICHLAND

STATE BUDGET & CONTROL BOARD

I, WILLIAM A. McINNIS, Secretary to the South Carolina State Budget and Control Board, DO HEREBY CERTIFY:

That the said State Budget and Control Board (the Board) is composed of the following:

His Excellency, Richard W. Riley, Governor and Chairman of the Board;

The Honorable Grady L. Patterson, Jr., State Treasurer;

The Honorable Earle E. Morris, Jr., Comptroller General;

The Honorable Rembert C. Dennis, Chairman of the Senate Finance Committee; and

The Honorable Tom G. Mangum, Chairman of the House Ways and Means Committee.

That due notice of a meeting of the Board, called to be held in Columbia, South Carolina at 9:30 A. M., Tuesday, February 8, 1983, was given to all members in writing, and at least four (4) days prior to said meeting; that all members of said Board were present at said meeting, with the exception of: Senator Dennis.

That at said meeting, a Resolution, of which the attached is a true, correct and verbatim copy, was introduced by Mr. Patterson, who moved its adoption; said motion was seconded by Mr. Morris, and upon the vote being taken and recorded it appeared that the following votes were cast:

FOR MOTION

AGAINST MOTION

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0

That the Chairman thereupon declared the Resolution unanimously adopted and the original thereof has been duly entered in the permanent records of minutes of meetings of said Board in my custody as its Secretary.

That any and all conditions attached to the referenced Board action have been satisfied as of the date of this certificate.

February 9, 1983

William A. McInnis 015847
Secretary

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 8 REGULAR SESSION AGENDA
MEETING OF February 8, 1983 ITEM NUMBER 5

STATE BUDGET & CONTROL BOARD

Agency: State College Board of Trustees (Francis Marion College)

Subject: Resolution Approving the Issuance of \$3,000,000 Student and Faculty Housing Revenue Bonds

Proposed for adoption by the Board is a resolution authorizing the State College Board of Trustees to proceed to sale at public sale and issue \$3,000,000 of Student and Faculty Housing Revenue Bonds of Francis Marion College or to privately negotiate the sale and issue of such bonds. These bonds are authorized by Act 653 of 1978. Proceeds from the sale will be used to repay the principal of the outstanding \$2,850,000 Student and Faculty Housing Revenue Bond Anticipation Notes, dated April 29, 1982, and to pay certain other costs. Proceeds of the notes were used to pay the costs incurred in connection with the acquisition and construction of the student housing project at Francis Marion College.

Board Action Requested:

Adopt a resolution approving the issuance by the State College Board of Trustees of \$3,000,000 Student and Faculty Housing Revenue Bonds, Series A, of Francis Marion College.

Staff Comment:

Attachments:

Referenced resolution

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EXHIBIT

FEB 8 1983 NO. 8

A RESOLUTION

STATE BUDGET & CONTROL BOARD

APPROVING THE ISSUANCE BY THE STATE COLLEGE BOARD OF TRUSTEES OF \$3,000,000 STUDENT AND FACULTY HOUSING REVENUE BONDS, SERIES A, OF FRANCIS MARION COLLEGE.

BE IT DULY RESOLVED BY THE STATE BUDGET AND CONTROL BOARD, IN MEETING DULY ASSEMBLED, as follows:

THAT the State Budget and Control Board hereby approves, by the adoption of this Resolution, the issuance by the State College Board of Trustees of \$3,000,000 Student and Faculty Housing Revenue Bonds, Series A, of Francis Marion College, pursuant to the authorization of Act 653 of the Acts and Joint Resolutions of the General Assembly of the State of South Carolina, Regular Session of 1978, the proceeds of which will be used to repay the principal of the outstanding \$2,850,000 Student and Faculty Housing Revenue Bond Anticipation Notes, Series A, dated April 29, 1982, and to pay certain other costs. Proceeds of the Notes were used to pay the costs incurred in connection with the acquisition and construction of the student housing project at Francis Marion College.

THAT the State College Board of Trustees may proceed to sell at public sale and issue such bonds or to privately negotiate the sale and issue of such bonds pursuant to the authorization of Act 653 of 1978 without further approval of the State Budget and Control Board.

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EXHIBIT

FEB 8 1983 NO. 8

STATE OF SOUTH CAROLINA
COUNTY OF RICHLAND

STATE BUDGET & CONTROL BOARD

I, WILLIAM A. McINNIS, Secretary to the South Carolina State Budget and Control Board, DO HEREBY CERTIFY:

That the said State Budget and Control Board (the Board) is composed of the following:

His Excellency, Richard W. Riley, Governor and Chairman of the Board;

The Honorable Grady L. Patterson, Jr., State Treasurer;

The Honorable Earle E. Morris, Jr., Comptroller General;

The Honorable Rembert C. Dennis, Chairman of the Senate Finance Committee; and

The Honorable Tom G. Mangum, Chairman of the House Ways and Means Committee.

That due notice of a meeting of the Board, called to be held in Columbia, South Carolina at 9:30 A. M., Tuesday, February 8, 1983, was given to all members in writing, and at least four (4) days prior to said meeting; that all members of said Board were present at said meeting, with the exception of: Senator Dennis.

That at said meeting, a Resolution, of which the attached is a true, correct and verbatim copy, was introduced by Mr. Morris, who moved its adoption; said motion was seconded by Mr. Patterson, and upon the vote being taken and recorded it appeared that the following votes were cast:

FOR MOTION

4

AGAINST MOTION

0

That the Chairman thereupon declared the Resolution unanimously adopted and the original thereof has been duly entered in the permanent records of minutes of meetings of said Board in my custody as its Secretary.

That any and all conditions attached to the referenced Board action have been satisfied as of the date of this certificate.

FEB 9 1983

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William A. McInnis

Secretary

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 9 REGULAR SESSION AGENDA
MEETING OF February 8, 1983 ITEM NUMBER 6

STATE BUDGET & CONTROL BOARD

Agency: Executive Director's Office

Subject: (a) Approval of Proposed Regulations for Submission to General Assembly;
and
(b) Authorization to Fire Commission to Hold Hearing on Fire Marshal
Rules and Regulations

Proposed amendments of the regulations of the Liquefied Petroleum Gas Board, the Barrier Free Building Design Standard Authority, the Fire Marshal on rules and regulations covering transportation and use of pyrotechnics, the Division of General Services regarding the installment purchase program, the Division of Motor Vehicle Management, the State Personnel Division, and the State Employee Grievance Committee have now been subjected to the required time for public input prior to submission to the General Assembly. The regulations proposed by the Fire Marshal relating to the transportation and use of pyrotechnics include revisions resulting from the public hearing held on January 24, 1983. These amended regulations have been approved by the Fire Commission.

Also forwarded at this time are regulations of the Fire Marshal which have been amended and approved by the Fire Commission. These latter regulations are subject to the hearing requirements (a hearing has been set for March 28) and the request is for Board authorization to proceed with that aspect of the process. These particular rules and regulations are identified as item B in the attachment.

Board Action Requested:

- (a) Authorize submission of regulations which have been through the required hearing process to General Assembly for consideration; and
- (b) Authorize State Fire Commission to proceed with required hearing on amended rules and regulations of Article 3, State Fire Marshal.

Staff Comment:

Attachments:

Referenced regulations

015851

State of South Carolina

STATE FIRE COMMISSION



1109 Belleview Street
Columbia 29201

RECEIVED

FEB 2 1983

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

EXHIBIT

February 2, 1983

FEB 8 1983 NO. 9

STATE BUDGET & CONTROL BOARD

David A. MacLellan, Chairman
Chief, Sea Pines Forest Beach
Hilton Head Island

S.K. Brockington, Jr.
Vice Chairman - Asst. Chief
Lower Florence County
Lake City

Captain Lewis B. Lee, Secretary
Newberry

Captain Robert M. Baker
Sumter

Bn Chief James A. Bartley
Columbia Fire Dept.
Cayce

Chief John R. Buckner, Jr.
Hardeeville

Chief Glenn T. Cogdill
New Prospect

Brunson L. Cromer
Aiken

Chief C.E. Denny
Hartsville

Carl R. Dickert
Piedmont

Asst. Chief Robert Ellison
Blythewood

Joseph R. Floyd
Director of Codes
Sumter

Alex Gundry
Starr

Chief Wilmer E. Guthrie
Charleston

Mrs. Priscilla Mayes
Columbia

Chief Eddie Rivers
Pageland

Donald J. Simons
Eastover

H. Harold Tarleton, Jr.
FAIA
Greenville

Chief Robert L. White, Jr.
Piedmont Park Fire District
Greenville

Mr. William T. Putnam
Executive Director
Budget and Control Board
Post Office Box 12444
Columbia, South Carolina 29211

Dear Mr. Putnam:

Enclosed you have our final submission of the Rules and Regulations covering "Transportation and Use of Pyrotechnics". These Regulations now include revisions resulting from the public hearing held on January 24, 1983 and have been approved by the South Carolina State Fire Commission.

The South Carolina State Fire Commission respectfully requests that the Budget and Control Board approve these Regulations and forward on to the Legislature for their consideration.

Sincerely,

David A. MacLellan, Chairman
SC State Fire Commission

DAM:skv

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EXHIBIT

FEB 8 1983 NO. 9

SUMMARY

STATE BUDGET & CONTROL BOARD

Regulation 19-360 Through 19-367

ALL NEW REGULATIONS:

- 19-360 Definitions.
- 19-361 Qualifications of Display Operators: age, experience, required training and revoking of certification for certain violations.
- 19-362 Permits and General Requirements for Class "B" Fireworks Displays-permits to be obtained, completed and sent to State Fire Marshal; distribution of same. Purchasing of materials used in displays. Postponement of display. Fire Personnel and equipment required.
- 19-363 Specific Requirements for Class "B" Displays. Permits required, distances required from roads, buildings, power lines, etc. for safety. Enforcing authority, mortar placement, angles and type bunkers required for protection of display personnel and spectators. Reliability of firing personnel and clean-up operations after displays.
- 19-364 Use of Pyrotechnics in South Carolina. (Class "C") Where fireworks may be ignited; distances from certain type occupancies. Responsible action by those using fireworks.
- 19-365 Transportation of Pyrotechnics in South Carolina. Ability of drivers to be reliable; marking of transporting vehicles and action to take in the event of an accident. Fire extinguishers to be provided.
- 19-366 Rules and Regulations for use of Pyrotechnic Powder in Entertainment Facilities. Permits to be obtained; inspection performed and arranging for fire personnel and equipment during display; Records to be kept.
- 19-367 Form to be used when having pyrotechnic display in entertainment facility.

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EXHIBIT

FEB 8 1983 NO. 9

ARTICLE 3

STATE BUDGET & CONTROL BOARD

STATE FIRE MARSHAL

Statutory Authority: 1976 Code Chapter 9 of Title 23
and Chapter 43 of Title 39

- SUBARTICLE 1. Fire Prevention and Life Safety-Buildings.
- SUBARTICLE 2. Use of Hazardous Substances.
- SUBARTICLE 3. Explosives.
- SUBARTICLE 4. Service Stations.
- SUBARTICLE 5. Liquefied Petroleum Gas Board.
- SUBARTICLE 6. Transportation and Use of Pyrotechnics.

SUBARTICLE 6

TRANSPORTATION AND USE OF PYROTECHNICS

REGULATIONS:

- 19-360 Definitions
- 19-361- Qualification of Display Operators.
- 19-362- Permits and General Requirements for Class "B" Fireworks Display.
- 19-363- Specific Requirements for Class "B" Displays.
- 19-364- Use of Pyrotechnics in South Carolina. (Class "C")
- 19-365- Transportation of Pyrotechnics in South Carolina.
- 19-366- Rules and Regulations for the use of Pyrotechnic Powder in Entertainment Facilities.
- 19-367- Display Permit.

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19-360 Definition:

For the purpose of these Rules and Regulations, the following term is defined as meaning;

- A. Pyrotechnics - Fireworks designed primarily to produce visible or audible affect by combustion, deflagration or detonation. Pyrotechnics is to include Class "B" fireworks used for displays and Class "C" fireworks.

19-361 Qualifications of Display Operators.

- A. The person in actual charge of the firing of the fireworks in a display shall be able-bodied, competent for the task and so certified by the State Fire Marshal. Such operator shall have his Certificate of Competency in his possession when engaged in conducting a display and shall exhibit same on request of any authorized official. Such certificate shall be issued to a person upon application based on the following requirements:
 - 1. Applicant must be at least twenty-one years of age.
 - 2. Applicant must have participated in a minimum of three fireworks displays.
 - 3. Applicant must successfully complete a written examination administered by the State Fire Marshal. Said examination shall be offered twice yearly.
 - 4. Any applicant who fails the written examination shall be afforded the opportunity to be re-tested, once only, after a seven day waiting period.
 - 5. Any applicant who fails the re-test shall be required to wait until the next certification period for testing.
- B. Each person assisting the Certified Operator and engaged in the firing of the fireworks shall be at least twenty-one years of age.
- C. The certification of any operator who violates the Rules and Regulations or Laws of the State may be revoked or suspended by the State Fire Marshal.
- D. Each Certified Operator shall be required to attend a re-certification class and successfully complete a written examination provided by the State Fire Marshal on an annual basis.

19-362 Permits and General Requirements for Class "B" Fireworks Displays.

- A. Any person who desires to hold a fireworks display shall first obtain a permit form from the supplier of the fireworks. (Permit forms to be furnished by State Fire

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Marshal.) Said permit form shall be signed by the Resident Fire Marshal (Fire Chief) of the Municipality or County where such display is to take place.

- B. Upon validation of the permit form by the Resident Fire Marshal (Fire Chief), the sponsor of the display shall forward all four copies to the State Fire Marshal along with a copy of insurance certificate and a diagram of the display site. Validation permit shall be co-signed by State Fire Marshal or his agent.
- C. If approved by the State Fire Marshal the permit will be distributed as follows:
 - 1. The State Fire Marshal shall retain the original along with the insurance certificate and diagram.
 - 2. The second copy shall be returned to the sponsor.
 - 3. The third copy shall be forwarded to the supplier, which will authorize shipment of the fireworks.
 - 4. Fourth copy shall be sent to Pyrotechnic Safety Section, Division of General Services.
- D. All display material shall be purchased through a manufacturer or distributor licensed in South Carolina and the firing of the display shall be done by an operator certified by the State Fire Marshal as competent for the task.
- E. In the event a display is postponed due to any circumstances, the sponsor of the display shall notify the State Fire Marshal of the alternate date before presenting the display.
- F. It shall be the responsibility of the person or organization applying for a permit to arrange the detailing of at least two (2) members of the local fire department along with necessary equipment or such other larger number as may be deemed necessary by the Fire Chief of the department, to be on the display site during the firing of the fireworks. Fire Department personnel shall remain until the termination of the display and the removal of all fireworks and debris from the site.
- G. In the event on-duty fire personnel are not available, it shall be the responsibility of the permittee to arrange with the local fire chief for the detailing of off-duty firemen and equipment and to compensate said firemen for the time involved.
- H. Any person or firm receiving fireworks for a Class "B" Display shall be required to afford proper storage

for same as setforth in section 19-405. 8 of the Pyrotechnic Board's Rules and Regulations.

- I. The permit shall require such information and issued on such forms as the State Fire Marshal deems necessary. The information requested by the State Fire Marshal shall include but not be limited to the following:
 1. Organization sponsoring display.
 2. Company name supplying fireworks.
 3. Display operators name.
 4. Date of display.
 5. Time of display.
 6. Fire department present during display.
 7. Fire Chief's name.
 8. Time and date display site will be ready for final inspection by authorities.
 9. Diagram of display site and directions to same.
 10. Copy of Insurance responsibility.

19-363 Specific Requirements for Class "B" Displays.

- A. Each manufacturer or distributor of Class "B" display shall provide to the purchaser necessary permit forms for fireworks displays in South Carolina and all sales records shall be kept open for inspection by authorities for at least eighteen months.
- B. No permit shall be granted for any display of fireworks where the discharge, failure to fire, faulty firing or fallout of any fireworks or other objects would endanger persons, buildings, structures, forests or brush; not in any case when the point at which the fireworks are to be fired is less than 600 feet from the nearest permanent building, public highway, railroad or other means of travel or 50 feet from nearest above ground telephone or telegraph line, tree or other overhead obstruction. In no case shall a display be fired within 600 feet of a school, theater, church, hospital or similar institution.
- C. Spectators shall be restrained behind firing area by roped off or police barricades as designated by local fire chief, police chief or other enforcement officer but in no case less than 600 feet from the point at which fireworks are to be discharged. The firing area shall be free of overhead obstructions and at no time will spectators be allowed inside said areas.
- D. All mortar shall be placed in groupings according to size. (Example, all 9" in one group, 12" in another, 15" in another, etc.). Allow 2 feet between each mortar and 10 feet between each grouping of mortars.

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- E. Each mortar shall be buried leaving approximately 6 inches sticking out of the ground. If location of firing area is in soft or sandy ground, a butt board shall be used to prevent the mortars from sinking into the ground during firing. All mortars shall be tipped slightly away from spectators and when beside a body of water, so set that falling residue will go into the water. However, firing personnel shall take into consideration prevailing winds, atmospheric conditions, etc., when determining angles at which mortars are to be set.
- F. Metal mortars or guns used in Class "B" displays will be constructed of no less than one-eighth inch steel with a welded metal bottom and in the following manner: Three (3) inch I.D. mortars no less than twenty four (24) inches in length. Four (4), five (5) and six (6) inch I.D. mortars no less than thirty (30) inches in length.
- G. To insure the safety of firing personnel and spectators, bunkers constructed of sandbags, railroad ties, etc., sufficiently high enough to absorb the impact of an explosion in the mortars shall be constructed behind each group of mortars.
- H. All shells to be fired shall be separated according to size and placed in a container at least 20 feet behind firing line. During firing, each container shall be covered with a canvas or equivalent to deter sparks.
- I. There shall be no smoking or drinking of alcoholic beverages by the firing personnel and this will be strictly enforced by the certified operator.
- J. Fireworks shall not be left unattended by the certified operator from the time they are brought onto the firing area.
- K. No fireworks display shall be held during any windstorm in which the wind reaches the velocity of more than 10 miles per hour or as determined by the proper authorized enforcement authority.
- L. The certified operator shall not commence the firing of the display until such time as the fire authority and equipment are on the scene.
- M. Mortars shall be cleaned out thoroughly after each firing so that no burning debris remains in same.
- N. Any fireworks that remain unfired after the display is concluded shall be immediately disposed of or removed in a manner safe for the particular type of fireworks. The

debris from the discharged fireworks shall be properly disposed of by the operator before he leaves the premises. The operator, upon the conclusion of the display, shall make a complete and thorough search for any unfired fireworks or pieces which have failed to fire or function and shall dispose of them in a safe manner.

- O. All unfired fireworks shall remain in the original unbroken U.S. Department of Transportation shipping containers until such time of actual display and be stored at a distance of 200 feet from the firing range (and spectators), and stored in a place secure from fire, accidental discharge and theft. Fireworks may be fired from a barge provided all necessary precautionary measures are set up, such as keeping the reserve supply of fireworks in the original unbroken U.S. Department of Transportation containers which are properly protected.
- P. The Resident State Fire Marshal (Fire Chief) or State Fire Marshal authorizing the issuing of a permit or his designated agent shall be responsible for the supervision of the entire operation of the display and shall have the authority to stop the display if these Rules and Regulations are not complied with.

19-364 Use of Class "C" Fireworks in South Carolina.

It shall be deemed a violation of these Rules and Regulations to:

- A. Explode or ignite fireworks within six hundred feet of any Church, Hospital, Asylum, School, Place of Assembly, Service Station, Bulk Storage Plant or any other facility that stores or dispenses flammable liquids.
- B. Explode or ignite fireworks within one hundred feet of where fireworks are stored, sold or offered for sale.
- C. Ignite or discharge fireworks within or throw the same from any motor vehicle or to place or to throw fireworks into or at any motor vehicle.
- D. Ignite or discharge fireworks in a wanton or reckless manner so as to constitute a threat to the personal safety or property of another.

19-365 Transportation of Pyrotechnics in South Carolina.

- A. Vehicles transporting pyrotechnics in bulk shall be in the custody of the drivers who are physically fit, careful, capable, reliable, able to read and write the English language, not addicted to the use or under the influence of intoxicants or narcotics and not less than eighteen years of age.
- B. Vehicles transporting pyrotechnics in bulk shall display **015859**

explosive signs on both sides, front and rear and conforming with U.S. Department of Transportation and Federal Regulations.

- C. The fire and police departments shall be promptly notified when a vehicle transporting pyrotechnics is involved in an accident, breaks down or catches fire. Only in the event of such an emergency shall the transfer of pyrotechnics from one vehicle to another be allowed on highways and only when qualified supervision is provided.
- D. Any vehicle used for the transportation of pyrotechnics shall be equipped with not less than one approved type fire extinguisher with a minimum rating of 2A 12BC or two approved type fire extinguishers, one of which shall have a minimum rating 2A and the other a minimum rating of 12BC. Extinguishers shall be so located as to be readily available for use.

19-366

Rules and Regulations for the use of Pyrotechnic Powder in Entertainment Facilities.

- A. A permit to authorize the use of pyrotechnic powder inside by entertainment facilities shall be obtained from the Resident State Fire Marshal.
- B. A fire and life safety inspection of the entertainment facility shall be required prior to issuance of a permit.
- C. It shall be the responsibility of the person or organization applying for the permit to arrange the detailing of at least two members of the local fire department along with necessary equipment or such other larger number as may be deemed necessary by the Chief of the department to be at facility site during the detonation of powder. Fire Personnel shall remain until the termination of the entertainment period and the removal of all pyrotechnic powder and debris from the facility.
- D. In the event on-duty personnel are not available, it shall be the responsibility of the permittee to arrange with the local Fire Chief for the detailing of off-duty firemen and to compensate said firemen for the time involved.
- E. It shall be the responsibility of the entertainment facility to maintain complete records of functions in which pyrotechnical powders are used.
- F. The respective records shall be maintained on such form or forms as the State Fire Marshal may determine and shall be kept for inspection by the State Fire Marshal's Office.

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19-367

The following information shall be supplied to the State
Fire Marshal prior to display by the local authority:

DATE: _____

1. Name of Group or Artist: _____
2. Home address of Group or Artist: _____

3. Date (s) of Performance (s) _____
4. Booking agent for Group or Artist _____

5. Booking Agents Address _____
6. Type of Pyrotechnic Powder Used _____
7. Source from which powder was purchased _____

8. Person responsible for detonation of powder _____

9. Name of Facility _____
Address _____
Manager of Facility _____

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RECEIVED

FEB 2 1983

State of South Carolina

STATE FIRE COMMISSION

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR



1109 Belleview Street
Columbia 29201

EXHIBIT

FEB 8 1983 NO. 9

STATE BUDGET & CONTROL BOARD

David A. MacLellan, Chairman
Chief, Sea Pines-Forest Beach
Hilton Head Island

S.K. Brockington, Jr.
Vice Chairman - Asst. Chief
Lower Florence County
Lake City

Captain Lewis B. Lee, Secretary
Newberry

Captain Robert M. Baker
Sumter

Bn Chief James A. Bartley
Columbia Fire Dept.
Cayce

Chief John R. Buckner, Jr.
Hardeeville

Chief Glenn T. Cogdill
New Prospect

Brunson J. Cromer
Aiken

Chief C.E. Denny
Hartsville

Carl R. Dickert
Piedmont

Ass. Chief Robert Ellison
Blythewood

Joseph R. Floyd
Director of Codes
Sumter

Alex Gundry
Starr

Chief Wilmer E. Gutke
Charleston

Mrs. Priscilla Mayer
Columbia

Chief Eddie Rivers
Pageland

Donald J. Simons
Eastover

H. Harold Tarleton, Jr.
FAIA
Greenville

Chief Robert L. White, Jr.
Piedmont Park Fire District
Greenville

February 2, 1983

Mr. William T. Putnam
Executive Director
Budget and Control Board
Post Office Box 12444
Columbia, South Carolina 29211

Dear Mr. Putnam:

Enclosed you have our submission of the amended Rules and Regulations of Article 3, State Fire Marshal, which has been approved by the South Carolina State Fire Commission.

The South Carolina State Fire Commission respectfully requests that the Budget and Control Board approve these Regulations so that a Public Hearing may be set for March 28, 1983.

Sincerely,

David A. MacLellan
Chairman
South Carolina State Fire Commission

DAM:skv

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SUMMARY
ARTICLE 3
FIRE MARSHAL

Authority: 23-8-30G

SUBARTICLE I

Regulations

19-300. Purpose and Definitions:

The definitions of "Fire Control" and "Fire Prevention" were added.

19-306. Plans, Specifications and Reports to be Submitted:

The title and section was changed to include a paragraph on the required submission of reports for the collection of fire data.

19-308. Fire Prevention and Safety Standards for Construction, Occupancy and Use, Standard Building Code -- Adoption:

The section was amended to update the adoption of the Standard Building Code to the 1982 Edition.

19-309. Installation of Electrical Equipment and Systems:

The section was amended to adopt the 1981 Edition of the National Electrical Code.

19-310. Special Code Provisions:

The Section was rewritten to include the original and special provisions resulting from the Ad Hoc Committee on Fire and Life Safety Rules and Regulations report.

These special provisions pertain to:

1. Infant Care Facilities
2. Special Regulations for Hospitals and Nursing Homes
3. Residential Care Facilities

015863

SUBARTICLE 2
USE OF HAZARDOUS SUBSTANCES

19-317. Standard Fire Prevention Code:

The Section was amended to adopt the 1982 Edition of the Standard Fire Prevention Code and further to include the following:

CHAPTER XVI - Explosives, Blasting Agents,
Ammunition

CHAPTER XVIII - Division I, Fire Controls

CHAPTER XXXII - Sections 32-301 and 32-302
Reporting of Fire and False Alarms

SUBARTICLE 7
TENTS, GRANDSTANDS AND AIR-SUPPORTED STRUCTURES

New Subarticle (19-370 and 19-371) was written to clarify the code requirements for tents, grandstands and air-supported structures used as assembly occupancies. The Subarticle adopts NFPA 102-1982 in conjunction with the Standard Building Code, 1982 Edition, Section 503.

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ARTICLE 3

STATE FIRE MARSHAL

Statutory Authority: 23-8-30 G of Laws of 1976, as amended.

Subarticle 1. Fire Prevention and Life Safety - Buildings

Subarticle 2. Use of Hazardous Substances

Subarticle 3. Explosives

Subarticle 4. Service Stations

Subarticle 5. Liquified Petroleum Gas Board

(Statutory Authority: 39-43-30

Enforcement Authority: 23-9-20 Code
of Laws, S. C. 1976, as amended)

Subarticle 6. Transportation and Use of Pyrotechnics

Subarticle 7. Tents, Grandstands and Air-Supported
Structures.

SUBARTICLE I

FIRE PREVENTION AND LIFE SAFETY - BUILDINGS

19-300. Purpose and Definitions

19-306. Plans, Specifications and Reports to be Submitted

19-308. Fire Prevention and Safety Standards for Construction,
Occupancy and Use, Standard Building Code -- Adoption.

19-309. Installation of Electrical Equipment and Systems.

19-310. Special Code Provisions

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REGULATION

19-300. Purpose and Definitions.

A. These Rules and Regulations are for the purpose of safeguarding, to a reasonable degree, life and property from fire and other hazards incident to the construction, alterations, repair, use and occupancy of buildings, structures, or premises. These Rules and Regulations shall be the minimum standards required by the State Fire Marshal for fire prevention and life safety in all buildings and structures to which they apply, except when they conflict with any existing State Statutes.

B. "Fire Control" means all activities to control hostile fires.

C. "Fire Prevention" means any activity to prevent fire before fire occurs.

19-306. Plans, Specifications and Reports to be Submitted.

A. Plans and Specifications

Where work contemplated is regulated by these Rules and Regulations and enforced by the State Fire Marshal, plans and specifications shall be submitted to the State Fire Marshal for his approval prior to the starting of such work. Where required by state licensing and regulatory provisions, such plans and specifications shall be prepared by a duly registered architect and/or engineer.

Plans for all buildings shall indicate how required structural and fire-resistive integrity will be maintained where penetrations of a required fire-resistive wall, floor or partition will be made for electrical, mechanical, plumbing and communication conduits, pipes and systems and also indicate in sufficient detail how the fire integrity will be maintained where required fire-resistive floors intersect the exterior walls.

The State Fire Marshal or other approving authority may revoke any approval issued under the provisions of these Rules and Regulations in case there shall have been any false statement or misrepresentation as to a material fact in the application or plans, specifications or data on which the approval was based.

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B. Reporting System

The local Fire Chief or his designee shall within a period of one calendar month of any fire furnish the State Fire Marshal with a written statement subscribed to by him of all the facts relating to its cause, its origin, the kind, the estimated value and ownership of the property damaged or destroyed, and such other information as is called for by the blank forms furnished by the State Fire Marshal.

19-308. Fire Prevention and Safety Standards for Construction, Occupancy, and Use, Standard Building Code -- Adoption.

Minimum standards for fire prevention and safety protection in construction, occupancy and use of all buildings and structures regulated by these Rules and Regulations shall be the following chapters of the 1982 Edition of the Standard Building Code.

CHAPTER II - DEFINITIONS

CHAPTER IV - CLASSIFICATION OF BUILDING BY OCCUPANCY

CHAPTER V - SPECIAL OCCUPANCY REQUIREMENTS

Amend: Section 508 - Accessibility for the Physically Disabled and/or Handicapped is hereby deleted and does not constitute a part of the code which is adopted by reference herein.

CHAPTER VI - CLASSIFICATION OF BUILDING BY CONSTRUCTION

CHAPTER VII - FIRE PROTECTION REQUIREMENTS

CHAPTER VIII - APPURTENANCE REQUIREMENTS

CHAPTER IX - SPRINKLERS AND STANDPIPES

CHAPTER X - FIRE RESISTANCE STANDARDS FOR MATERIALS AND CONSTRUCTION

Including Appendix B

CHAPTER XI - MEANS OF EGRESS REQUIREMENTS (Exits and Exits Access)

19-309. Installation of Electrical Equipment and Systems.

The provisions of the 1981 Edition of the National Electrical Code shall constitute the minimum general standards covering fire prevention and life protection of persons and property from hazards from the use of electricity.

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19-310. Special Code Provisions.

A. Alarm Systems

When a fire alarm system is required by Regulations adopted in Paragraph 19-308 above, such alarm systems shall conform with the appropriate standards of the National Fire Protection Association, and, where possible and reasonable, shall be connected to the Public Fire Department or such other outside assistance as may be available in case of fire or other emergency.

B. Infant Care Facilities

All facilities in South Carolina which provide care for four or more children too young to be termed ambulatory and are unattended by a parent or guardian shall provide the following safeguards:

1. Room for infants shall have one hour fire separation with a direct exit to the outside. NOTE: A one hour protected corridor no longer than twenty (20) feet to an exit shall be considered a direct exit.
2. Room for infants shall have wall covering with a flame spread protection no less than Class B.
3. Room for infants shall not have any type of open flame appliances. Any forced air ducts entering room shall be protected by smoke dampers operated by a smoke sensor. Actuation of smoke sensor shall actuate an audible alarm.
4. Rooms for infants shall be limited to ten (10) infants per direct exit. Exit doors shall swing in the direction of egress and be a minimum of thirty-six (36) inches wide.
5. Rooms for infants shall have single station smoke alarms placed inside the room and in the adjacent area of the facility near the protected room's entrance.
6. Doors in the required one hour separation partitions shall have door closures or be held open with a smoke actuated device.

7. A fire plan describing what actions are to be taken by the staff in event of a fire must be developed, posted, and copies made available to all employees.
 8. A fire drill shall be conducted at least every three months. Records of drills shall be maintained to report the date, time, and a description and evaluation of each drill.
 9. All existing infant care facilities shall comply with this section on or before July 1, 1984.
 10. This section shall waive additional institutional requirements ruled for infants. All additional requirements of these rules and regulations are mandated.
- C. Special Requirements for Hospital and Nursing Homes
1. All new construction regardless of type construction, must be fully sprinklered.
 2. Enclosures for stairways, elevator shafts chutes and other vertical shafts shall be of not less than two (2) hour fire resistive construction.
 3. Service openings to chutes, dumbwaiters, conveyors, and other material handling systems shall not be located in corridors or passageways but shall be located in a room enclosed by construction having at least a one hour fire resistive rating. Doors to such rooms shall not be less than "C" labeled, 3/4 hour fire rated. Service entrance doors to chutes and to vertical shafts containing dumbwaiters, conveyors and material handling systems shall be not less than "B" labeled, 1½ hour fire rated and shall be self-closing.
 4. Gases (flammable and nonflammable) shall be handled and stored in accordance with the provisions of applicable NFPA No. 56A and 56F.

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5. The storage of flammable liquids shall be in accordance with NFPA No. 30, "Flammable and Combustible Liquids Code".
6. Fire extinguishers intended for use in patient areas shall be of the 2-A, 2½ gallon stored-pressure water type. A 4-A: 10 BC fire extinguisher shall be installed in the following hazardous areas: Kitchen, laundry room, and any other area having an unusual fire hazard. At least one 2-A: 10 BC type fire extinguisher shall be located at each nurses' station.
7. An electrically supervised manual fire alarm system in accordance with provisions of "Local Protective Signaling Systems", NFPA 72-A shall be provided.
8. Each facility having more than ten (10) beds must be equipped with direct fire alarm boxes in accordance with Section 5-25-40 of the South Carolina Code of Laws of 1976.
9. An approved automatic smoke detection system shall be installed in all corridors. Such system shall be installed in accordance with applicable NFPA Standards, but in no case shall smoke detectors be spaced farther apart than thirty (30) feet on centers or more than fifteen (15) feet from any wall. The system shall be electrically interconnected to the fire alarm system as well as to all hold-open devices on smoke doors and fire doors within a fire zone.
EXCEPTION: Where each patient sleeping room is protected by such an approved detection system and a local detection device is provided at each smoke door, such corridor system shall not be required on the patient sleeping room floors. This requirement does not apply to facilities constructed prior to April 23, 1979.
10. All smoke doors within a fire zone shall automatically close upon actuation of the manual fire alarm system; any head of the automatic sprinkler system or any smoke detector in that fire zone.
11. A fire protection plan describing what actions are to be taken by the staff in event of a fire must be developed and copies made available to all employees.

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12. Each employee shall receive initial fire protection training on the following:
 - a. The fire plan
 - b. How to report a fire
 - c. How to use the fire alarm system
 - d. The location and use of fire fighting equipment
 - e. Methods of fire containment
 - f. Specific responsibilities of the individual as well as other individuals
13. A fire drill shall be conducted for each shift at least once every three months. Records of drills shall be maintained to report the date, time, shift and a description and evaluation of the drill.
14. All additional requirements for hospitals and nursing homes of these Rules and Regulations are mandated.

D. Special Requirements for Residential Care Facilities

1. Buildings or structures, or any portion thereof, used for providing boarding and lodging facilities for twenty-four (24) or more consecutive hours to persons who are aged, mentally ill, handicapped, or developmentally disabled persons who may need a degree of personal care or supervision but who are capable of self preservation. Doctor's certificate for self preservation, under emergency conditions, is required annually for each patient.
2. All residential care facilities licensed for five (5) or less residents shall meet requirements for residential occupancy in addition to:
 - a. Single station smoke alarms installed and placed as per the local fire authority.
 - b. Emergency lights or power pacs be installed to light exit egress.
 - c. All resident bedrooms shall have an outside window which can be opened from the inside. Required windows must be at least twenty-two (22) inches in width and at least five (5) square feet in area. Required window sills must be no more than forty-nine (49) inches from the floor.

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- d. No portable electric or open flame heaters shall be allowed. Unvented heaters are prohibited. Vents for heaters must be installed in compliance with applicable codes.
 - e. Fire extinguishers of size and type recommended by the local fire authority shall be provided.
 - f. All drapes or curtains shall be treated annually for flame resistance.
 - g. In rural areas, a contract with the nearest fire department if possible, be secured.
 - h. No extension cords shall be permitted except for floor lamps and table lamps.
 - i. Landings shall be provided beyond exterior doors as specified by applicable codes.
 - j. No mobile homes or campers shall be licensed.
 - k. Stove hoods shall be vented to the outside.
 - l. Telephone is required.
 - m. Smoking will be allowed only in designated areas. No smoking is permitted in the bedrooms.
 - n. All porches, walkways, and recreational areas which are elevated more than thirty (30) inches above grade shall have guardrails forty-two (42) inches high.
 - o. One safety ramp shall be installed for the handicapped.
 - p. A fire drill shall be conducted at least every three months. Records of drills shall be maintained to report the date, time, and a description and evaluation of each drill.
 - q. All existing facilities shall comply with this section on or before July 1, 1984.
3. All Residential Care facilities licensed for six (6) through twelve (12) residents shall meet requirements for Residential Dormitory occupancy in addition to requirements in 19-310 D (2) above in addition to:
- a. A fire plan describing what actions are to be taken by the staff in event of a fire must be developed, posted, and copies made available to all employees.

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4. All Residential Care Facilities licensed for thirteen (13) or more residents shall meet all requirements in 19-310 D (2) & (3) in addition to:
- a. All bedroom door assemblies shall have automatic door closures.
 - b. Facilities feeding more than twenty-five (25) residents shall have an approved under hood automatic extinguisher system in kitchen.
ALTERNATE: Adoption of a controlled cooking plan as established by the State Fire Marshal.
 - c. No Resident bedroom shall be approved if access is through kitchen.
 - d. All existing facilities shall comply with this section on or before July 1, 1985. Any exception shall be transmitted in writing and approved by the State Fire Marshal prior to September 1, 1984.

SUBARTICLE 2

USE OF HAZARDOUS SUBSTANCES

19-317. Standard Fire Prevention Code.

The provisions of the 1982 Edition of the Standard Fire Prevention Code shall constitute the minimum general standards covering the protection of life and property from the hazards of fire and explosion due to storage, use or handling of hazardous materials, substances and devices, and to provide for minimum hazards to life and property due to panic, exclusive of those hazards considered in building code regulations; provided that the following chapters are hereby deleted and do not constitute a part of the Code which is adopted by referenced herein:

CHAPTER I	GENERAL PROVISIONS
CHAPTER II	BOARD OF APPEALS AND ADJUSTMENTS
CHAPTER IV	PERMITS AND CERTIFICATES

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CHAPTER XVII
CHAPTER XXV

FIREWORKS
LIQUIFIED PETROLEUM GAS

SUBARTICLE 7

TENTS, GRANDSTANDS AND AIR-SUPPORTED STRUCTURES

REGULATION

19-370. Standards

19-371. Scope, Purpose, Definitions.

19-370. Standards.

A. The provisions of the National Fire Protection Association Standard No. 102-1982 shall constitute the minimum fire prevention and protection standards for the prevention of fire and for the protection of life in tents, folding and telescopic seating, and air-supported structures.

B. The provisions of the Standard Building Code, 1982 Edition, Section 503, thereto shall constitute the minimum fire prevention and protection standards for the prevention of fire and for the protection of life in grandstands.

19-371. Scope, Purpose and Definitions.

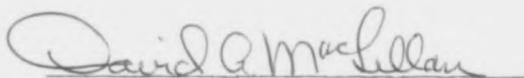
A. National Fire Protection Association Standard No. 102-1982 is concerned with the hazards of fire, storm, collapse, and panic, and covers the construction, location, protection and maintenance of tents and air-supported structures used for assembly; interior folding or telescopic seating normally used in gymnasiums, multi-use rooms, and similar indoor mass seating as differentiated from grandstands and bleachers intended primarily to support persons for purposes of assembly for outdoor use. For the purpose of this standard, certain terms, words, and phrases shall be construed as set forth in Chapter 2 "Definitions" of the standard.

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B. The Standard Building Code, 1982 Edition, Section 503, thereto is concerned with the hazards of fire, storm, collapse, and panic, and covers the construction, location, protection and maintenance of reviewing stands, grandstands, and bleachers intended primarily to support persons for purposes of assembly for outdoor use. For the purpose of this section, certain terms, words, and phrases shall be construed as set forth in Section 503.2.

PUBLIC HEARING

Members of the public shall have the right to submit oral and/or written comments concerning the herein proposed regulations at a public hearing to be held in Room 106, Gressette Senate Office Building, State House Grounds, on March 28, 1983 at 10:00 a.m.



David A. MacLellan

Chairman

South Carolina State Fire Commission

015875



EXHIBIT

FEB 8 1983 NO. 9

STATE BUDGET & CONTROL BOARD

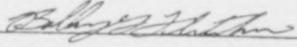
STATE BOARD OF PYROTECHNIC SAFETY

300 Gervais Street
Columbia, S C 29201
803-758-8748

To: Members of the State Board of Pyrotechnic Safety
From: Bobby G. Fletcher, Chairman, State Board of Pyrotechnic Safety
Subject: Minutes of Board Meeting Held January 27, 1983
Date: February 3, 1983

Attached is a copy of the minutes of the January 27th meeting of the State Board of Pyrotechnic Safety. The next meeting will be called by the Chairman and all members will be notified accordingly of the date, time and location of the meeting.

If there are any questions concerning these minutes, please contact me of the Pyrotechnic Safety Section.



Bobby G. Fletcher, Chairman
State Board of Pyrotechnic Safety

2/7/83

Date

015876

EXHIBIT

FEB 8 1983 NO. 9

STATE BUDGET & CONTROL BOARD

State Board of Pyrotechnic Safety
January 27, 1983 - 2:30 P.M.
Columbia, S.C.

Members Present:

Bobby G. Fletcher, Chairman
Dramha Saleeby
Daniel McCaskill
James Kinard
Jesse C. Johnson

Members Absent:

Don S. Rushing

Others Present:

Bobby Nelson
Jim Bunch
Richard Neeley
Rick Howell
Angela Huffman
Pat Fox
Bill Porcel
Mac Rentz
Gary Partlow
Dennis Partlow

Chairman Fletcher called the meeting to order. Chief McCaskill made a motion that the minutes of the last Board meeting be approved. Mr. Saleeby seconded the motion. All members voted in favor of the motion and it was carried.

On the agenda, Chairman Fletcher postponed election of officers until all Board members had an opportunity to be present later on the agenda.

Mr. Howell briefed the Board on the status of the Attorney General's opinion in regard to enforcement of state laws on pyrotechnics. Mr. Howell stated that in a recent Attorney General's opinion the State Board of Pyrotechnic Safety has the responsibility for enforcement of laws on the storage and sale of pyrotechnics and the State Fire Marshal's office has responsibility for transportation and use of pyrotechnics. As a result of this opinion, the Board at its last meeting voted to submit Regulations dealing only with the sale and storage of pyrotechnics in South Carolina. At the same time, the State Fire Marshal submitted Regulations as far as transportation and use of pyrotechnics. In the past few weeks, the Board was notified that the Attorney General's opinion is based on the definition of "permissible fireworks". Mr. Howell read Section 23-35-10 of the South Carolina Code of Laws, which outlines permissible fireworks. He added that after a meeting in the Attorney General's office concerning this matter, Mr. Sonny Jones, Assistant Attorney General, still stands on his opinion and that this opinion includes Class B display fireworks as far as the State Fire Marshal's responsibility for transportation and use. Mr. Howell stated that it is felt, however, that the transportation and use under the authority of the State Fire Marshal would only apply to Class C, permissible fireworks.

Mr. Rentz advised that it is his feeling that the Board is bound by the opinion of the Attorney General's office, unless that opinion is changed. He

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Page Two

added that the statute does define permissible fireworks which does not include Class B fireworks.

Mr. Neeley stated that he feels that if the General Assembly would have intended for Class B fireworks to be defined as permissible, they would have been included in Section 23-35-10 of the statute. He also stated that he feels if it had been the intent of the General Assembly for the State Fire Commission to have authority over fireworks in the state, that a member of the fireworks industry would have been designated as a member of the Commission.

Chairman Fletcher stated that since Mr. Jones is the Assistant Attorney General who is also assigned to work with the State Fire Commission, and that he had written the opinion and also interpreted this opinion on behalf of the Attorney General's office, that this puts a cloud over the interpretation and perhaps the opinion itself. The Chairman said that until the matter is resolved possibly by a third party, it may not be advantageous at this time for the Board to revise its Regulations as it may have to revise them again at a later date.

Mr. Saleeby made a motion that the Board not file any Regulations at this time. Mr. Kinard seconded the motion. All members voted in favor of the motion and it was carried.

Chairman Fletcher appointed a subcommittee to work on the matter of the opinion issued by the Attorney General's Office and the subsequent interpretation to possibly have this matter clarified as soon as possible. The Chairman requested Mr. Kinard to work with Mr. Porcel in this regard and that they also talk with Senator Rushing concerning the situation.

The floor was opened for election of officers for 1983. Mr. McCaskill made a motion that the present elected officers serve another year. Mr. Saleeby seconded the motion. All members voted in favor of the motion and it was carried. Mr. Bob Fletcher, Chairman, and Senator Don Rushing, Vice Chairman, will serve another year's term.

Chairman Fletcher called for an Executive Session of the Board for discussion of a legal matter. All persons present who were not Board members were requested to leave the conference room. Chairman Fletcher asked that Mr. Rentz, Mr. Porcel, and Mr. Howell remain for the Session. The meeting was called back to order at 3:45 p.m.

Mr. Saleeby made a motion that the Board request Mr. Howell and Mr. Porcel pursue discussions with the S.C. Tax Commission. Mr. Kinard seconded the motion. All members voted in favor of the motion and it was carried.

Since the Board had voted at the meeting that their proposed Regulations not be filed at this time due to the question concerning the Attorney General's

015878

opinion, no public hearing was held as previously scheduled. STATE BUDGET & CONTROL BOARD

Mr. Gary Partlow, Southern International Fireworks, Inc., addressed the Board in regard to his concerns that someone who has knowledge and expertise in requirements for Class B displays should be available to train and educate enforcement officials over the state in this regard. He stated that the State Fire Marshal's office had issued a permit for his company to shoot a display in the City of Columbia on January 25, but those representatives from the Fire Marshal's Office were not fully aware as they should have been of the requirements. He added that the representatives were using the last Regulations issued by the Pyrotechnic Board. He stated that the State of South Carolina is highly thought of over the nation as far as having established guidelines for public displays and that he would hate to see the situation deteriorate with no one in control of these displays. Mr. Partlow said he does not feel anyone is trying to put his company out of business but he feels that unless proper training is given to enforcement officials, the the state will be hurt in the long run.

Mr. Neeley said that the State Fire Marshal's office used its Emergency Regulations which had recently been filed as their guidelines when his company was to shoot a display in Charleston in December.

Chairman Fletcher stated that hopefully this entire matter would be clarified shortly.

There was no further business before the Board and the meeting was adjourned at 4:25 p.m.

Chairman, State Board of Pyrotechnic Safety

015879

State of South Carolina
State Budget and Control Board

RICHARD W. RILEY, CHAIRMAN
GOVERNOR
GRADY L. PATTERSON, JR.
STATE TREASURER
EARLE E. MORRIS, JR.
COMPTROLLER GENERAL



Box 12444
Columbia
29211

REMBERT C. DENNIS
CHAIRMAN, SENATE FINANCE COMMITTEE
TOM G. MANGUM
CHAIRMAN, WAYS AND MEANS COMMITTEE

WILLIAM T. PUTNAM
EXECUTIVE DIRECTOR

February 11, 1983

The Honorable Ramon Schwartz, Jr.
Speaker of the House
509-A Blatt Building
Columbia, SC 29201

*Same letter
to Lt. Gov. Samuel*

EXHIBIT

FEB 8 1983 NO. 9

Dear Speaker Schwartz:

STATE BUDGET & CONTROL BOARD

Re: Submission of Budget and Control Board Regulations for Review

This is to respectfully advise that, on December 8, 1982, the Budget and Control Board filed a Notice of Proposed Regulations along with synopses of those regulations with the Legislative Council in accordance with the requirements of Act 176 of 1977, as amended. On December 24, 1982, that Notice and the synopses were published in the State Register.

The published notice indicated that comments on the proposed regulations were to be received not later than January 23, 1983. No comments and no requests for a hearing were received prior to the stated deadline. In the absence of any requests for hearings, we are submitting proposed regulations and synopses of those regulations of the following Budget and Control Board entities for review by the General Assembly:

1. State Fire Marshal Division
2. Liquefied Petroleum Gas Board
3. Board for Barrier Free Design
4. Division of General Services
5. Division of Motor Vehicle Management
6. State Personnel Division
7. State Employee Grievance Committee

These proposed regulations were approved formally for submission to the General Assembly by the Budget and Control Board at its meeting on February 8, 1983.

Please let me know if you should have any questions about any of these materials.

Very truly yours,

William T. Putnam
William T. Putnam

/dw
Enclosures

015880

SYNOPSIS

STATE FIRE MARSHAL

Regulation 19-360 Through 19-367

ALL NEW REGULATIONS:

- 19-360 Definitions.
- 19-361 Qualifications of Display Operators: age, experience, required training and revoking of certification for certain violations.
- 19-362 Permits and General Requirements for Class "B" Fireworks Displays-permits to be obtained, completed and sent to State Fire Marshal; distribution of same. Purchasing of materials used in displays. Postponement of display. Fire Personnel and equipment required.
- 19-363 Specific Requirements for Class "B" Displays. Permits required, distances required from roads, buildings, power lines, etc. for safety. Enforcing authority, mortar placement, angles and type bunkers required for protection of display personnel and spectators. Reliability of firing personnel and clean-up operations after displays.
- 19-364 Use of Pyrotechnics in South Carolina. (Class "C") Where fireworks may be ignited; distances from certain type occupancies. Responsible action by those using fireworks.
- 19-365 Transportation of Pyrotechnics in South Carolina. Ability of drivers to be reliable; marking of transporting vehicles and action to take in the event of an accident. Fire extinguishers to be provided.
- 19-366 Rules and Regulations for use of Pyrotechnic Powder in Entertainment Facilities. Permits to be obtained; inspection performed and arranging for fire personnel and equipment during display; Records to be kept.
- 19-367 Form to be used when having pyrotechnic display in entertainment facility.

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ARTICLE 3

STATE FIRE MARSHAL

Statutory Authority: 1976 Code Chapter 9 of Title 23
and Chapter 43 of Title 39

- SUBARTICLE 1. Fire Prevention and Life Safety-Buildings.
- SUBARTICLE 2. Use of Hazardous Substances.
- SUBARTICLE 3. Explosives.
- SUBARTICLE 4. Service Stations.
- SUBARTICLE 5. Liquefied Petroleum Gas Board.
- SUBARTICLE 6. Transportation and Use of Pyrotechnics.

SUBARTICLE 6

TRANSPORTATION AND USE OF PYROTECHNICS

REGULATIONS:

- 19-360 Definitions
- 19-361- Qualification of Display Operators.
- 19-362- Permits and General Requirements for Class "B" Fireworks Display.
- 19-363- Specific Requirements for Class "B" Displays.
- 19-364- Use of Pyrotechnics in South Carolina. (Class "C")
- 19-365- Transportation of Pyrotechnics in South Carolina.
- 19-366- Rules and Regulations for the use of Pyrotechnic Powder in Entertainment Facilities.
- 19-367- Display Permit.

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19-360 Definition:

For the purpose of these Rules and Regulations, the following term is defined as meaning;

- A. Pyrotechnics - Fireworks designed primarily to produce visible or audible affect by combustion, deflagration or detonation. Pyrotechnics is to include Class "B" fireworks used for displays and Class "C" fireworks.

19-361 Qualifications of Display Operators.

- A. The person in actual charge of the firing of the fireworks in a display shall be able-bodied, competent for the task and so certified by the State Fire Marshal. Such operator shall have his Certificate of Competency in his possession when engaged in conducting a display and shall exhibit same on request of any authorized official. Such certificate shall be issued to a person upon application based on the following requirements:
 - 1. Applicant must be at least twenty-one years of age.
 - 2. Applicant must have participated in a minimum of three fireworks displays.
 - 3. Applicant must successfully complete a written examination administered by the State Fire Marshal. Said examination shall be offered twice yearly.
 - 4. Any applicant who fails the written examination shall be afforded the opportunity to be re-tested, once only, after a seven day waiting period.
 - 5. Any applicant who fails the re-test shall be required to wait until the next certification period for testing.
- B. Each person assisting the Certified Operator and engaged in the firing of the fireworks shall be at least twenty-one years of age.
- C. The certification of any operator who violates the Rules and Regulations or Laws of the State may be revoked or suspended by the State Fire Marshal.
- D. Each Certified Operator shall be required to attend a re-certification class and successfully complete a written examination provided by the State Fire Marshal on an annual basis.

19-362 Permits and General Requirements for Class "B" Fireworks Displays.

- A. Any person who desires to hold a fireworks display shall first obtain a permit form from the supplier of the fireworks. (Permit forms to be furnished by State Fire

Marshal.) Said permit form shall be signed by the Resident Fire Marshal (Fire Chief) of the Municipality or County where such display is to take place.

- B. Upon validation of the permit form by the Resident Fire Marshal (Fire Chief), the sponsor of the display shall forward all four copies to the State Fire Marshal along with a copy of insurance certificate and a diagram of the display site. Validation permit shall be co-signed by State Fire Marshal or his agent.
- C. If approved by the State Fire Marshal the permit will be distributed as follows:
 - 1. The State Fire Marshal shall retain the original along with the insurance certificate and diagram.
 - 2. The second copy shall be returned to the sponsor.
 - 3. The third copy shall be forwarded to the supplier, which will authorize shipment of the fireworks.
 - 4. Fourth copy shall be sent to Pyrotechnic Safety Section, Division of General Services.
- D. All display material shall be purchased through a manufacturer or distributor licensed in South Carolina and the firing of the display shall be done by an operator certified by the State Fire Marshal as competent for the task.
- E. In the event a display is postponed due to any circumstances, the sponsor of the display shall notify the State Fire Marshal of the alternate date before presenting the display.
- F. It shall be the responsibility of the person or organization applying for a permit to arrange the detailing of at least two (2) members of the local fire department along with necessary equipment or such other larger number as may be deemed necessary by the Fire Chief of the department, to be on the display site during the firing of the fireworks. Fire Department personnel shall remain until the termination of the display and the removal of all fireworks and debris from the site.
- G. In the event on-duty fire personnel are not available, it shall be the responsibility of the permittee to arrange with the local fire chief for the detailing of off-duty firemen and equipment and to compensate said firemen for the time involved.
- H. Any person or firm receiving fireworks for a Class "B" Display shall be required to afford proper storage

for same as setforth in section 19-405. 8 of the Pyrotechnic Board's Rules and Regulations.

- I. The permit shall require such information and issued on such forms as the State Fire Marshal deems necessary. The information requested by the State Fire Marshal shall include but not be limited to the following:
 1. Organization sponsoring display.
 2. Company name supplying fireworks.
 3. Display operators name.
 4. Date of display.
 5. Time of display.
 6. Fire department present during display.
 7. Fire Chief's name.
 8. Time and date display site will be ready for final inspection by authorities.
 9. Diagram of display site and directions to same.
 10. Copy of Insurance responsibility.

19-363 Specific Requirements for Class "B" Displays.

- A. Each manufacturer or distributor of Class "B" display shall provide to the purchaser necessary permit forms for fireworks displays in South Carolina and all sales records shall be kept open for inspection by authorities for at least eighteen months.
- B. No permit shall be granted for any display of fireworks where the discharge, failure to fire, faulty firing or fallout of any fireworks or other objects would endanger persons, buildings, structures, forests or brush; not in any case when the point at which the fireworks are to be fired is less than 600 feet from the nearest permanent building, public highway, railroad or other means of travel or 50 feet from nearest above ground telephone or telegraph line, tree or other overhead obstruction. In no case shall a display be fired within 600 feet of a school, theater, church, hospital or similar institution.
- C. Spectators shall be restrained behind firing area by roped off or police barracades as designated by local fire chief, police chief or other enforcement officer but in no case less than 600 feet from the point at which fireworks are to be discharged. The firing area shall be free of overhead obstructions and at no time will spectators be allowed inside said areas.
- D. All mortar shall be placed in groupings according to size. (Example, all 9" in one group, 12" in another, 15" in another, etc.). Allow 2 feet between each mortar and 10 feet between each grouping of mortars.

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- E. Each mortar shall be buried leaving approximately 6 inches sticking out of the ground. If location of firing area is in soft or sandy ground, a butt board shall be used to prevent the mortars from sinking into the ground during firing. All mortars shall be tipped slightly away from spectators and when beside a body of water, so set that falling residue will go into the water. However, firing personnel shall take into consideration prevailing winds, atmospheric conditions, etc., when determining angles at which mortars are to be set.
- F. Metal mortars or guns used in Class "B" displays will be constructed of no less than one-eighth inch steel with a welded metal bottom and in the following manner: Three (3) inch I.D. mortars no less than twenty four (24) inches in length. Four (4), five (5) and six (6) inch I.D. mortars no less than thirty (30) inches in length.
- G. To insure the safety of firing personnel and spectators, bunkers constructed of sandbags, railroad ties, etc., sufficiently high enough to absorb the impact of an explosion in the mortars shall be constructed behind each group of mortars.
- H. All shells to be fired shall be separated according to size and placed in a container at least 20 feet behind firing line. During firing, each container shall be covered with a canvas or equivalent to deter sparks.
- I. There shall be no smoking or drinking of alcoholic beverages by the firing personnel and this will be strictly enforced by the certified operator.
- J. Fireworks shall not be left unattended by the certified operator from the time they are brought onto the firing area.
- K. No fireworks display shall be held during any windstorm in which the wind reaches the velocity of more than 10 miles per hour or as determined by the proper authorized enforcement authority.
- L. The certified operator shall not commence the firing of the display until such time as the fire authority and equipment are on the scene.
- M. Mortars shall be cleaned out thoroughly after each firing so that no burning debris remains in same.
- N. Any fireworks that remain unfired after the display is concluded shall be immediately disposed of or removed in a manner safe for the particular type of fireworks. The

debris from the discharged fireworks shall be properly disposed of by the operator before he leaves the premises. The operator, upon the conclusion of the display, shall make a complete and thorough search for any unfired fireworks or pieces which have failed to fire or function and shall dispose of them in a safe manner.

- O. All unfired fireworks shall remain in the original unbroken U.S. Department of Transportation shipping containers until such time of actual display and be stored at a distance of 200 feet from the firing range (and spectators), and stored in a place secure from fire, accidental discharge and theft. Fireworks may be fired from a barge provided all necessary precautionary measures are set up, such as keeping the reserve supply of fireworks in the original unbroken U.S. Department of Transportation containers which are properly protected.
- P. The Resident State Fire Marshal (Fire Chief) or State Fire Marshal authorizing the issuing of a permit or his designated agent shall be responsible for the supervision of the entire operation of the display and shall have the authority to stop the display if these Rules and Regulations are not complied with.

19-364 Use of Class "C" Fireworks in South Carolina.

It shall be deemed a violation of these Rules and Regulations to:

- A. Explode or ignite fireworks within six hundred feet of any Church, Hospital, Asylum, School, Place of Assembly, Service Station, Bulk Storage Plant or any other facility that stores or dispenses flammable liquids.
- B. Explode or ignite fireworks within one hundred feet of where fireworks are stored, sold or offered for sale.
- C. Ignite or discharge fireworks within or throw the same from any motor vehicle or to place or to throw fireworks into or at any motor vehicle.
- D. Ignite or discharge fireworks in a wanton or reckless manner so as to constitute a threat to the personal safety or property of another.

19-365 Transportation of Pyrotechnics in South Carolina.

- A. Vehicles transporting pyrotechnics in bulk shall be in the custody of the drivers who are physically fit, careful, capable, reliable, able to read and write the English language, not addicted to the use or under the influence of intoxicants or narcotics and not less than eighteen years of age.

- B. Vehicles transporting pyrotechnics in bulk shall display

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explosive signs on both sides, front and rear and conforming with U.S. Department of Transportation and Federal Regulations.

- C. The fire and police departments shall be promptly notified when a vehicle transporting pyrotechnics is involved in an accident, breaks down or catches fire. Only in the event of such an emergency shall the transfer of pyrotechnics from one vehicle to another be allowed on highways and only when qualified supervision is provided.
- D. Any vehicle used for the transportation of pyrotechnics shall be equipped with not less than one approved type fire extinguisher with a minimum rating of 2A 12BC or two approved type fire extinguishers, one of which shall have a minimum rating 2A and the other a minimum rating of 12BC. Extinguishers shall be so located as to be readily available for use.

19-366

Rules and Regulations for the use of Pyrotechnic Powder in Entertainment Facilities.

- A. A permit to authorize the use of pyrotechnic powder inside by entertainment facilities shall be obtained from the Resident State Fire Marshal.
- B. A fire and life safety inspection of the entertainment facility shall be required prior to issuance of a permit.
- C. It shall be the responsibility of the person or organization applying for the permit to arrange the detailing of at least two members of the local fire department along with necessary equipment or such other larger number as may be deemed necessary by the Chief of the department to be at facility site during the detonation of powder. Fire Personnel shall remain until the termination of the entertainment period and the removal of all pyrotechnic powder and debris from the facility.
- D. In the event on-duty personnel are not available, it shall be the responsibility of the permittee to arrange with the local Fire Chief for the detailing of off-duty firemen and to compensate said firemen for the time involved.
- E. It shall be the responsibility of the entertainment facility to maintain complete records of functions in which pyrotechnical powders are used.
- F. The respective records shall be maintained on such form or forms as the State Fire Marshal may determine and shall be kept for inspection by the State Fire Marshal's Office.

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The following information shall be supplied to the State
Fire Marshal prior to display by the local authority:

DATE: _____

1. Name of Group or Artist: _____
2. Home address of Group or Artist: _____

3. Date (s) of Performance (s) _____
4. Booking agent for Group or Artist _____

5. Booking Agents Address _____
6. Type of Pyrotechnic Powder Used _____
7. Source from which powder was purchased _____

8. Person responsible for detonation of powder _____

9. Name of Facility _____
Address _____
Manager of Facility _____

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SYNOPSIS

Article 3

Subarticle 5

Liquefied Petroleum Gas Board

Authority: Section 39-43-30, Code of Laws, South Carolina, 1976, as amended.

The Liquefied Petroleum Gas Board requests the following amendments to their regulations:

Regulation 19-350.

- a. That the National Fire Protection Association Pamphlet No. 58 be designated as the 1979 addition of said pamphlet; and
- b. That the reference to the filing of said pamphlet in the Office of the Secretary of State be changed to reflect that the "Administrative Procedures Act," Section 1-23-10, Code of Laws, South Carolina, 1976, as amended, now requires that said regulations and materials be filed with the office of the Legislative Council.

Regulation 19-351.

- a. That said regulation is to be amended to reflect that a copy of ANSI Standard K61.1 is to be filed in the office of the Legislative Council pursuant to the "Administrative Procedures Act."

Regulation 19-352.

- a. That subsections 4, 5, and 6 of said regulation are to be amended to change the references to "Director of Inspection Services" to the "South Carolina State Fire Marshal." The reason for this amendment is that there is no longer a "Director of Inspection Services" and there needs to be procedure to allow appeals from decisions of the Director of Liquefied Petroleum Gas Board.

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Regulation 19-354.

- a. That said regulation is to be amended to delete the designation to NBFU Pamphlet No. 58 to NFFTA Pamphlet No. 58, 1979 edition. The purpose of the amendment is to more accurately reflect the specific pamphlet referred to.

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PROPOSED REGULATIONS

LIQUEFIED PETROLEUM GAS BOARD

STATUTORY AUTHORITY: § 39-43-30

CODE OF LAWS, SOUTH CAROLINA, 1976, AS AMENDED

CHAPTER 19

STATE BUDGET AND CONTROL BOARD

SUBARTICLE 5

LIQUEFIED PETROLEUM GAS BOARD

Regulation

- 19-350. National Fire Protection Association Pamphlet No. 58.
- 19-351. Anhydrous Ammonia ANSI Standard K61.1 (1972) Adopted.
- 19-352. Licensing Provisions.
- 19-353. Certification of Employees.
- 19-354. Definition of Owner.

Regulation

- 19-350. National Fire Protection Association Pamphlet No. 58.

The provisions of the National Fire Protection Association Pamphlet No. 58, as provided by §39-43-30, Code of Laws, South Carolina, 1976, as amended, shall constitute the minimal general standards covering the design, construction, location, installation and operation of equipment for storing, handling, transporting by tank truck or tank trailer and utilizing liquefied petroleum gases and the odorization of such gases and the degree thereof. A copy of Pamphlet No. 58, is filed in the Office of the Legislative Council and made a part hereof by reference to the same extent as if it were hereinafter set forth in its entirety.

- 19-351. Anhydrous Ammonia ANSI Standard K61.1 (1972) Adopted.

The South Carolina Liquefied Petroleum Gas Board hereby adopts

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the 1972 Edition of ANSI Standard K61.1, Safety Requirements for the Storage and Handling of Anhydrous Ammonia.

The provisions of ANSI Standard K61.1 shall constitute the minimum general safety standards covering the design, construction, location, installation and operation of equipment for storage, handling, transportation by tank truck or tank trailer, and utilization of anhydrous ammonia.

A copy of ANSI Standard K61.1 is hereby filed with this Rule and Regulation in the office of the Legislative Council and is made a part hereof by reference to the same extent as if it were hereinafter set forth in its entirety.

19-352. Licensing Provisions.

1. The South Carolina Liquefied Petroleum Gas Board, hereinafter referred to as the Board, grants to the Director of Liquefied Petroleum Gas and Anhydrous Ammonia the authority to issue license for the Board to any person, firm or corporation engaged in the manufacturing, distribution, sale, storage, or transportation by tank truck, tank trailer or cylinder of liquefied petroleum gases, or engaged in the installation, servicing, repairing, adjusting or connecting of appliances to liquefied petroleum gas systems and containers.

2. The license shall be deemed valid and effective upon the signature of the Director of Liquefied Petroleum Gas and Anhydrous Ammonia.

3. The Board authorizes any Liquefied Petroleum Gas Inspector to issue a citation for each offense to any person, firm or corporation duly licensed under the provisions of Title 39, Chapter 43, of the South Carolina Code of Laws of 1976, as amended, who has violated any of the provisions of the Chapter.

4. The Board authorizes the South Carolina State Fire Marshal to be the hearing examiner for any person, firm or corporation who has been issued a citation.

5. The South Carolina State Fire Marshal has the authority to impose an administrative penalty not to exceed two thousand (2,000) dollars for each citation issued.

6. The person, firm or corporation has the right to appeal the ruling of the South Carolina State Fire Marshal before the Board and may appeal the Board's ruling before the Circuit Court.

19-353. Certification of Employees - No changes.

19-354. Definition of Owner.

1. The word "owner," whenever and wherever used in the rules and regulations of the Liquefied Petroleum Gas Board, pertinent to liquefied petroleum gas, including the NFPA Pamphlet No. 58, is defined as the titleholder of such tank cylinder or container of whatever description, used in connection with the storage of liquefied petroleum gas.

2. Every supply tank or container, of 100 pounds net liquefied petroleum gas capacity or greater, with its regulating equipment connected in a service system, shall be identified as long as it is in service by the supplier with an attached tag, label, or marking which shall legibly and visibly show the name of the person, firm, or corporation who is supplying liquefied petroleum gas to the system together with the name of the titleholder if other than the supplier. If the supplier is other than the "owner," as herein described, his authority to supply shall in all cases be supported by written contract with the owner, except in those instances wherein the consumer is the titleholder. It shall be unlawful for any person, firm, or corporation other than such supplier or owner of system to disconnect, or to interrupt, or to fill such system with liquefied petroleum gas without the

consent of the supplier; however, when some other registered supplier is requested by the consumer to connect his service and is given permission by the consumer to connect service, the supplier shall notify former supplier before disconnecting former service, and the connection of his own service, and shall cap or plug all disconnected equipment outlets and leave the equipment in condition consistent with the regulations of the Liquefied Petroleum Gas Board.

EXHIBIT

FEB 8 1983 NO. 9

SYNOPSIS

STATE BUDGET & CONTROL BOARD

Article 4

19-400 - 19-400.5

South Carolina Barrier Free Building Design Standard

Authority: S. C. Code, 1976 Section 10-5-250

The proposed Barrier Free Design Regulations incorporate the 1980 ANSI A117.1 Standard, "Specifications for making Buildings and Facilities Accessible to and usable by Physically Handicapped People". The Board proposes these Regulations because it will make the state's requirements consistent with the National Standard of Barrier Free Design.

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SOUTH CAROLINA BOARD FOR BARRIER
FREE DESIGN
REGULATIONS

19-400 SOUTH CAROLINA BARRIER FREE BUILDING DESIGN STANDARD

19-400.1 AUTHORITY

Statutory Authority: Construction of public buildings for access by handicapped persons, Section 10-15-210 through 10-5-320 of the Code of Laws of South Carolina, 1976, as amended.

1. Scope - Every building or structure shall have all levels and areas made accessible to the physically handicapped in accordance with American National Standards Institute, Inc., "Specifications for Making Buildings and Facilities Accessible To and Usable by Physically Handicapped People", ANSI A117.1 - 1980, and the requirements of this section, with the following Exceptions: The following buildings or structures shall be exempt from the requirements of this section:

A. Group R - Residential Buildings as defined by the Standard Building Code, provided, however, that one and two family detached dwellings, and other residential buildings to be offered for sale shall be exempt from the requirements of these Regulations. Group R, Residential Buildings, that are to be offered for rent, such as apartments, hotels, dormitories, etc., shall provide accessible housing, as defined by ANSI A117.1 - 1980, Section 3.5 in accordance with Table 1.

TABLE 1

RENTAL RESIDENTIAL UNITS FOR THE HANDICAPPED

Total Number of Units	Number of Accessible Units
0 thru 19	0
20 or more	5%

*Fractions of $\frac{1}{2}$ or more shall be counted as a whole unit

B. Buildings or areas within buildings which are frequented only by employees and where the work within such areas cannot reasonably be performed by the handicapped.

C. Buildings having an accessible grade floor, where a public elevator is not provided, shall not be required to comply with the provisions of this section at floors above the grade floor if facilities normally sought and used by the public in such buildings are available at the grade level.

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D. Mezzanines used solely for storage.

E. Mezzanines and balconies in Group A, Assembly.

F. These Regulations shall not apply to the floors above grade of any building where such building does not exceed seven thousand five hundred square feet in any area per floor, does provide accessibility at grade floor levels, and does not provide elevator service.

G. If the incremental construction cost to conform a building to the Standards established pursuant to these Regulations exceeds seven percent of the total estimated construction or renovation costs, as certified in writing by the architect or person in charge of construction, the provisions of these Regulations shall not apply to the construction or renovation of that building on the floors above grade and shall not apply so as to require the expenditure of more than seven percent of the total construction or renovation cost on floors above grade level.

H. Those general and special purpose agricultural buildings and structures, including migrant labor housing, which are needed to carry on modern farming operations are not required to comply with these Regulations.

19-400.2 APPLICATION

1. There shall be no construction, renovation or leasing of a government building nor construction or renovation of a public building except in conformity with these Regulations. If the occupancy as defined in the Standard Building Code of an existing building is changed, that building shall be made to conform to the requirements of these Regulations for the new occupancy. If the occupancy of a portion of an existing building is changed, then only such portion which is changed shall comply.

2. Existing Buildings - If a building subject to these Regulations is renovated, as defined herein, the entire building shall be made accessible as required by these Regulations.

3. Definitions - Terms and definitions contained in ANSI A117.1, 1980, are herein incorporated by reference. In addition, the following terms are defined for the purpose of these Regulations:

A. Board - The South Carolina Board for Barrier Free Design of the State Budget and Control Board.

B. Facilities - Facilities include, but are not limited to sidewalks, curbs and entrances giving access to buildings and accommodations in those buildings available for use by the public or employees, including bathroom facilities, toilet stalls, dining areas, drinking fountains, phone booths and lodging rooms or quarters.

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C. Governmental Buildings - "Governmental Buildings" include all building structures, streets and sidewalks and access thereto used by the public or in which physically handicapped persons may be employed that are constructed purchased, leased or rented in whole or in part by use of state, county or municipal funds, or the funds of any political subdivision of the State; and to the extent not required otherwise by Federal Law or regulations, or not beyond the power of the State to regulate, all buildings and structures used by the public which are constructed, purchased, leased, or rented in whole or in part by use of Federal funds.

D. Public Buildings - "Public Buildings" shall include all buildings structures, and sidewalks and access thereto used by the public or in which physically handicapped persons may be employed that are constructed, purchased, leased or rented by the use of private funds, including rental complexes of twenty units or more, except that the provisions of these Regulations shall apply to only five percent of those units or a minimum of one unit, whichever is the greater, and provided further, that the provisions of these Regulations shall not apply to a private residence which is occupied by the owner.

E. Renovation - Renovation is defined as a construction project or a group of minor projects completed over a period of eighteen (18) months, which structurally change, alter, reconstruct, enlarge and/or result in a structural change of at least thirty-five (35%) percent of a building's gross floor area and internal or external appurtenances. The term renovation applies to external or internal construction, alteration, modernization, modification, reconstruction, and remodeling of a structural nature, but will not apply to painting, carpeting, partition revision, or other non-structural revisions regardless of scope.

19-400.3 REQUIRED NUMBER OF ACCESSIBLE ELEMENTS AND FACILITIES

1. The Board for Barrier Free Design has adopted ANSI A117.1 (1980) as its design standard; however, ANSI by itself is not a complete code; therefore, the Board has used some elements of the Standard Building Code Section 508 in these Regulations, principally to specify the number of particular elements that are to be made accessible. In addition, some changes from ANSI and the Standard Building Code are required by the South Carolina Code of Laws, 1976, as amended. The Building Design Standard for all buildings, facilities and structures that fall under the pervue of these Regulations shall be the requirements of ANSI A117.1 (1980).

ANSI contains specifications that call for "a reasonable number, but always at least one" of a particular type of facility or element to be made accessible for the handicapped. While each situation should be evaluated to provide adequately for the handicapped population, the minimum number of each type of facility or unit to be made accessible required by the appropriate Section of ANSI shall be as follows:

A. Where parking spaces and loading zones are provided, the number to be reserved for the handicapped shall be as set forth in Table 2.

Table 2

PARKING SPACES AND PASSENGER LOADING ZONES FOR HANDICAPPED

Total Spaces or Zones	Required Number to be Reserved For Handicapped
up to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of Total
Over 1,000	20 Plus 1 For Each 100 Over 1000

EXCEPTION: Where parking spaces are provided for Assembly Areas use Table 3 and add 50%

B. Where drinking fountains or water coolers are provided at least one per floor shall comply with ANSI.

C. Where toilet rooms and bathrooms are provided at least one per floor shall comply with ANSI. Group A, Large Assembly Buildings, as defined by the Standard Building Code, shall provide one additional accessible fixture or element of each type provided for each 4,000 persons which shall be distributed equally throughout the use.

D. Where places of assembly are provided, the number of locations to be made accessible for wheelchair users shall be as set forth in Table 3.

TABLE 3

LOCATIONS FOR WHEELCHAIR USERS IN ASSEMBLY AREAS

Total Spaces in Assembly Area	Number of locations to be Reserved for Wheelchair Users
0 to 500	2
501 to 750	3
751 to 1000	4
Over 1000	5 Plus 1 For Each 500 Over 1000

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E. Where fixed or built-in seating, tables, or work surfaces are provided in accessible spaces, at least one per room shall comply with ANSI.

19-400.4 WAIVER

1. The Board may waive or modify all or any part of these Regulations upon request, on a case by case basis, if the Board shall determine that:

A. the purpose of these Regulations can be fulfilled by an acceptable alternative to a particular requirement; or

B. the incremental construction cost to conform to these Regulations exceeds seven percent of the total construction or renovation costs; or

C. occupancy and employment practices would generally exclude requirements; or

D. usage or size of structures would have minimal impact in facilitating the handicapped; or

E. the building involved is identified or classified by national or state jurisdiction as an "historic building" in which case no more than one accessible entrance may be required for so-called museum houses.

19-400.5 ADMINISTRATION

1. Compliance Review Officials - All facilities to be built or modified after the effective date must be reviewed by one of the following officials for compliance of these Regulations:

A. Local Building Officials, where such officials are appointed by municipal or county bodies; or

B. Chief Fire Inspector, where local building officials are not appointed; or

C. Building Codes and Regulatory Services/Inspection Services Office - General Services Division, 300 Gervais Street, Columbia, S.C. 29201 (758-7575).

2. Special Review Agents - The Board for Barrier Free Design has delegated authority to review building/facilities and their plans for compliance with these Regulations to the following officials as Special Review Agents. Plans and specifications for buildings/facilities as described below shall be submitted as required to the appropriate Special Review Agent.

A. Stated owned or leased facilities shall be reviewed by the State Engineer, S.C. Budget and Control Board, 300 Gervais Street, Columbia, S.C. 29201 (758-2657).

B. Elementary-Secondary School Facilities (Public) - Director, Office of School Planning and Building, State Department of Education, 1429 Senate Street, Columbia, South Carolina 29201 (758-2764).

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C. Health Care Facilities - Chief, Bureau of Health Facilities Engineering, Department of Health and Environmental Control, 2600 Bull Street, Columbia, South Carolina 29201 (758-0366).

3. Plan Submission - Plans for all buildings and renovations, not under the jurisdiction of officials noted in Section 19-400.5 (2), shall be submitted for appropriate preconstruction review and approval by the owner, agency or a designated architect or engineer. Each submission shall consist of one (1) complete set of facility drawings and specifications, and a letter of transmittal containing the following minimum information: Facility name/description, street address/rural location, city/county, owner/client name and address.

A. Interpretation - To the maximum degree feasible, interpretation of these Regulations and provisions herein shall be the responsibility of the local officials, in consultation with the appropriate State Officials where necessary. However, request for interpretation may be forwarded to the Board for resolution.

4. Request for Waiver and Appeals - The following jurisdictional procedures shall apply to all requests for waivers and appeals:

A. Boards of Adjustment and Appeals - In areas of the State where building codes have been adopted and Boards of Adjustments and Appeals established in accordance with the Standard Building Code, such Boards may carry out their normal function concerning code requirements for facilities for the handicapped and may consider and grant waivers from these Regulations.

B. Authority Withdrawal - Should the Board determine these Regulations are not being adequately enforced in any jurisdiction, the Board may withdraw the authority of that jurisdiction to make waivers or modifications and require that requests for such exceptions thereafter be referred to the Board.

C. Lack of Local Board of Adjustment and Appeals - In areas of the State where there is no Board of Adjustment and Appeals, appointed under the requirements of the Standard Building Code, all requests for waiver or modification shall be submitted to the Board, but the Board may delegate authority to grant waiver of these Regulations to such local authorities and State Officials as it shall deem necessary and proper.

D. Special Review Projects - Those Special Review Agents of the Board as defined in Section 19-400.5 (2) above shall have the original authority to grant waivers according to the provisions of Section 19-400.4 for their respective categories of buildings, and shall not be subject to review by other local officials defined in Section 19-400.5 (1).

E. Reports of Waivers - State or local authorities that have been delegated the authority to hear requests for waivers, including local Boards of

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Adjustments and Appeals, shall file written reports regarding each request and final action taken at least quarterly. These reports shall be in a format as prescribed by the Board, and shall be filed with the Office of Building Codes and Regulatory Services/Inspection Services, Division of General Services, 300 Gervais Street, Columbia, South Carolina 29201.

F. Board Appeals - Any decision made by an authority granted jurisdiction to hear waiver requests may be appealed to the Board upon motion of the person requesting the waiver.

G. Other Appeals - If the Board denies a request for waiver or modification of these Regulations, it shall notify the person or governmental entity requesting the waiver. Board action which denies a waiver application may be appealed to the circuit court having jurisdiction where the building is located.

H. Hearing Boards - In order to expedite the handling for requests for waivers or modifications, the Board may constitute local or municipal or county boards as having the authority to conduct hearings and grant such waivers or modifications.

5. Enforcement - The enforcement of these Regulations including investigations shall be the responsibility of the Building Official of the county or municipality. If the county or the municipality does not have a Building Official, the Chief Fire Inspector shall then enforce these Regulations. If a county or municipality does not have a Building Official or a Chief Fire Inspector, then the Director of Building Codes and Regulatory Services/Inspection Services of the State Budget and Control Board shall enforce these Regulations in the county or municipality.

6. Conflicts - These Regulations shall be applicable in all cases. Where a conflict exists between the Regulations and Section 10-5-210 through 10-5-320 of the Code of Laws of South Carolina, 1976, as amended, these Regulations shall be superseded and governed by the applicable code section. Where there is conflict between these Regulations and local and municipal ordinances, these Regulations govern and shall be followed.

015902

SYNOPSIS

Article 4

19-440 - 19-440.1

Installment Purchase Program

The South Carolina State Budget and Control Board, in accordance with Section 27 of Part II, Permanent Provisions of Act 466 of 1982 (General Appropriations Act), has revised the Installment Purchase Program Regulations so as to authorize the Division of General Services to purchase medical equipment for the purpose of renting, leasing, or resale to boards, commissions, institutions and agencies of state government, and to permit the Division to borrow up to a designated amount from the State Insurance Reserve Fund for the purposes of implementation and administration of the Installment Purchase Program.

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STATE BUDGET AND CONTROL BOARD
DIVISION OF GENERAL SERVICES

Chapter 19
Installment Purchase Program

19-440 INSTALLMENT PURCHASE PROGRAM

19-440.1 - Installment Purchase Program Regulations.

Under the authority of Section 19 of Part II Permanent Provisions of Act 178 of 1981 (General Appropriations Act), as amended, the following regulations for an installment purchase program are hereby established

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by the Budget and Control Board, hereafter referred to as the Board, to be implemented and administered by the Division of General Services.

Subsection A. - Application.

The Board, through the Division of General Services, shall implement and administer the installment purchase of office equipment, telecommunications equipment, medical equipment, and data processing equipment, referred to herein as the installment purchase program, for boards, commissions, institutions and agencies of state government, hereafter referred to as governmental bodies, as set forth in Section 19 of Part II Permanent Provisions of Act 178 of 1981 (General Appropriations Act), as amended.

Subsection B. - Organizational Authority.

Item 1 - Division of General Services: The Director of the Division of General Services, acting on behalf of the Board, shall have the responsibility to develop the organizational structure necessary to implement the installment purchase program within the Division of General Services.

Item 2 - Materials Management Office: The Director of the Division of General Services hereby delegates the following responsibilities to the Materials Management Office through its Manager:

(a) develop, implement, and administer and coordinate with the State Treasurer a system of financing the procurement of office, telecommunications, medical, and data processing equipment for the purpose of renting, leasing or resale to boards, commissions, institutions and agencies of state government;

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(b) review such system for compliance with applicable state laws, rules, regulations, and formulated state plans;

(c) monitor such system to ensure operational cost efficiency and effectiveness to the State.

Subsection C. - Organizational Procedures.

Item 1 - The Division of General Services may borrow up to a designated amount from the State Insurance Reserve Fund as needed to implement and administer the installment purchase program at an interest rate of eight percent (8%) per annum through a note signed by the Director of the Division of General Services and held by the State Treasurer. The Division of General Services shall operate the installment purchase program in a cost efficient manner so as to ensure that sufficient sums are raised to reimburse the principal and interest payments to the State Insurance Reserve Fund. Excess funds raised shall be deposited to the General Fund of the State as soon as practical after the end of each fiscal year, less the cost of operating the installment purchase program which shall be retained by General Services. The rate of interest charged by the Division of General Services under the installment purchase program shall be not less than twelve percent (12%) per annum nor greater than fifteen percent (15%) per annum as determined by the State Treasurer. The Board may, from time to time, review the interest rates of the installment purchase program and adjust them as deemed appropriate. The following provisions shall apply to the borrowing, expenditure, and repayment of the funds:

(a) the borrowing of said funds will be evidenced by a note and other collateral evidencing good fiscal and financial practices;

(b) expenditure of the funds will be by a voucher signed by the Director of General Services or his authorized designee;

(c) the funds may be borrowed and set aside lump sum or in increments provided that no interest will accrue on any unexpended portion of "borrowed" funds held by the State Treasurer; monies shall be withdrawn from the Insurance Reserve Fund only when owing and due for the purchase of equipment.

(d) repayment of each expended portion of "borrowed" funds and accrued interest on same will commence no later than twenty-four (24) months after expending same; however, interest will run from the date borrowed to date paid.

Item 2 - Boards, Commissions, Institutions and Agencies of State Government: Governmental bodies may seek financing through the installment purchase program of the Division of General Services by making a written request to the Materials Management Officer. The written request should include the following:

(a) certification by either the governmental body head or governmental body chief fiscal officer that current funding is not available to acquire such office, telecommunications, medical, and/or data processing equipment;

(b) an attached cost justification statement that such acquisition will be advantageous to the State;

(c) an attachment statement setting forth a proposed repayment plan to the installment purchase program.

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The governmental body shall pay all administrative costs associated with the processing of the written request and the contract.

Subsection D. - Review and Approval.

The Materials Management Officer shall review the written request as outlined in Subsection C, Item 2 of these regulations and determine if such acquisition is deemed to be in the best interest of the State and consult with the State Treasurer or his designee on Item 2(c) above. The Materials Management Officer will notify the governmental body, in writing, whether the request can be processed through the installment purchase program.

Subsection E. - Financing Requirements.

Upon approval of the governmental body's written request for financing, the Materials Management Officer shall prepare a contract outlining the governmental body's obligation to repay the installment purchase program and setting forth a plan and schedule of repayment of the obligation to the installment purchase program in keeping with sound fiscal practice. Upon execution of the contract, the Materials Management Officer shall forward copies of the contract to the State Treasurer, Comptroller General, and the governmental body concerned. The contract will include a commitment of the governmental body's appropriated funds for repayment by the State Treasurer in the event of default or nonpayment by the governmental body.

Subsection F. - Reporting Requirements.

In accordance with contractual terms of the installment purchase, the Division of General Services, through its Materials Management Officer, shall establish a system necessary to collect payments to the installment purchase program from obligated governmental bodies. An annual report shall be submitted to the Board no later than July 31 of each fiscal year detailing all receipts and expenditures for the preceding fiscal year, the actual or projected return of funds to the General Fund, and cost of operating the installment purchase program by the Division of General Services.

Subsection G. - Procedure to Collect Payments.

The Materials Management Officer shall monitor the installment purchase program to ensure cost effectiveness and repayment to the State Insurance Reserve Fund.

In the event that a governmental body defaults in its obligation as outlined in the installment purchase contract, the Director of the Division of General Services may notify the State Treasurer of such default. Upon receipt of the written notification, the State Treasurer on behalf of the governmental body will retain or withhold any funds due to the debtor agency and make payment to the Division of General Services to bring the contractual obligation current in accordance with the terms and conditions of the contract. The State Treasurer in accordance with the contract will make such payment from the governmental body's contractually committed funds, any future appropriated funds, or their equivalent for principal and interest due on said note.

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Thereafter, the State Treasurer will make all payments directly for the governmental body in accordance with the terms and conditions of the contract in order to satisfy the governmental body's contractual obligation to the installment purchase program with proper notice to General Services and the debtor agency.

Pledged revenues will be impounded by the State Treasurer as collected and applied to the payment of notes principal and interest on due dates with proper notification to General Services and the debtor agency.

SYNOPSIS

Article 6

Motor Vehicle Management

Pursuant to the authority granted by Section 1-11-220, Code of South Carolina, 1976, as amended, the Division of Motor Vehicle Management proposes the attached amendments to Rules 19-603, 604, 607, 611 and 612. The primary purpose of the regulation amendments is to update and clarify existing regulations.

19-603 is amended by deleting the words "11,000 official miles or more per year" in Section A(1) and substituting with the words "an appropriate number of annual official miles as determined by the Board."

19-604 is amended by deleting the words "Properly executed, notarized and unencumbered title or bill of sale" in Section C(1)(c)(1).

19-607 is amended by adding the words "and Department of Highways and Public Transportation" after "Department of Education" in Section C(1).

19-611 is amended by deleting the words "the Division of General Services or DMVM" in Section A(1) and substituting the words "by the State Budget and Control Board." Also in Section A(1) the following sentence is deleted, "Tires, tubes, and batteries shall not be purchased on credit cards, except as authorized by proper authority."

19-611 is further amended by adding the words "and the DMVM" to the first sentence in Section B. Section C(1) is amended by deleting the words "Division of General Services" and substituting the words "The State Budget and Control Board." The words "the State Purchasing Officer" in Section C(4) are deleted and substituted with the words "the appropriate

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State Budget and Control Board Division."

19-611, Section C is further amended by adding the following subsection:

"7. The State Budget and Control Board shall not be held accountable for any changes incurred through the use, authorized or unauthorized, of any credit cards except the legitimate purchases made with credit cards assigned for use by the DMVM interagency rental motor vehicle fleet."

19-611, Section D is amended by deleting the words "Division of General Services, using purchasing requisition form # CSP R005" and substituting the words "appropriate Board Division."

19-612 is amended by deleting Sections B and C and adding as Section B the contents of a legislative proviso (Section 14, page 151, 1982-83 Appropriations Act) which determines employee liability while operating state-owned vehicles on official state business.

Chapter 19
BUDGET AND CONTROL BOARD
Article 6

Division of Motor Vehicle Management

Rule 19-603, Section A(1) is amended to read:

"Travel requirements of an appropriate number of annual official miles as determined by the Board. Travel between home and a place of employment is not considered official travel unless authorized by regulation;"

Rule 19-604, Section C(1)(c)(1) is deleted in its entirety.

Rule 19-604, Section C(1)(c)(2) should be changed to Section C(1)(c)(1), and Section C(1)(c)(3) should be changed to Section C(1)(c)(2).

Rule 19-607, Section C(1) should be amended to read:

"When a state-owned motor vehicle has reached or exceeded the recommended disposal criteria or is excess to the needs of the owning agency, Section II of DMVM Form 6-77 shall be prepared in five (5) copies. The original and three (3) copies will be forwarded to DMVM, except for school buses and service vehicles on the property accounts of the Department of Education and the Department of Highways and Public Transportation."

Rule 19-611, Section A(1) shall be amended to read:

"Official State of South Carolina credit cards issued by the State Budget and Control Board are valid for the purchase of gasoline, oil, lubricants, diesel fuel and other related petroleum products in an amount not to exceed the rated capacity of the vehicle or equipment. Restricted emergency repairs, not to exceed a limit set by DMVM, are also permitted."

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Rule 19-611, Section B is amended to read:

"Vehicle operators shall protect cards against loss or theft. Missing cards shall be reported immediately to the agency head and the DMVM. For purchases, the operator shall verify all information on the delivery ticket, including price, correct license or equipment number and total price of purchase before signing. When authorized minor services or repairs are made, the operator shall obtain an itemized statement showing charges for parts, labor and incidental charges."

Rule 19-611, Section C(1) is amended to read:

"The State Budget and Control Board shall purchase and issue official state credit cards."

Rule 19-611, Section C(4) is amended to read:

"The agency shall notify the appropriate State Budget and Control Board Division of changes in billing addresses. The using agency shall promptly pay invoices for credit card purchases."

Rule 19-611, Section C is amended by adding the following subsection:

"7. The State Budget and Control Board shall not be held accountable for any charges incurred through the use, authorized or unauthorized, of any credit cards except the legitimate purchases made with credit cards assigned for use by the DMVM interagency rental motor vehicle fleet."

Rule 19-611, Section D is amended to read:

"Requests for state credit cards shall be processed through the appropriate State Budget and Control Board Division."

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Rule 19-612, Section B shall be amended to read:

"B. Employee Liability

State employees who, while driving state-owned vehicles on official business, are involved in accidents resulting in damages to such vehicles shall not be held liable to the State for the cost of repairs. Agencies shall insure such vehicles through the Division of General Services or shall absorb the cost of repairs within the agency budget. The employee-operator may be assessed for the deductible not to exceed two hundred dollars for each occurrence if he is at fault in the accident."

Rule 19-612, Section C shall be deleted.

Rule 19-612, Section D shall be changed to Section C.

SYNOPSIS

ARTICLE 7

STATE PERSONNEL DIVISION

SUBARTICLE 1. STATE PERSONNEL RULES

Revisions are proposed to regulations relating to 19-701, the Classification Plan; 19-702, the Pay Plan; 19-703, Attendance and Leave; 19-705, Disciplinary Actions; 19-706, Grievance and Appeals; 19-707, Appointments, Status, Transfers, Separations, and Personnel Settlements; 19-708, Personnel Programs and Records; 19-709, Solicitation and Distribution; and 19-710, Staff Development and Training.

The extent to which each proposed regulation affects related State Personnel Rules is summarized under each regulation in the following pages.

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EXHIBIT

FEB 8 1983 NO. 9

STATE BUDGET & CONTROL BOARD

19-701.07 D. is revised to change the title State Personnel Director
to read State Personnel Division.

19-701.08 is revised to change the title State Personnel Director
to read State Personnel Division.

19-702 PAY PLAN

19-702.02 C. is revised to change the title State Personnel Director
to read State Personnel Division.

19-702.03 A. 1. is revised to change the title State Personnel
Director to read State Personnel Division.

19-702.03 A. 2. a. is revised to change the title State Personnel
Director to read State Personnel Division.

19-702.03 A. 2. c. is revised to change the title State Personnel
Director to read State Personnel Division.

19-702.03 A. 2. d. is revised to change the title State Personnel
Director to read State Personnel Division.

19-702.05 B. 1. is revised to change the title State Personnel
Director to read State Personnel Division.

19-702.05 B. 2. is revised to change the title State Personnel
Director to read State Personnel Division.

19-702.05 B. 3. a. is revised to change the title State Personnel
Director to read State Personnel Division.

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- 19-702.05 B. 3. f. is revised to change the title State Personnel Director to read State Personnel Division.
- 19-702.06 A. 3. is revised to allow employees salaries to be renegotiated when they are demoted prior to attaining permanent status on their initial appointment and who are reappointed to a different class.
- 19-702.06 A. 4. is revised to clarify salary reductions for employees receiving longevity pay when they are demoted.
- 19-702.06 A. 5. is revised to authorize State Personnel Director to waive salary and performance review date provisions under a reduction-in-force.
- 19-702.06 B. 1. is revised to emphasize the flexibility an agency head has in reducing the salary of employees who are reclassified to a class having a lower minimum and maximum salary.
- 19-702.06 B. 1. c. is added to allow eligible employees to receive longevity increases.
- 19-702.06 B. 2. is deleted. Provisions are included in subsection 19-702.06 B. 1. c.
- 19-702.06 C. 1. is added to allow eligible employees to receive longevity increases.
- 19-702.09 D. 4. g. is added to restructure section for continuity purposes. Replaces 19-702.09 E.

19-702.09 D. 4. h. is added to restructure section for continuity purposes. Replaces 19-702.09 F.

19-702.09 D. 5. is deleted to remove duplicate information.

19-702.09 E. is revised to move section 19-702.09 H. for continuity purposes.

19-702.09 F. is deleted. Provisions are included in 19-702.09 D. 4. g.

19-702.09 G. is deleted. Provisions are included in 19-702.09 D. 4. h.

19-702.09 H. is deleted. Provisions moved to section 19-702.09 E.

19-702.13 G. 2. is revised to provide a more specific guideline for computing longevity increases for employees having a salary reduction that coincides with eligibility for a longevity increase.

19-702.14 is added to provide a vehicle for which an agency can use to request a pay policy that is not covered by the current provisions of Chapter 19, Article 7.

19-703 ATTENDANCE AND LEAVE

19-703.03 E. adds the option of agency development and implementation of a variable work schedule.

19-703.04 is revised to change the title to Overtime - Compensatory Time, and defines each agency's responsibility for writing overtime and compensatory time policies.

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- 19-703.05 B. 3. adds reinstatement "to any State agency" for retaining continuous service.
- 19-703.06 - Deleted
- 19-703.07 C. 8. adds requirement to disclaim one of four non-national holidays prior to first day of January.
- 19-703.07 E. 6. adds the statutory provision that upon termination a non-exempt employee shall be compensated for unused holiday compensatory leave credit.
- 19-703.07 E. 7. adds when holiday falls during a period of military leave.
- 19-703.08 A. 3. adds "and officials of academic rank."
- 19-703.08 G. 3. expands definition of employees's annual leave credits charged.
- 19-703.08 H. 1. adds "in a merit system agency."
- 19-703.08 H. 5. expands the definition of the State anniversary date being advanced one calendar day for each calendar date on leave without pay or educational leave.
- 19-703.09 I. changes title to Leave With or Without Pay for Extended Disability.
- 19-703.09 K. 1. expands definition in transferring from one State agency to another.

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19-703.09 K. 4. 2. is expanded to include that all sick credits will be restored upon reemployment.

19-703.10 A. 4. is changed to require agency to grant administrative leave.

19-703.10 D. 1. is changed from two consecutive work days to three consecutive work days leave for death in immediate family.

19-703.10 E. adds administrative leave with pay for employees appearing as a witness or in other official capacity before State Grievance Committee.

19-703.11 E. adds agency responsibility to write leave without pay policy.

19-703.12 H. is revised to define compensation during declaration of emergency.

19-705 DISCIPLINARY ACTION

19-705.02 A. adds disciplinary action policy approval by the State Personnel Division.

19-705.03 A. Deletes the word "rules."

19-705.03 B. Deletes "agency objectives."

19-705.03 C. 3. Reassignment replaces Transfer.

19-706 GRIEVANCES AND APPEALS

19-706.02 A. changes the source of authority for the state grievance process from Act 1025 to Act 402 of 1982.

19-706.02 D. Delete

19-706.02 E. is changed to 19-706.02 D.

19-706.02 F. is changed to 19-706.02 E.

19-706.02 G. is changed to 19-706.02 F.

19-706.02 H. is changed to 19-706.02 G.

19-706.03 A. is changed to read "Grievance shall include dismissals, suspensions, involuntary reassignments, and demotions. Promotions shall not be deemed grievances. However, where an allegation is made that the grievant was excluded from consideration for promotion to a position for which he was qualified when the promotional opportunity occurred, and the grievant applied or would have applied if he had known of the promotion opportunity, and the state personnel director determines that there is any material issue of fact or conclusion to be drawn from the facts of the allegation, then the promotion shall be deemed grievable. Compensation shall not be deemed a proper subject for consideration under the grievance plan except as

it applies to alleged inequities within a particular agency. A reduction in force shall be appealable by an affected employee under the grievance plan only if based on inconsistent or improper application of a reduction in force policy, procedure, or plan."

19-706.03 B. 2. is changed to establish a time period of 21 calendar days within which an employee may grieve an adverse action.

19-706.04 A. 3. is changed to provide that an employee who accepts a demotion, a reassignment, or resigns shall waive all rights to appeal such action if the employee has signed a written statement that the action is voluntary. These written actions can only be rescinded if the agency head agrees.

19-706.04 D. 4. is changed to read "Meet or designate a member of his staff to meet with both sides of the issue and try to resolve the grievance through mediation."

19-706.04 D. 5. is changed to read "If a resolution cannot be reached, forward the appeal to the State Employee Grievance Committee."

19-706.04 D. 8. Delete

19-706.04 D. 9. Delete

19-706.04 D. 10. is changed to 19-706.04 D. 8. and to read "Receive and transmit the decision of the State Employee Grievance Committee to the employee and the agency within twenty calendar days of the conclusion of the hearing."

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19-706.05 B. is changed to provide that a quorum shall consist of at least four rather than five State Employee Grievance Committee members.

19-706.05 C. is changed to "Decisions of the Committee shall be ruled by a simple majority. "

19-706.05 H. Delete

19-706.05 I. is changed to 19-706.05 H.

19-706.05 J. is changed to 19-706.05 I. and is changed to read "As presiding officer, the Chairman of the State Employee Grievance Committee shall be in control of the proceedings and shall take whatever action is necessary to ensure an equitable, orderly and expeditious hearing."

19-706.05 J. is added to provide that the Committee Attorney shall determine the order and relevance of the testimony and the appearance of witnesses, and shall rule on all motions and all legal issues.

19-706.05 K. is changed to provide that the Chairman, the Committee Attorney, or any member of the State Employee Grievance Committee may direct questions to any party or witness at any time during the proceedings.

19-706.05 O. is changed to 19-706.05 P. and a new 19-706.05 O. is added to provide that the parties shall be bound by

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the decisions of the Committee Chairman or Committee
Attorney insofar as hearings are concerned.

19-706.06 the title is changed to read "Decisions of the State
Employee Grievance Committee."

19-706.06 A. is changed to read "The State Employee Grievance Com-
mittee shall retire into a separate executive session, without
representative of the agency or the appellant to consider the
testimony and the evidence. The Committee attorney may be
present during the Committee's deliberations on its decision
upon the request of the presiding officer."

19-706.06 B. is changed to provide that within twenty (20) calendar
days of the conclusion of the hearing, the Committee shall
make its findings and recommendations.

19-706.06 C. is added to provide that the decision of the Committee
shall be transmitted to the State Personnel Director for noti-
fication of all concerned parties.

19-706.07 Delete

19-707 APPOINTMENTS, STATUS, TRANSFERS, REASSIGNMENTS AND SEPARATIONS

19-707.02 J. adds requirement that all agencies establish a nepotism
policy in writing that is transmitted to all employees.

- 19-707.03 A. 2. c. is changed to section 707.03.A - Seasonal or Intermittent Status.
- 19-707.03 A. 3. is changed to 707.03 A. 4.
- 19.707.03 A. 4. is changed to 707.03 A. 5.
- 19-707.03 B. adds time frame for grievance rights for new employees.
- 19-707.04 C. adds "Each agency shall consistently apply this section to all its employees."
- 19-707.09 D. 1. changes agency head to appointing authority.
- 19-707.09 D. 2. changes agency head to appointing authority.
- 19-707.09 D. 5. adds "All dismissal notices shall be in writing and submitted to the employee stating the reason for the dismissal."
- 19-707.09 E. 7. adds "within the competitive area."
- 19-707.09 E. 8. adds "if the appeal is based on inconsistent or improper application of a reduction in force policy, procedure or plan."
- 19-707.09 E. 9. is changed to 19-707.09 E. 10.
- 19-707.09 E. 9. adds provision for sick leave credit reinstatement when RIF employees rehired.

19-708 PERSONNEL PROGRAMS AND RECORDS

19-708.03 A. adds word "official."

19-708.06 revises the provisions under the Freedom of Information Act.

19-708.07 A. expands the requirement for each agency to establish an exit interview policy.

19-708.07 C. eliminates the availability of summaries to Budget and Control Board.

19-709 SOLICITATION AND DISTRIBUTION

19-709.02 C. is revised to read "At the discretion of the agency head, charitable fund drives certified by the Secretary of State may be conducted under agency supervision."

19-710 STAFF DEVELOPMENT AND TRAINING

19-710.03 C. is deleted.

19-710.03 D. is changed to 19-710.03 C.

19-710.03 E. is changed to 19-710.03 D.

19-710.04 A. revised to shorten the last phrase in the provision.

19-710.04 C. is deleted.

19-710.05 is deleted.

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19-710.06 is changed to 19-710.05.

19-710.07 is changed to 19-710.06.

19-710.08 is changed to 19-710.07 and is revised to provide employee
tuition aid with prior approval of the Budget and Control Board.

19-710.09 is changed to 19-710.08.

19-710.10 is changed to 19-710.09.

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ARTICLE 7

STATE PERSONNEL DIVISION

SUBARTICLE 1. STATE PERSONNEL RULES

The full texts of the proposed Rules changes are submitted below under each affected regulation.

Statutory Authority: S. C. Code of Laws

8-11-50 (Compensatory Holiday Time)

8-11-210 through 8-11-300 (State Personnel Act)

8-15-60 (Inservice Training)

8-17-10 through 8-17-40 (State Grievance Act)

30-4-10 through 30-4-100 (Freedom of Information Act)

53-5-10 through 53-5-30 (Holidays)

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EXHIBIT

19-701 CLASSIFICATION PLAN

FEB 8 1983 NO. 9

STATE BUDGET & CONTROL BOARD

19-701.03 C. is revised to read: The following actions shall be approved by the State Personnel Division prior to any action being taken by an agency to fill or alter a position, or effect other personnel changes:

19-701.03 D. is revised to read: The State Personnel Division shall be responsible for conducting periodic studies to ensure that the Classification Plan is current and uniform.

19-701.03 E. is revised to read: The State Personnel Division shall develop forms to be used by all agencies in describing assigned duties and other information necessary to determine the proper classification of each position.

19-701.03 F. is revised to read: The State Personnel Division shall require the submission of questionnaires, organizational charts or other related information and shall require the audit of any position as necessary for maintenance of the Classification Plan.

19-701.04 B. is revised to read: The State Personnel Division shall develop the format to be used in preparing class specifications.

19-701.04 D. is revised to read: Class Specifications shall be maintained on a current basis by the State Personnel Division. Revisions and additions shall be furnished to affected agencies.

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19-701.07 D. is revised to read: The State Personnel Division shall approve all reclassifications.

19-701.08 is revised to read: The State Personnel Division shall develop and maintain a position numbering system that will identify each established position.

19-702 PAY PLAN

19-702.02 C. is revised to read: The State Personnel Division periodically shall conduct studies of all pay grade assignments for the purpose of making recommendations that will maintain a competitive Pay Plan.

19-702.03 A. 1. is revised to read: The employee is given trainee status (or appointment). Written justification shall be submitted to and prior approval granted by the State Personnel Division. In such case, the employee shall be paid, during the training period, at a rate of 4% below the minimum rate for the class to which appointed for each six (6) months, or fraction thereof, that the employee lacks of qualifying experience. Trainee appointments shall not exceed a one year period.

19-702.03 A. 2. a. is revised to read: Written justification shall be submitted to and prior approval granted by the State Personnel Division.

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19-702.03 A. 2. c. is revised to read: The employee is being appointed to a class located in a geographic area of the State where a special appointment rate has been approved for the class by the State Personnel Division. In such cases, the employee shall be appointed at the approved special appointment rate, unless other provisions of this Regulation apply.

19-702.05 B. 1. is revised to read: When the State Personnel Division reallocates a class to a higher pay grade or when the minimum and maximum rates for a class have been increased, the following rules for granting pay adjustments shall apply:

19-702.05 B. 2. is revised to read: Where experience has shown that recruitment of qualified applicants for a class has not been possible at the minimum of the range in a given geographic area of the State, the State Personnel Division may approve a special appointment rate for that area. When a special appointment rate is approved, all employees in the class whose salaries are below the new appointment rate shall have their pay adjusted to the approved special appointment rate.

19-702.05 B. 3. a. is revised to read: Any agency desiring to have shift differentials approved must submit such a request to the State Personnel Division in writing indicating the class(es) for which the differential is being requested, the hours of the shifts involved, the number of the positions in the class(es) on each shift, the amount of differential being requested, and appropriate justification for the request.

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19-702.05 B. 3. f. is revised to read: The shift differential approved shall be stated as an hourly amount or as a percentage of the minimum of the pay grade for the class affected, whichever is determined by the State Personnel Division to be applicable.

19-702.06 A. 3. is revised to read: An employee who is given an original appointment or a reinstatement appointment in the classified service and is demoted prior to attaining permanent status shall be given a new original appointment in the lower class, and the employee's new salary and performance review date will be established in accordance with Sections 2.03 and 2.04 respectively.

19-702.06 A. 4. is revised to read: An employee who is presently receiving longevity pay and who is demoted shall have his base salary reduced to the maximum of the new pay grade to which demoted. The employee will continue to receive any longevity increases previously granted and any time completed toward the next longevity increase in the higher grade shall be credited toward the increase in the lower pay grade.

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19-702.06 A. 5. is revised to read: When demotions result from a reduction-in-force policy, the State Personnel Director is authorized to waive the salary and performance review date provisions.

19-702.06 B. 1. is revised to read: When a position is reclassified to a class having a lower minimum and maximum salary, the employee's pay may remain unchanged for a period not to exceed two (2) years, at the discretion of the agency head. If the employee's salary is above the maximum rate for the lower class, the employee shall not be eligible for pay increases of any type unless:

19-702.06 B. 1. c. is added to read: The employee is otherwise eligible for longevity increases.

19-702.06 B. 2. is deleted.

19-702.06 C. 1. c. is added to read: The employee is otherwise eligible for longevity increases.

19-702.09 D. 4. g. is added to read: If the duties to be performed constitute service by the employee on a board, commission or committee for which per diem allowance is to be awarded, the employee is not eligible to receive such per diem allowance.

19-702.09 D. 4. h. is added to read: Travel and subsistence paid to a State employee by the requesting (secondary) agency shall be in compliance with provisions of the annual appropriations act and any regulations promulgated by the Budget and Control Board or the Comptroller General's Office.

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19-702.09 D. 5. is deleted.

19-702.09 E. is changed to read: Reporting Requirements and
Procedures

This section sets forth the requirements and procedures for
requesting, reporting of approvals or disapprovals and the
maintenance of records pertaining to dual employment agreements
within State government.

19-702.09 F. is deleted.

19-702.09 G. is deleted.

19-702.09 H. is deleted.

19-702.09 I. is changed to 19-702.09 F.

19-702.09 J. is changed to 19-702.09 G.

19-702.13 C. is revised to read: The following actions shall be
approved by the State Personnel Division prior to any action
taken by an agency to award a longevity salary increase:

19-702.13 D. is revised to read: The State Personnel Division
shall develop appropriate forms for the reporting of longevity
salary increases.

19-702.13 G. 2. is revised to read: In instances where a reduction
in salary coincides with eligibility for a longevity increase,
the longevity increase is calculated against the maximum of the
new pay grade provided that the reduced salary is not lower than
the maximum salary of the grade. In that instance, the employee
is not eligible for a longevity increase because the salary is
no longer at the maximum salary of the grade.

19-702.14 is added to read: If an agency has a need for a pay policy
that is not covered by the provisions of the Personnel Rules,

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the agency may submit through the State Personnel Division to the Budget and Control Board for approval a proposal outlining the agency's need, a suggested plan or policy designed to meet the need, and the estimated cost of the plan or policy. Approval by the Budget and Control Board must precede any compensation to employees for situations not covered by the current Personnel Rules governing pay policies.

19-703 ATTENDANCE AND LEAVE

19-703.03 E. is added to read: Each agency may develop and implement a variable work schedule. The core hours shall be from 9:00 a.m. to 4:00 p.m. with the agency open for business between 8:30 a.m. to 5:00 p.m.

19-703.04 is replaced in its entirety, to be titled Overtime - Compensatory Time and to read:

- A. Overtime - Each agency is required to develop an overtime policy, in writing, for review and approval of the State Personnel Division based on criteria promulgated by the Budget and Control Board.
- B. Compensatory Time - Each agency is required to develop a compensatory time policy, in writing, for approval of the State Personnel Division based on criteria promulgated by the Budget and Control Board. The policy shall be distributed to all employees of an agency. Any agency granting compensatory time must do so within ninety (90) days from the date it is granted. This ninety (90) day period may be extended for an additional ninety (90) days by the Budget

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and Control Board if it can be shown that because of limited staffing compliance with the original ninety (90) day limit is not feasible. Compensatory time shall be taken at the convenience of the agency.

19-703.05 B. is changed to read: Any employee who receives a lump sum payment for accrued annual leave shall be considered to have had a break in service. (Exceptions: (1) When an employee transfers from a position in which he earns both sick and annual leave to a teaching position or a position of academic rank at a State supported institution of higher learning, the employee shall be paid for accrued leave credits, and all accrued sick leave credits shall be transferred in accordance with Section 19-703.09 H. of this Manual. (2) If an employee is dismissed and later reinstated, the employee may repay the amount received in a lump sum payment for annual leave and thereby re-establish the annual leave credits for which he was paid. (3) An employee who has permanent status and is terminated due to a lay-off shall retain continuous service if reinstatement is made to any State agency within a 12 month period from the date of separation.)

19-703.05 D. is changed to read: When an employee moves from one State agency to another, any period in excess of 15 calendar days between the last day worked (or approved day of leave) at one and the first worked (or approved day of leave) at the other agency shall be considered a break in service.

19-703.05 E. 1. is changed to read: Ascertain the last day worked (or approved leave day) from the agency which the employee is leaving.

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19-703.06 Delete

19-703.07 C. 8. is added to read: Prior to the first day of January, each employee shall disclaim one of the four (4) non-national holidays, in writing, on a form provided by their agency.

19-703.07 E. 6. is added to read: Upon termination from employment a non-exempt employee shall be compensated for all holiday compensatory leave credits.

19-703.07 E. 7. is added to read: When a holiday falls during a period of military leave, the day shall count as a military leave day. Compensatory time will not be allowed.

19-703.08 A. 3. is added to read: This subregulation shall not apply to teaching personnel and officials of academic rank supported institutions of higher learning.

19-703.08 G. 3. is changed to read: An employee's annual leave credit shall be charged for the actual time (or at a minimum in quarter hour increments) an employee is away from the job.

19-703.08 H. 1. is changed to read: Employees as of June 1, 1972, shall carry forward all service as a State employee prior to June 2, 1972, for the purpose of determining annual leave earnings in a merit system agency.

19-703.08 H. 5. is changed to read: An employee who is granted leave without pay shall have the state anniversary date advanced one

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calendar day for each calendar day on such leave beginning with the first workday after the expiration of the first ten (10) consecutive workdays granted for each occurrence for each leave without pay and for periods of breaks in service as defined below.

19-703.09 I. is changed so that the title reads: Leave With or Without Pay for Extended Disability.

19-703.09 K. 1. is changed to read: When, in transferring from one State agency to another, an employee does not report to work with the gaining agency within fifteen (15) calendar days following the last day worked (or approved day of leave) at the losing agency.

19-703.09 K. 4. is changed to read: By separation from State service and subsequent reemployment regardless of lapse of time. An employee is considered to have terminated from State service (as opposed to an interagency transfer) if he or she is paid for unused annual leave. (Exeptions: (1) When an employee transfers from a position in which he earns both annual and sick leave to a teaching position or a position of academic rank at a State supported institution of higher learning, the employee shall be paid for accrued annual leave credits in accordance with Section 19-703.08 H. of this manual. All accrued sick leave credits shall be transferred in accordance with Section 19-703.08 H. of this manual. (2) Any permanent

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employee separated from State service by a reduction in force shall not experience a break in service if the employee is reemployed to any State agency within one year. At that time, all sick leave credits will be restored.

19-703.10 A. 4. is changed to read: In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation; however, an employee may be granted annual leave or leave without pay when annual leave is not available. In such cases the agency must approve the request.

19-703.10 D. 1. is changed to read: An employee, upon request, shall be granted up to three consecutive work days of leave with pay on the death of any member of the employee's immediate family. Immediate family is defined as the spouse, great-grandparents, grandparents, parents, brothers, sisters, children, grandchildren, and great-grandchildren of either the employee or the spouse.

19-703.10 E. is added to read: Any employee in pay status appearing as a witness or in any other official capacity in a hearing before the State Grievance Committee shall be granted administrative leave with pay.

19-703.11 E. is added to read: Each agency shall develop a leave without pay policy in writing for approval by the State Personnel Division. This policy shall be distributed to all employees.

19-703.12 H. is changed to read: When State offices are closed pursuant to this policy employees shall be granted administrative leave with pay. When state offices are not closed employees

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who chose not to report to work or who report late to work due to the hazardous weather or emergency situation shall use accrued annual or compensatory leave to make up time lost, take leave without pay, or be allowed to make up time lost from work at a time to be scheduled by the agency. The employee must be given the option of making up the time lost from work if he/she so desires.

19-705 DISCIPLINARY ACTIONS

19-705.02 A. is changed to read: Each agency head shall establish a written disciplinary action policy and procedure for approval by the State Personnel Division and ensure that each employee is aware of the policy and procedure.

19-705.03 A. is changed to read: Each agency head shall establish procedures that will ensure timely and equitable disposition of measures necessary to deal with employee deficiencies and breaches of conduct.

19-705.03 B. is changed to read: Each agency shall provide standards of conduct and performance requirements for its employees.

19-705.03 C. 3. is changed to read: Reassignment.

19-706 GRIEVANCE AND APPEALS

19-706.02 A. is changed to read: Each agency head shall establish written internal grievance procedures. All provisions shall

fully comply with Act 402, 1982, the State Grievance Act, and as provided for in the Act be submitted to the State Personnel Director for approval.

19-706.02 D. Delete

19-706.02 E. is changed to 19-706.02 D.

19-706.02 F. is changed to 19-706.02 E.

19-706.02 G. is changed to 19-706.02 F.

19-706.02 H. is changed to 19-706.02 G.

19-706.03 A. is changed to read: Grievances shall include dismissals, suspensions, involuntary reassignments and demotions. Promotions shall not be deemed grievances. However, where an allegation is made that the grievant was excluded from consideration for promotion to a position for which he was qualified when the promotional opportunity occurred, and the grievant applied or would have applied if he had known of the promotion opportunity, and the State Personnel Director determines that there is any material issue of fact or conclusion to be drawn from the facts of the allegation, then the promotion shall be deemed grievable. Compensation shall not be deemed a proper subject for consideration under the grievance plan except as it applies to alleged inequities within a particular agency. A reduction in force shall be appealable by an affected employee under the grievance plan only if based on inconsistent or improper application of a reduction in force policy, procedure, or plan.

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19-706.03 B. 2. is changed to read: The establishment of a time period of 21 calendar days within which an employee may grieve an adverse action.

19-706.04 A. 3. is changed to read: An employee who accepts a demotion, a reassignment, or resigns shall waive all rights to appeal such action if the employee has signed a written statement that the action is voluntary. These actions can be rescinded only if the agency head agrees.

19-706.04 D. 4. is changed to read: Meet or designate a number of his staff to meet with both sides of the issue and try to resolve the grievance through mediation.

19-706.04 D. 5. is changed to read: If a resolution cannot be reached, forward the appeal to the State Employee Grievance Committee.

19-706.04 D. 8. Delete

19-706.04 D. 9. Delete

19-706.04 D. 10. is changed to 19-706.04 D. 8. and reads: Receive and transmit the decision of the State Employee Grievance Committee to the employee and the agency within twenty calendar days of the conclusion of this hearing.

19-706.05 B. is changed to read: No hearing shall be held unless a quorum is present. A quorum shall consist of at least four State Employee Grievance Committee members.

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19-706.05 C. is changed to read: Decisions of the Committee shall be ruled by a simple majority.

19-706.05 H. Delete

19-706.05 I. is changed to 19-706.05 H.

19-706.05 J. is changed to 19-706.05 I. and is changed to read: As presiding officer, the chairman of the State Employee Grievance Committee shall have control of the proceedings and shall take whatever action is necessary to ensure an equitable, orderly and expeditious hearing.

19-706.05 J. is added to read: The Committee Attorney shall determine the order and relevance of the testimony and the appearance of witnesses, and shall rule on all motions and all legal issues.

19-706 K. is changed to read: The Chairman, the Committee Attorney, or any member of the State Employee Grievance Committee may direct questions to any party or witness at any time during the proceedings.

19-706.05 O. is changed to 19-706.05 P. and a new 19-706.05 O. is added to read: The parties shall be bound by the decisions of the Committee Chairman or Committee Attorney insofar as hearings are concerned.

19-706.06 the title is changed to read: Decisions of the State Employee Grievance Committee.

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19-706.06 A. is changed to read: The State Employee Grievance Committee shall retire into a separate executive session, without representatives of the agency or the appellant, to consider the testimony and the evidence. The Committee Attorney may be present during the Committee's deliberations on its decision upon the request of the presiding officer.

19-706.06 B. is changed to read: Within twenty (20) calendar days of the conclusion of the hearing, the Committee shall make its findings and recommendations.

19-706.06 C. is added to read: The decision of the Committee shall be transmitted to the State Personnel Director for notification of all concerned parties.

19-706.07 Delete

19-707 APPOINTMENTS, STATUS, TRANSFERS, SEPARATIONS, AND PERSONNEL SETTLEMENTS

19-707.02 J. is changed to read: State law forbids nepotism, providing that "It shall be unlawful for any person at the head of any department of this government to appoint to any office or position of trust or emolument under his control or management any person related or connected with him by consanguinity or affinity within the sixth degree". All agencies shall establish a nepotism policy, in writing, that is transmitted to all employees.

19-707.03 A. 2. c. is deleted and changed to 19-707.03 A. 3.

19-707.03 A. 2. d. is changed to 19-707.03 A. 3. c.

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19-707.03 A. 3. (formerly 19-707.03 A. 2. c.) is added here and is changed to read: Seasonal or Intermittent Status - The appointment is to a position requiring seasonal or intermittent work for no more than 1500 hours during any twelve (12) month period.

19-707.03 A. 3. is changed to 19-707.03 A. 4.

19-707.03 A. 4. is changed to 19-707.03 A. 5.

19-707.03 B. is the same with a second sentence added to read: After six (6) months, by default, probationary, emergency and trainee appointments obtains grievance rights. Seasonal appointees obtain grievance rights after 1500 hours during a twelve (12) month period.

19-707.04 C. is the same with a third sentence added to read: Each agency shall consistently apply this regulation to all its employees.

19-707.09 D. 1. is changed to read: A dismissal is the action taken by the appointing against an employee to separate the employee from State service.

19-707.09 D. 2. is changed to read: An appointing authority may dismiss any employee for cause.

19-707.09 D. 5. is added to read: All dismissal notices shall be in writing and submitted to the employee stating the reason for the dismissal.

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19-707.09 E. 7. is changed to read: Employees who are laid off shall be recalled within the competitive area in inverse order of lay-off.

19-707.09 E. 8. is changed to read: A permanent employee who is affected by a reduction in force has the right to appeal through the agency's grievance procedure and to the State Employee Grievance Committee if the appeal is based on inconsistent or improper application of a reduction in force policy, procedure, or plan.

19-707.09 E. 9. is changed to 19-707.09 E. 10.

19-707.09 E. 9. is added to read: Employees who are laid off by an agency of State government due to a reduction in force and are subsequently rehired within one year by another agency shall have their sick leave credits reinstated.

EXHIBIT

19-708 PERSONNEL PROGRAMS AND RECORDS

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19-708.03 A. is changed to read: Each agency shall maintain an official individual personnel file for each employee which shall include but not necessarily be limited to the following:

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19-708.03 B. is changed to read: An employee's official individual personnel file shall be open for the employee's review upon request.

19-708.06 is changed to read: Under the Freedom of Information Act, the State of South Carolina and its political subdivisions should release only the employee's salary range, grade, job

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description, date of employment, position questionnaire, sex, race, name and title upon request. Any further disclosure could come only if the employee authorizes the release or a court of competent jurisdiction orders such disclosure. The agency may assess the requesting party a reasonable charge for the costs incurred in providing the information requested. (Exception: Actual salaries of the directors of agencies, departments, institutions, and commissions must be released.)

19-708.07 A. is changed to read: Each agency shall establish a procedure for obtaining separation information from each employee who separates from State service. A reasonable effort should be made to interview the employee to obtain the information.

19-708.07 C. is changed to read" A general file on all exit interviews should be maintained and summarized for review by management.

19-709 SOLICITATION AND DISTRIBUTION

19-709.02 C. is changed to read: At the discretion of the agency head, charitable fund drives certified by the Secretary of State may be conducted under agency supervision.

19-710 STAFF DEVELOPMENT AND TRAINING

19-710.01 Scope and Purpose - This Regulation sets forth the policy on staff development and training for agencies of State government.

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19-710.02 Statements of Policy - This document sets forth the policies and regulations of the State Budget and Control Board concerning staff development and training by the agencies of South Carolina State Government. The policies and regulations are developed so that each agency may sponsor training for employees to improve or secure those skills necessary for the efficient and effective operations of the agency and to insure uniformity in the administration of staff development and training programs throughout the State service. However, these policies shall not affect sabbatical leave for teaching personnel and officials of academic rank at State supported institutions of higher learning.

19-710.03 Agency Responsibility for Administration and Expenditures - The Director of each agency shall be responsible for the administration of the Staff Development and Training Policy within the agency. The State Auditor's Office will review the expenditures of funds spent in each of the following categories as a part of each agency's annual audit:

- A. Workshops, seminars and other in-service training programs;
- B. The agency's annual convention or conference;
- C. Conventions or conferences of professional organizations and associations; and
- D. All other forms of staff development assistance.

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19-710.04 Educational Leave -

- A. Purpose - To provide a policy by which agencies of South Carolina State Government may encourage their employees, without regard to race, color, religion, sex, national origin, or handicap, to further their opportunities for advancement within State service.
- B. Time Off for Educational Purposes - Employees are encouraged to schedule classes during off-duty hours, whenever possible. When a desired class cannot be scheduled during off-duty hours, the agency may elect to adjust the employee's work schedule, if doing so will not interfere with the normal efficient operations of the agency. (Example-An agency whose normal workday is 8:30 a.m. to 5:00 p.m. may allow the employee to work 9:30 a.m. to 6:00 p.m. so that the employee may meet an 8:00 a.m. class.) When a desired class cannot be scheduled during off-duty hours and is not feasible to adjust work schedules in this way, permanent full-time employees may be allowed to take annual leave or may be granted leave without pay in order to attend classes.

19-710.05 Required Courses - It may become necessary for an agency to require an employee to take a specific course that will help the employee to improve his/her performance in the present position or to acquire skills necessary to perform additional duties to meet agency needs. When this does occur, the agency will pay all costs of the course, including tuition, fees and books.

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However, it is not the intent of this policy that any agency or institution shall pay for any courses required to attain or maintain any type of professional certification.

19-710.06 In-Service Training - In order to avoid costly duplication of effort, agencies planning to conduct workshops, seminars or other similar forms of in-service training in the area of personnel administration, general management, and supervisory development shall coordinate these activities with the Training Unit of the State Personnel Division. The Training Unit will, on request, provide assistance to all agencies in South Carolina State Government with the development and presentation of training programs designed specifically to meet each agency's training needs.

19-710.07 Requests for Special Considerations - If an agency determines that it has staff development or training needs which cannot be satisfactorily fulfilled by employing one or more of the methods and programs provided above, the agency may develop and submit to the Budget and Control Board for approval a proposal for employee tuition aid. Each proposal shall include the following information:

- A. Program justification based on agency needs;
- B. Conditions related to the training;
- C. All classes and the number of positions in each class for which tuition aid is requested;
- D. FY cost estimates for participation in the requested program; and
- E. A service commitment and payback agreement.

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Approval of the proposal by the Budget and Control Board must precede the selection of employees for training. Further, the Board may require the agency to provide sufficient data for proper evaluation of the program's value and cost effectiveness.

19-710.08 Tuition Assistance - It is the policy of the South Carolina State Budget and Control Board that, except as provided in subregulation 19-710.05 and subregulation 19-710.07 above, no agency of South Carolina State Government may provide financial assistance for educational expenses, including payment reimbursement or remission of tuition or fees, to any State employee who takes a course at a college, university, technical school or other educational institution which is part of the institution's normal academic curriculum. In addition, the items enumerated are thereby prohibited by law in Section 129 of the Appropriations Act.

19-710.09 Exclusions - All other forms of educational assistance not specifically provided for herein or subsequently approved by the Budget and Control Board under subregulation 19-710.07 of this policy are not authorized by the Budget and Control Board and may not be given by South Carolina State agencies.

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EXHIBIT

SYNOPSIS

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SUBARTICLE 3

STATE EMPLOYEE GRIEVANCE COMMITTEE REGULATIONS
STATE BUDGET & CONTROL BOARD

Statutory Authority: S. C. Code of Laws 8-17-10 through 8-17-60

The State Employee Grievance Committee Regulations have been revised in accordance with the State Grievance Act of 1982 and replace all existing Committee regulations. The new Regulations are printed below in their entirety.

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STATE EMPLOYEE GRIEVANCE COMMITTEE REGULATIONS

REG.

19-775 State Employee Grievance Committee Regulations

19-775.01 All permanent State employees meeting the conditions specified in Section 8-17-30, 1976 Code of Laws of South Carolina, as amended, may bring proceedings before the State Employee Grievance Committee.

19-775.02 Based on Section 8-17-20, 1976 Code of Laws of South Carolina, as amended, grievances shall include dismissals, suspensions, involuntary reassignments, and demotions. Promotions shall not be deemed grievances. However, where an allegation is made that the grievant was excluded from consideration for promotion to a position for which he was qualified when the promotional opportunity occurred, and the grievant applied or would have applied if he had known of the promotion opportunity, and the State Personnel Director determines that there is any material issue of fact or conclusion to be drawn from the facts of the allegation, then the promotion shall be deemed grievable. Compensation shall not be deemed a proper subject for consideration except as it applies to alleged inequities within a particular agency. A reduction in force shall be appealable by an affected employee only if based on inconsistent or improper application of a reduction in force policy,

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procedure or plan.

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19-775.03 Grievances shall be appealed through the State Personnel Director to the State Employee Grievance Committee. The State Personnel Director shall assemble all records, reports and documentation of the earlier proceedings on the grievance and review the case to ascertain that there has been full compliance with established grievance policies, procedures, and regulations within the agency involved and shall determine whether the action is grievable to the Committee. Upon receipt of appeals of questionable jurisdiction, the State Personnel Director shall determine after consultation with the Attorney General's Office, whether an action is grievable.

19-775.04 Before the grievance is forwarded to the Committee, the State Personnel Director or his designee shall meet with both sides of the issue and try to resolve the grievance through mediation. If mediation is not successful, then the State Personnel Director shall forward as promptly as practicable to the Chairman of the State Employee Grievance Committee those requests which are determined to be in order. Any discussions by any of the parties concerned during the mediation process shall be kept confidential and shall not be used or referred to during subsequent proceedings on the appeal.

19-775.05 The State Personnel Director shall notify Committee members, the Committee Attorney and all other parties concerned of the date, time and place of grievance hearings and request their presence.

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19-775.06 The State Personnel Director shall arrange for the reproduction of pertinent records and papers and distribute copies to the members of the Committee that will hear the grievance and to the Committee Attorney prior to the date of the hearing. The State Personnel Director shall be responsible for recording the grievance hearings and shall provide to the Committee from the resources of the State Personnel Division such administrative and clerical services as may be required.

19-775.07 The following shall apply regarding witnesses and representatives.

A. After a grievance appeal has been determined to be grievable to the Committee and has been placed on the Committee's docket, the parties shall, at the request of the State Personnel Division, provide the names and complete mailing addresses of all witnesses and representatives that they desire to have present and/or testify at the hearing before the Committee. If the names and complete mailing addresses of the proposed witnesses and representatives are furnished to the State Personnel Division in writing no later than ten (10) days before the day set for the hearing of a grievance appeal, the State Personnel Division will send written notice of the date, time, and place of the hearing to the designated witnesses and representatives. The parties will be solely responsible for notifying any witnesses and representatives whose names and addresses have not been provided the State Personnel Division at least ten (10) days prior to the day set for the hearing of the date, time and place of the hearing.

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B. Prior to the date of the hearing, the State Personnel Division shall furnish each party a list of the witnesses and representatives filed by the opposing party.

C. The Division must be notified at least five (5) days prior to the hearing of any witnesses and representatives that will be present. Witnesses may not be added after this time. Representatives may be added after this time with the consent of both parties and the Committee. Representatives who will be testifying must be listed as representatives and witnesses in order to testify. No more than three representatives may be designated by either party.

19-775.08 Any materials requested by the State Personnel Division from the agency must be forwarded not more than ten (10) days following the request. Any other documents to be forwarded to the Committee prior to the hearing must be received in the State Personnel Division at least fifteen (15) days prior to the hearing.

19-775.09 Each employee granted a hearing before the Grievance Committee will receive a copy of the file submitted by the agency. In like manner, a copy of any records filed by the employee will be sent to the agency.

19-775.10 The Committee Chairman or his designee is authorized to issue subpoenas for files, records, and papers deemed pertinent to any investigation, and to subpoena witnesses at the request of either party. All subpoenas to be issued relating to the hearing will be issued by the Grievance Committee. In the event that either party in a case has difficulty in obtaining a witness's agreement to testify or to produce documents, such party must request in writing the issuance of a subpoena

at least ten (10) days before the date of the hearing. The request for a subpoena must include the name and complete address of the witness and/or a description sufficiently specific to identify the documents in question. The request shall be forwarded to the State Personnel Division. The Chairman of the State Employee Grievance Committee, for the Committee, issues the subpoena; however, the service of the subpoena is the responsibility of the requesting party. Subpoenaed documents shall be produced on the day of the hearing. Any reasonable expenses incurred by a subpoenaed witness shall be paid by the requesting party.

19-775.11 Committee hearings shall be held in appropriate facilities within the State Personnel Division, Columbia, S. C., unless otherwise specified by the Committee.

19-775.12 The State Personnel Division shall develop standard forms to be used in all grievance procedures.

19-775.13 The State Employee Grievance Committee shall consist of 18 members who shall be appointed by the State Budget and Control Board in accordance with the Act. A quorum shall consist of at least four Committee members. No hearing may be conducted without a quorum.

19-775.14 All proceedings of the Grievance Committee shall be in executive session. Only the parties involved in a hearing, the Committee Attorney, and officials specified by the Act may attend.

19-775.15 All proceedings before the Committee shall be recorded. No recording devices other than the official recorder will be allowed

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in the hearing room. The tape shall be preserved as a permanent record of the Budget and Control Board and the Committee. The tapes will not be transcribed unless the Budget and Control Board, the Chairman, the Committee Attorney, or Committee members request such transcription.

19-775.16 Each employee involved in an appeal before the Committee may be represented by an advisor or legal counsel.

19-775.17 As presiding officer, the Committee Chairman or his designee shall conduct the grievance hearing in an equitable, orderly, and expeditious fashion. The Committee will give effect to rules of privilege recognized by law. Parties will abide by the Chairman's decisions, unless a Committee member(s) voices disagreement. If this occurs, the Chairman will call a short recess to consult with the Committee and with the Committee Attorney. After consultation, the majority vote of the Committee will determine such decisions except that if the matter involves a question of law or the order of testimony, the Committee Attorney shall make the final decision and ruling. The Committee Attorney shall determine the order and relevance of the testimony and the appearance of witnesses, and shall rule on all motions, and all legal issues. The parties shall be bound by the decisions of the Committee Chairman or Committee Attorney insofar as such hearings are concerned.

19-775.18 The agency will present its case first followed by the appellant. The agency will have the option of closing first or last.

015958

19-775.19 The testimony of witnesses shall be under oath or affirmation.

19-775.20 Witnesses shall not be in the hearing room except for preliminary comments, the Committee's opening statement, and testifying.

19-775.21 Witnesses may be cross-examined.

19-775.22 The testimony of a witness who cannot appear in person may be submitted in the form of a deposition de bene esse.

19-775.23 The vote of each member of the Committee on the merits of the grievance shall be recorded. Any member agreeing with the majority decision but differing with the rationale may prepare a concurring decision. Any member voting in the minority may prepare a dissenting opinion.

19-775.24 The final decision of the State Employee Grievance Committee as it relates to an appeal shall include the (1) findings of fact, (2) statements of policy and conclusions of law, and (3) the Committee's decision.

19-775.25 Upon the Chairman's request, the Committee Attorney may assist the Committee in the preparation of its findings of fact and conclusions of law. The Committee Attorney may be present during the Committee's deliberations on its decision only upon the request of the presiding officer.

19-775.26 The Committee shall render its decision on the appeal within twenty calendar days of the conclusion of the hearing.

015959

19-775.27 The decision of the Committee members shall be transmitted in writing to the employee and the employing agency and shall be final in terms of administrative review.

19-775.28 All notices prescribed by the Grievance Act and these rules shall be by first class mail or interagency mail unless hand-delivered. All notices and correspondence pertaining to a grievance appeal shall be sent to the appellant's and the agency's designated legal counsel or advisor except as otherwise provided herein.

19-775.29 The official record on each case and all related correspondence and memoranda shall be maintained in a confidential file by the Budget and Control Board and the State Employee Grievance Committee.

19-775.30 Whenever a grievance before the Committee is initiated by or involves an employee of an agency of which a Committee member also is an employee, such member shall be disqualified from participating in the hearing.

19-775.31 A chairman and a secretary shall be elected from the membership of the Committee each year for a term beginning July 1. A meeting for election of officers shall be held as soon as practicable after appointments are made.

19-775.32 The Chairman may designate some other member of the Committee to serve as the presiding officer at a particular hearing in his absence.

19-775.33 Grievance hearings will be conducted on the date and at the time scheduled unless the Committee, acting collectively or through its Chairman, grants a postponement based upon extenuating circumstances

015960

such as illness or death. If neither party has requested a postponement or a requested postponement has been denied and either party fails to appear, the hearing will be held as scheduled. In such cases, the Committee will base its decision on a review of the record and a presentation of the case by the party present.

19-775.34 The Committee and the State Personnel Director may recommend to the Budget and Control Board that it promulgate these and other regulations as may be necessary to carry out the provisions of the State Employee Grievance Procedure Act of 1982.

EXHIBIT

FEB 8 1983 NO. 9

STATE BUDGET & CONTROL BOARD

015961

EXHIBIT

STATE BUDGET AND CONTROL BOARD
MEETING OF February 8, 1983

FEB 8 1983

NO. 10

REGULAR SESSION AGENDA

ITEM NUMBER

7

Agency: Motor Vehicle Management

STATE BUDGET & CONTROL BOARD

Subject: Proposed Proviso

The referenced proviso provides that all agencies excluding the Department of Highways and Public Transportation and SLED shall enter into a lease agreement with the Division of Motor Vehicle Management to replace all State-owned passenger vehicles as necessary.

The proviso also authorizes the Division, with approval of the Budget and Control Board, to exempt from that requirement the following agencies which operate existing maintenance facilities provided those facilities meet the certification requirements as established by the Board: Clemson University, Department of Corrections, School for the Deaf and the Blind, Department of Education, Educational Television Network, Forestry Commission, Francis Marion College, Department of Health and Environmental Control, Department of Mental Health, Department of Mental Retardation, South Carolina State College, University of South Carolina, Wildlife and Marine Resources Department, and Department of Youth Services.

The proviso further provides that the passenger fleets and maintenance operations of the Medical University of South Carolina, the College of Charleston, the Citadel, Patriots Point, and Sea Grant Consortium would be transferred to the Motor Vehicle Management Division for consolidation into one lower State motor pool.

Finally, the proviso provides that this procedure shall be implemented beginning June 30, 1983.

This item was carried over at the January 25 meeting.

Board Action Requested:

Approve.

Staff Comment:

Attachments:

015962

EXHIBIT

FEB 8 1983

NO. 10

STATE BUDGET & CONTROL BOARD

PROPOSED PROVISIO

Section _____. All agencies, excluding the S. C. Department of Highways and Public Transportation and the S. C. Law Enforcement Division, shall enter into a lease agreement with the Division of Motor Vehicle Management to replace, as necessary, all state-owned passenger vehicles. The Division is authorized to exempt with Budget and Control Board approval Clemson University, Department of Corrections, School for the Deaf and Blind, Department of Education, Educational Television Network, Forestry Commission, Francis Marion College, Department of Health and Environmental Control, Department of Mental Health, Department of Mental Retardation, S. C. State College, University of South Carolina, Wildlife and Marine Resources, and Department of Youth Services which operate existing maintenance facilities provided that those facilities meet the certification requirements as established by the Board. Provided further that the passenger fleets and maintenance operations of the Medical University of South Carolina, College of Charleston, Citadel, Patriots Point, and Sea Grant Consortium are hereby transferred to the Division for consolidation into one lower state motor pool. This procedure shall be implemented beginning June 30, 1983.

Underlined part is new

015963

EXHIBIT

FEB 8 1983 NO. 10

STATE BUDGET & CONTROL BOARD

679

Environmental Control and the appropriate standing committees of the General Assembly shall provide such information and assistance to the Committee as needed.

D. The members of the Committee shall be allowed the usual per diem, travel and subsistence expenses as provided by law for members of Boards, Committees, and Commissions. Expenses for legislative members shall be paid from the same source as the per diem, travel and subsistence expenses of their respective bodies and gubernatorial appointments shall be paid from funds available to the Governor's office.

Sec. 166. The Board of Ports Authority, and the Board of Public Safety shall submit their proposed itemized budgets to the Board and the House Ways and Means Committee. The Board of budget preparation for the next fiscal year shall be effective beginning July 1, 1983.

Sec. 167. No aircraft will be purchased for any state agency without the authorization of the State Budget and Control Board Joint Bond Review Committee.

Sec. 168. All agencies, excluding the Department of Highways and Public Transportation and the South Carolina Law Enforcement Division, shall enter into a lease agreement with the Department of Motor Vehicle Management to replace, as necessary, all State-owned passenger vehicles. This procedure shall be implemented beginning June 30, 1983.

End of Part I

PART II

Permanent Provisions

SECTION 1

It is hereby declared to be the intent of the General Assembly that the following sections shall constitute a part of the permanent laws of the State of South Carolina and the Code Commissioner is hereby directed to include same in the next edition of the Code of Laws of South Carolina and all supplements to the Code.

015964

EXHIBIT

STATE BUDGET AND CONTROL BOARD
MEETING OF February 8, 1983

FEB 8 1983

NO. 11

REGULAR SESSION AGENDA

ITEM NUMBER

8

STATE BUDGET & CONTROL BOARD

Agency: Finance Division

Subject: Transfer Requests

(a) Opportunity School: request is for authorization to transfer \$23,134 from personal service (including the \$11,984 balance in the agency head salary account) to other operating funds to provide monies to pay for utilities. The agency gives assurance that there is no intention to employ a new superintendent prior to July 1.

(b) Board of Registration for Foresters: request is for authorization to transfer \$800 from personal services to contractual services for the purpose of employing temporary help.

(c) Vocational Rehabilitation: request is for permission to transfer \$25,000 of federal funds into useable categories and to align the budget in light of present knowledge of CETA contract requirements.

(d) Mental Health: request is to transfer \$175,043 from other operating categories to personal service in order to fulfill the original intent of the agency's request to provide after-care personnel in each of the agency's 17 mental health centers. Staff advises that the headcount involved is to be absorbed within agency vacancies and that no new FTE positions are involved and, further, that the agency certifies that no filled positions will be vacated to accomplish this move.

Board Action Requested:

Approve

Staff Comment:

Attachments:

Referenced transfer documents

015965

AGENCY NUMBER: H71 AGENCY BATCH NUMBER: TR83-19 OBJECT CODE HASH TOTAL: 1778 TOTAL BATCH AMOUNT: 46,268.00 BATCH DATE: BATCH NUMBER: DOCUMENT: 3

AGENCY VOUCHER NUMBER
TR83-19

STATE OF SOUTH CAROLINA
BUDGET AND CONTROL BOARD - FINANCE DIVISION

CG WARRANT NUMBER

AGENCY TRANSFERRED TO (CRI)
NAME
W.L.Gray Opport.Sch.

APPROPRIATION TRANSFER

AGENCY TRANSFERRED FROM (DRI)
NAME
SAME

ADDRESS
W. Campus Rd.
W. Columbia SC 29169

TO REQUESTING AGENCY:
This form must be supported with documentation indicating the reason for the transfer. No commitment should be made in anticipation of the approval of a transfer.

EXHIBIT
FEB 8 1983 NO. 11

REASON FOR TRANSFER: To provide for payment of utilities (Elec. & Gas.) STATE BUDGET & CONTROL BOARD

FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R	
07	350	H71	0429	1001						0120	11,984.00			
07	350	H71	0434	1001						0158	7,217.00			
07	350	H71	1416	1001						1300	3,933.00			
TOTAL											1,578	23,134.00		

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R	
07	300	H71	0435	1001						0200	23,134.00			
TOTAL											0200	23,134.00		

REQUESTED BY: John W. King DATE: 1-20-83 STATE BUDGET ANALYST: _____ DATE: _____

To the Comptroller General and Treasurer: By unanimous approval of the Budget and Control Board, the above appropriation transfers are authorized

STATE AUDITOR: 015966 DATE: _____

Wil Lou Gray Opportunity School

W. CAMPUS ROAD
WEST COLUMBIA, SOUTH CAROLINA 29169

January 19, 1983

EXHIBIT

FEB 8 1983 NO. 11

Mr. Scott Barnes
Budget Development Board
State Auditor's Office
PO Box 11333
Columbia, SC 29211

STATE BUDGET & CONTROL BOARD

Dear Mr. Barnes

As you are aware, over the last seven months we have experienced difficulty in our ability to meet our obligation with SCE&G relative to our utility bill and the \$55,000.00 understatement originated by a faulty meter. We continue to receive letters threatening the termination of our power. This would be greatly embarrassing to the Opportunity School and an injustice to our residential students. I have appended a copy of SCE&G's letter for your inspection.

We have exhausted all internal avenues in trying to reconcile the matter. Therefore, we feel that we have no alternative other than to request that you petition the Budget and Control Board to allow us to transfer a projected sum of \$20,000.00 in surplus personal service funds and the corresponding employee benefits into our other operational categories. This transfer would permit us the latitude to expend those funds for our utility bill.

Of course we would apply these funds against a shortfall created by a budget reduction should that occur. The following explanation should adequately detail the changes that have occurred to create this surplus.

The change in required personal service payout is \$6,570.83, a decrease, which is the net result of the Superintendent's resignation and termination pay plus the projected personal service payout for one new employee and a projection of 180 extra hours for one other individual. The corresponding employee benefits change is estimated, using current factors to be \$929.34, a decrease.

The table that follows will outline the projected personal service surplus.

FACTS ABOUT THE OPPORTUNITY SCHOOL
TELEPHONE AREA CODE (803) 758-2503

1. FIRST SCHOOL OF ITS KIND IN THE UNITED STATES
2. A STATE SUPPORTED BOARDING SCHOOL
3. MORE THAN ONE HALF CENTURY OF CREDITABLE HISTORY
4. PUPILS RANGE FROM 15 YEARS OF AGE OR OLDER. FROM BEGINNERS THROUGH HIGH SCHOOL GRADUATES.



5. STANDARD CURRICULUM
6. GENERAL EDUCATION
7. CLASSES THAT FIT EVERY PUPIL
8. A COLLEGE HOME — NOT AN INSTITUTION
9. DEVELOPMENT OF INDIVIDUAL PERSONALITY
10. EQUAL EMPLOYMENT OPPORTUNITY

RECEIVED
JAN 24 1983
STATE AUDITOR'S OFFICE
BUDGET DIVISION

015967

Mr. Scott Barnes-Auditor's Office
January 19, 1983
page two

EXHIBIT

FEB 8 1983 NO. 11

STATE BUDGET & CONTROL BOARD

	<u>Personal Service</u>	<u>Employee Benefits</u>	<u>Total</u>
Original Calc.	\$6,359.05	\$9,274.30	\$15,633.35
Calc. @ 12/17/83	6,570.83	929.34	7,500.17
Total (Proj.) Surplus	<u>\$12,929.88</u>	<u>\$10,203.64</u>	<u>\$23,133.52</u>

Your careful consideration of this request and subsequent efforts on our behalf will be sincerely appreciated. Please find attached the appropriate transfer forms.

Sincerely



Pat G. Smith
Director of Facilities and Supportive Services

PTR

015968

Wil Lou Gray Opportunity School

(a)

W. CAMPUS ROAD
WEST COLUMBIA, SOUTH CAROLINA 29169

February 1, 1983

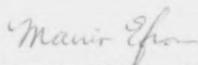
Mr. William A. McInnis
Office of Executive Director
212 Wade Hampton Office Building
PO Box 12444
Columbia, SC

Dear Mr. McInnis:

The Board of Trustees does not intend to employ a Superintendent prior to July 1. Our selection process will consume much of the remaining fiscal year and after that, an orderly transition period will complete the fiscal year.

We are aware that the approval of this transfer and subsequent application of funds, for our desired purpose, will preclude the employment of a new Superintendent before July 1.

Sincerely,



Marvin Efron, Chairman
Board of Trustees

ptr

FACTS ABOUT THE OPPORTUNITY SCHOOL
TELEPHONE AREA CODE (803) 758-2503

015969

1. FIRST SCHOOL OF ITS KIND IN THE UNITED STATES.
2. A STATE SUPPORTED BOARDING SCHOOL.
3. MORE THAN ONE-HALF CENTURY OF CREDITABLE HISTORY.
4. PUPILS RANGE FROM 15 YEARS OF AGE OR OLDER FROM BEGINNERS THROUGH HIGH SCHOOL GRADUATES.



5. STANDARD CURRICULUM.
6. GENERAL EDUCATION.
7. CLASSES THAT FIT EVERY PUPIL.
8. A COLLEGE HOME — NOT AN INSTITUTION.
9. DEVELOPMENT OF INDIVIDUAL PERSONALITY.
10. EQUAL EMPLOYMENT OPPORTUNITY.

AGENCY NUMBER: R-96 AGENCY BATCH NUMBER: OBJECT CODE HASH TOTAL: TOTAL BATCH AMOUNT: 300.00 BATCH DATE: 12/16/82 BATCH NUMBER: DOCUMENT: 3

AGENCY VOUCHER NUMBER

STATE OF SOUTH CAROLINA
BUDGET AND CONTROL BOARD - FINANCE DIVISION

CG WARRANT NUMBER

AGENCY TRANSFERRED TO ICRI
NAME: State Board of Registr. for Foresters
ADDRESS:

APPROPRIATION TRANSFER

AGENCY TRANSFERRED FROM IDRI
NAME: State Board of Registr. for Foresters
ADDRESS: (b)

TO REQUESTING AGENCY:
This form must be supported with documentation indicating the reason for the transfer. No commitment should be made in anticipation of the approval of a transfer.

REASON FOR TRANSFER: Need to transfer funds from Personal Services to Contractual Services to employ temporary assistance.

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R
06	350	R-96	0919	1001						0158	850.00 300.00		
										TOTAL	0158	850.00 300.00	

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R
	300	R-96	0919	1001						0200	850.00 300.00		
										TOTAL	0200	850.00 300.00	

REQUESTED BY C. J. Barden DATE 12/16/82 STATE BUDGET ANALYST _____ DATE _____

To the Comptroller General and Treasurer: By unanimous approval of the Budget and Control Board, the above appropriation transfers are authorized.

STATE AUDITOR 015970 DATE _____



STATE BOARD OF REGISTRATION FOR FORESTERS

P. O. BOX 21707
COLUMBIA, S. C. 29221

December 16, 1982

Ms. Frances Barr
Budget Analyst
State Auditors Office
Wade Hampton Building
Post Office Box 11333
Columbia, South Carolina 29201

Dear Ms. Barr:

Resignation of secretarial help for the State Board of Registration for Foresters has necessitated the employment of temporary secretarial help for the Board. In order to pay this temporary help, a transfer of \$300.00 from Personal Services to Contractual Services is needed.

Could you please arrange this transfer?

Thank you.

Sincerely,

Claude F. Barden

Claude F. Barden
Board Secretary

CFB:bdm

Enclosure

RECEIVED
DEC 20 1982
STATE AUDITOR'S OFFICE
BUDGET DIVISION

*need to
increase to
\$850.00
th
1-13-83*

015971

AGENCY NUMBER H73 AGENCY BATCH NUMBER _____ OBJECT CODE HASH TOTAL 1058 TOTAL BATCH AMOUNT 50,000.00 BATCH DATE _____ BATCH NUMBER _____ DOCUMENT 3

AGENCY VOUCHER NUMBER
SA0734

STATE OF SOUTH CAROLINA
BUDGET AND CONTROL BOARD - FINANCE DIVISION

CG WARRANT NUMBER _____

AGENCY TRANSFERRED TO (ICR)
NAME S.C. Vocational Rehabilitation
ADDRESS P.O. Box 4945
Columbia, S.C. 29240

APPROPRIATION TRANSFER

AGENCY TRANSFERRED FROM (ORI)
NAME Same
ADDRESS (c)

TO REQUESTING AGENCY:
This form must be supported with documentation indicating the reason for the transfer. No commitment should be made in anticipation of the approval of a transfer.

REASON FOR TRANSFER: Necessary to process expenditures.
FROM _____

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CG R
07	350	H73	0639	5000					SA0734	0158	25,000.00		
EXHIBIT													
FEB 8 1983 NO. 11													
STATE BUDGET & CONTROL BOARD													
TOTAL										0158	25,000.00		

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	CG R
07	300	H73	0639	5000					SA0734	0200	10,000.00		
07	300	H73	0639	5000					SA0734	0300	7,500.00		
07	300	H73	0639	5000					SA0734	0400	7,500.00		
TOTAL										900	25,000.00		

REQUESTED BY H.B. Elcayer, Jr. DATE 01/25/83 STATE BUDGET ANALYST _____ DATE _____

To the Comptroller General and Treasurer: By unanimous approval of the Budget and Control Board, the above appropriation transfers are authorized.

015972

STATE AUDITOR _____ DATE _____

South Carolina
Vocational Rehabilitation Department



J. S. DUSENBURY
EXECUTIVE OFFICER AND COMMISSIONER

301 LANDMARK CENTER, 3500 FOREST DRIVE
P. O. BOX 4945
COLUMBIA, SOUTH CAROLINA 29240

DATE: January 25, 1983
TO: Charles Shaw, State Budget Analyst
FROM: T. K. Curtis, Controller *TJC*
SUBJECT: Transfer of Spending Authority - CETA

The attached transfer is necessary to align the budget with the current GCR. The present state budget was prepared prior to knowledge of the spending mix for the current CETA contracts. No personnel RIF's will result from this transfer.

TKC:mrh

Attachment

015973

AGENCY NUMBER: J12 AGENCY BATCH NUMBER: OBJECT CODE HASH TOTAL: 5732 TOTAL BATCH AMOUNT: 352,086.00 BATCH DATE: BATCH NUMBER: DOCUMENT: 3

AGENCY VOUCHER NUMBER
T0015

STATE OF SOUTH CAROLINA
BUDGET AND CONTROL BOARD - FINANCE DIVISION

C G WARRANT NUMBER

AGENCY TRANSFERRED TO (CRI)
NAME: Mental Health
ADDRESS:

APPROPRIATION TRANSFER

AGENCY TRANSFERRED FROM (DRI)
NAME:
ADDRESS: (d)

TO REQUESTING AGENCY:
This form must be supported with documentation indicating the reason for the transfer. No commitment should be made in anticipation of the approval of a transfer.

REASON FOR TRANSFER: Budget Realignment - Aftercare
FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R
06	350	J12	3839	1001						0200	70,388.00		
06	350	J12	3839	1001						0300	54,585.00		
06	350	J12	3839	1001						0400	1,000.00		
06	350	J12	3839	1001						0500	17,784.00		
06	350	J12	3839	1001						0500	6,763.00		
06	350	J12	3839	1001						0600	25,523.00		
TOTAL										2500	176,043.00		

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R
06	300	J12	3839	1001						0158	70,388.00		
06	300	J12	3839	1001						0158	54,585.00		
06	300	J12	3839	1001						0158	1,000.00		
06	300	J12	3839	1001						0158	17,784.00		
06	300	J12	1443	1001						1300	6,763.00		
06	300	J12	1443	1001						1300	25,523.00		
TOTAL										3232	176,043.00		

REQUESTED BY: *J. Balling* DATE: STATE BUDGET ANALYST: *REYNA M. M. DONN* DATE: *9/28/82*

To the Comptroller General and Treasurer: By unanimous approval of the Budget and Control Board, the above appropriation transfers are authorized

015974

STATE AUDITOR: DATE:

M E M O R A N D U M

TO: Mr. Vaughn

THRU: Dr. Coles
Mr. Cantrell

FROM: George Dorn 

DATE: December 9, 1982

RE: Transfer Request, Department of Mental Health Precare, Screening, Aftercare

The Budget and Control Board allocation to the Department of Mental Health for 1982-83 contained a reduction of \$300,000 in Research & Education and a reallocation to Precare, Screening & Aftercare (attachment #1).

The original request was primarily for new positions, but none were allocated. The budget was built to fund:

Personal Service	68,957
Other Operating	<u>231,043</u>
	<u>300,000</u>

Subsequent Ways and Means Committee action reduced the other operating by \$55,000 for a net allocation in 1982-83 of \$245,000 of which \$176,043 was/is in "Other Operating" category.

The Department of Mental Health is requesting to transfer all of the \$176,043 out of other operating; \$143,757 to personal service and \$32,286 to employer contributions.

This request is based primarily on the same justification as presented in the original request in the 82-83 plan/request, concerning the need for "linkage" in the community centers to provide aftercare services primarily to patients recently released. (see Mr. Balling's letters of December 3 and 9). After examining the attached documents and studying last year's action, I believe that the need is legitimate. It is further understood that the headcount involved is to be absorbed within agency vacancies and that no new FTE's are involved. Further, the agency certifies that no filled positions will be vacated to accomplish this move.

RECOMMEND APPROVAL

attachments

015975



South Carolina Department of Mental Health

An Equal Opportunity Employer

P.O. Box 485 / 2414 Bull Street / Columbia, South Carolina 29202 / (803) 758-8090

William S. Hall, M.D. / State Commissioner of Mental Health
Racine D. Brown, Ph.D. / Assistant State Commissioner of Mental Health

December 9, 1982

Mr. George N. Dorn, Jr.
Budget Development
P. O. Box 11333
Columbia, South Carolina 29211

Dear George,

This letter is in response to our telephone conversation of December 9, 1982 regarding Department of Mental Health's request to transfer funds within its Aftercare Program.

As additional explanation, the Aftercare Program provides a critical linkage between the Psychiatric Hospital component and the Community Support Services providing contact with former hospital patients who have returned to their homes. A major cause of hospital readmissions is the failure of many former patients to continue their medication once they are independent of hospital supervision. Follow-up regarding medications as well as counseling former patients facing various crises while readjusting to home life are functions of the Aftercare Service. This service, while budgeted as a separate program, is an integral part of each Mental Health Center.

I hope this information will provide an adequate support of the submitted transfer request.

Sincerely,

Jack Balling
Budget Supervisor

JB:csh

015977



South Carolina Department of Mental Health

An Equal Opportunity Employer

P.O. Box 485 / 2414 Bull Street / Columbia, South Carolina 29202 / (803) 758-8090

William S. Hall, M.D. / State Commissioner of Mental Health
Racine D. Brown, Ph.D. / Assistant State Commissioner of Mental Health

December 3, 1982

Mr. George N. Dorn, Jr.
Budget Development
P. O. Box 11333
Columbia, South Carolina 29211

Dear George,

Attached please find a request to transfer State Appropriations within the CMHS Aftercare Program. Funds are requested to be transferred from Other Operating categories to Personal Service and Fringe. This transfer is necessary to fulfill the original intent of the Agency's request to provide aftercare personnel in each of our 17 mental health centers (Attachment No. 1).

Of the \$374,775 requested to accomplish this, the Budget & Control Board recommended that \$300,000 be reallocated from the Agency's Research and Education Program. This amount was later reduced to \$245,000 by the Legislature.

Since no headcount followed the funds to Aftercare, the allocation was originally placed in various Operating categories (Attachment No. 2). Headcount has now been reallocated internally in order to allow the Aftercare Program to proceed with the original intent. It is hereby requested that funds be reallocated to Personal Service and Fringe to accomplish this.

Sincerely,

Jack

Jack Balling
Budget Supervisor

JB:csh
Attachments

170043
RECEIVED
DEC 07 1982
STATE AUDITOR'S OFFICE
BUDGET DIVISION

015978

1981-82

J12

MENTAL HEALTH DEPARTMENT

DETAIL OF EXPENDITURES	1980-81 ACTUAL TOTAL FUNDS	1981-82 OPERAT. BUDGET ESTIMATED TOTAL FUNDS	GENERAL FUNDS	ESTIMATED TOTAL FUNDS	APPROPRIATED GENERAL FUNDS	RECOMMENDED 1982-83 ESTIMATED TOTAL FUNDS	ESTIMATED GENERAL FUNDS	CHANGE GENERAL FUNDS
RECONCILIATION:								
III. D. 1. PRECARE/AFTERCARE								
1981-82 APPROPRIATIONS PER ACT								
B & C BOARD AUTHORIZED DISTRIBUTION 81-82 BASE PAY INCREASE						876,329	876,329	
B & C BOARD AUTHORIZED DISTRIBUTION OF CONTINUED INCREMENTS 1980-81						36,353	36,353	
B & C BOARD AUTHORIZED TRANSFER FROM PROGRAM III. D. 1 TO PROGRAM IV.						18,242	18,242	
						54,259	54,259	
REVISED PROGRAM ALLOCATION 1981-82						876,665	876,665	
MAINTAIN CURRENT PROGRAM								
DISTRIBUTION OF ANNUALIZATION FUNDS FOR 81-82 BASE PAY INCREASE IN 82-83						6,724	8,724	
TOTAL MAINTAIN CURRENT PROGRAM						8,724	8,724	
PROGRAM ADDITIONAL INCREASES								
PRIORITY NO. - INCREASE IN AFTERCARE SERVICES						300,000	300,000	
TOTAL PROGRAM ADDITIONAL INCREASES						300,000	300,000	
PROGRAM REDUCTIONS								
N/A								
PROGRAM ALLOCATION 1982-83						1,185,389	1,185,385	
3. COURT SCREENING								
PERSONAL SERVICE	482,943							
CLASSIFIED POSITIONS	(23,000)							
TOTAL PERSONAL SERVICE	482,943							
OTHER OPERATING EXPENSES								
OFFICE EQUIPMENT REPAIR	206							
PHOTOCOPYING EQUIPMENT								
REPAIRS	65							
MEDICAL & HEALTH SERVICES	765,584							
HOUSEHOLD LAUNDRY, JANITORIAL &								
SECURITY SER	355							
MOTORIZED VEHICLE REPAIR	175							
SERVICES								
PRINTING, BINDING, ADV. -								
COMMERCIAL	536							

*Later Reduced
to 245,000 by above
trip & mileage from
855,000 taken from
Contractual*

EXHIBIT

FEB 8 1983 No. 11
STATE BUDGET & CONTROL BOARD

015979

MENTAL HEALTH DEPARTMENT

1440

INCREASES

PROGRAM NAME Precare, Screening, AftercarePROGRAM CODE 25/50 / 01 / 00

RELATIONSHIP OF THIS INCREASE TO PROGRAM OBJECTIVES (listed on 82-P3)

This increase is necessary to meet the demands for services for an ever increasing number of patients referred to this program. Furthermore the current level of services to this population is less than desirable. Most of these patients have chronic diagnoses which necessitate long term provision of services from the division of Community Mental Health Services interfaced with supportive services from the community.

Jim 1982-83 JIAN

EXPLANATION OF NEED AND PRIORITY ASSIGNMENT

The number one goal of the South Carolina Department of Mental Health is to accelerate the orderly and responsible shift in the locus of mental health services from centrally basic resources to regional and community based resources.

In the past five years the number of patients served in precare/aftercare programs has greatly increased in number as well as need for more in-depth services designed to treat and maintain them in the local community. Third party provider requirements and the implementation of standards have increased the mandates for quality care and documentation of same. The present staff have such high staff/patient ratios that it is essential to have additional personnel assigned to these services. We believe that seventeen new positions would be a minimal increase in staff that would enable each community mental health center to have one additional person to strengthen the medical management and community outreach efforts necessary to maintain these persons in the local community. The cost for contractual services and medications for the medically indigent patients has risen significantly due to inflation and an ever increasing number of patients seeking services - thus the need for a significant increase in operating funds. We therefore believe that this request should be given high priority.

OTHER ALTERNATIVES CONSIDERED

Reallocation of departmental resources into community mental health centers may occur if significant reductions in the need for centrally based facilities are accomplished.

Reallocation of staff time in community mental health centers may have to occur to meet demands in this service area.

015980

1982-83

SCHEDULE OF ADDITIONAL INCREASES

AGENCY NAME Mental Health

Tom 82-83 PLAN

AGENCY CODE J1

Page No. 209

PROGRAM NAME Precare, Screening, Aftercare

PROGRAM CODE 251 50 101 100

PRIORITY # 68

LINE NO. (1)	ITEMS (2)	BUDGET REQUEST 82-83				PROJECTED 83-84			PROJECTED 84-85		
		TOTAL (3)	STATE (4)	FEDERAL (5)	OTHER (6)	TOTAL (7)	STATE (8)	FED/OTHER (9)	TOTAL (10)	STATE (11)	FED/OTHER (12)
010	Personal Service	272,017	272,017			301,939	301,939		335,152	335,152	
020	No. of Positions	(17)	(17)	()	()	(17)	(17)	()	(17)	(17)	()
030	Employer Contributions	48,758	48,758			55,201	55,201		63,187	63,187	
040	Other Operating Expenses	54,000	54,000			59,346	59,346		64,865	64,865	
050	Other Items										
060	TOTAL	374,775	374,775			416,486	416,486		463,204	463,204	

015981

010 IF FUNDING FOR THIS INCREASE IS NOT RECOMMENDED BY THE BUDGET & CONTROL BOARD, WOULD YOU PREFER AN INTERNAL REDUCTION TO FUND THIS INCREASE? YES [] NO []

020 IF YES, FROM WHAT PROGRAM(S)? (USE PROGRAM CODES)

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 12 REGULAR SESSION AGENDA
MEETING OF February 8, 1983 STATE BUDGET & CONTROL BOARD ITEM NUMBER 9

Agency: Attorney General's Office

Subject: Civil Contingent Fund Transfer Request

Deputy Attorney General Frank Sloan advises that the Attorney General's Office has expended all of the funds authorized for carry forward into this fiscal year for use in the Catawba Indian land suit and that a \$2,000 deficit now exists in that account.

Mr. Sloan asks that the \$125,000 included in the Civil Contingent Fund for this litigation be transferred to the Attorney General's Office in that additional expenses during this fiscal year are expected. He also notes that a proviso is proposed in Section 10 of the 1983-84 appropriations bill which will again permit the carry forward of any unexpended funds.

Board Action Requested:

Consider.

Staff Comment:

Attachments:

Sloan 1/25/83 letter to Vaughn plus attachments

015982

The State of South Carolina



Office of the Attorney General

EXHIBIT

FEB 8 1983 NO. 12

STATE BUDGET & CONTROL BOARD

T. TRAVIS MEDLOCK
ATTORNEY GENERAL

REMBERT C. DENNIS BUILDING
POST OFFICE BOX 11549
COLUMBIA, S.C. 29211
TELEPHONE 803-758-3970

January 25, 1983

Mr. Edgar Vaughn
State Auditor
Wade Hampton Building
Columbia, S. C.

Dear Mr. Vaughn:

This Office has expended all funds authorized for carryforward into this fiscal year for use in the Catawba Indian Land Suit. We have received an additional billing and now have a \$2,000. deficit in this account.

We request that the \$125,000. appropriated to the Civil Contingent Fund for this litigation be transferred to this Office. Additional expenses during this fiscal year are expected. A proviso proposed in Section 10 of the 83/84 appropriations bill will again permit the carryforward of any unexpended funds.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in cursive script that reads "Frank K. Sloan".

Frank K. Sloan
Deputy Attorney General

FKS/rt

RECEIVED
JAN 27 1983
STATE AUDITOR'S OFFICE
BUDGET DIVISION

RECEIVED
JAN 27 1983
STATE AUDITOR'S OFFICE
DIVISION OF ADMINISTRATION

RECEIVED
JAN 27 1983
BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

015983

AGENCY NUMBER: P02 AGENCY BATCH NUMBER: OBJECT CODE HASH TOTAL: 12200 TOTAL BATCH AMOUNT: \$125,000.00 BATCH DATE: BATCH NUMBER: DOCUMENT: 3

AGENCY VOUCHER NUMBER

STATE OF SOUTH CAROLINA
BUDGET AND CONTROL BOARD - FINANCE DIVISION

C G WARRANT NUMBER

AGENCY TRANSFERRED TO (CRI)
NAME: Attorney General
ADDRESS: PO Box 11549
Columbia, SC 29211

APPROPRIATION TRANSFER

AGENCY TRANSFERRED FROM (DRI)
NAME: B&C - Exec. Dir.
ADDRESS: PO Box 12444
Columbia, SC 29211

TO REQUESTING AGENCY:
This form must be supported with documentation indicating the reason for the transfer. No commitment should be made in anticipation of the approval of a transfer.

REASON FOR TRANSFER: To pay litigation costs related to the Catawba Indian land claim.

FROM

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R
										6100	125,000.00		
EXHIBIT													
FEB 8 1983 NO. 12													
STATE BUDGET & CONTROL BOARD													
TOTAL										6100	125,000.00		

TO

FM	TRANS CODE	AGCY NO	MINI CODE	SUB FUND CODE	SUB SIDIARY ACCOUNT NO	ENCUM BRANCE NO	M O D	PROJECT CODE	AGENCY REFERENCE NUMBER	OBJECT CODE	TRANSACTION AMOUNT	MULTI PURPOSE CODE	C G R
	300	E20	3242	1014						6100	125,000.00		
TOTAL										6100	125,000.00		

REQUESTED BY _____ DATE _____ STATE BUDGET ANALYST _____ DATE _____

To the Comptroller General and Treasurer: By unanimous approval of the Budget and Control Board, the above appropriation transfers are authorized.

STATE AUDITOR **015984** DATE _____

MEETING OF February 8, 1983

FEB 8 1983

NO. 13

ITEM NUMBER

10

STATE BUDGET & CONTROL BOARD

Agency: Division of General Services

Subject:

Request for approval of financing of Information Technology Equipment

The Division of General Services needs to procure three terminals and a printer. The terminals and printer will be lease-purchased by state term contract from IBM. Purchase price will be \$22,753.33. Monthly payments will be \$483.44. Present interest rate will be 10%.

Materials Management Office will advise Board of financier selected, interest rate, and monthly payments when Board considers this item.

Board Action Requested:

Approval of request of financing of Information Technology equipment

Staff Comment:

Attachments:

015985



STATE OF SOUTH CAROLINA

BUDGET AND CONTROL BOARD
DIVISION OF GENERAL SERVICES
300 GERVAIS STREET
COLUMBIA, S.C. 29201

T.M. COPELAND
DIVISION DIRECTOR
(803) 758-2228

M E M O R A N D U M

TO: Tony Ellis, Acting Deputy Director
General Services

FROM: Harold Stewart, Information Technology Management Officer
Materials Management Office *Harold Stewart*

SUBJECT: Lease Purchase Financing of IT Equipment

DATE: February 4, 1983

For Board Meeting:	February 8, 1983
Agency:	Division of General Services
Item:	Three Terminals and One Printer (\$22,753.33)
Financier:	IBM Corporation
APR:	10%
Payments:	\$483.44 monthly for 60 months.

hj

FEB 05 1983

015986

EXHIBIT

STATE BUDGET AND CONTROL BOARD

MEETING OF February 8, 1983

FEB 8 1983

NO. 14

REGULAR SESSION AGENDA

ITEM NUMBER

11

STATE BUDGET & CONTROL BOARD

Agency: State Personnel Division

Subject: Grievance Transcription Costs

The State Employee Grievance Procedure Act, Section 8-17-340, S. C. Code provides that the grievant or, with Budget and Control Board approval, the responding agency may appeal the State Grievance Committee's final decision to a court of common pleas. As soon as an appeal is registered, the appellant requests that the State Personnel Division provide a transcription of the State Grievance committee hearing.

Board Action Requested:

It is requested that the Board authorize the State Personnel Division to charge the appealing party, whether it is the grievant or the agency, the cost of transcribing the tapes of the hearing before the State Grievance Committee. At the last Board meeting the Board approved the agency being charged, but we are now requesting that the grievant and the agency be charged.

Staff Comment:

The last two grievances the State Personnel Division had transcribed cost \$2,664 and \$1,091.

Attachments:

015987

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 15 REGULAR SESSION AGENDA
MEETING OF February 8, 1983 STATE BUDGET & CONTROL BOARD ITEM NUMBER 12

Agency: Parks, Recreation and Tourism

Subject: Foreign Travel

Executive Director Brinkman asks Budget and Control Board approval for the travel of Division of Tourism Director Robert G. Liming and Ms. Susan M. Chandler of the Tourism Division to Berlin, Germany, during the March 2-14, 1983 period for the purpose of representing South Carolina at the International Tourism Exchange. The total estimated cost of this travel is \$5,100 and is to be paid from funds appropriated for development and promotion.

Board Action Requested:

Approve.

Staff Comment:

015988

Attachments:

Brinkman 1/17/83 letter to Putnam

EXHIBIT

RECEIVED

FEB 8 1983 NO. 15

JAN 20 1983



STATE BUDGET & CONTROL BOARD

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

Fred P. Brinkman
Executive Director
(803) 758-2566

January 17, 1983

Mr. William T. Putman, Executive Director
Budget and Control Board
212 Wade Hampton Office Building
Post Office Box 12444
Columbia, South Carolina 29211

Dear Bill:

I am writing to request Budget and Control approval for Mr. Robert G. Liming, Director of the South Carolina Department of Parks, Recreation and Tourism's Division of Tourism and Ms. Susan M. Chandler of PRT's Tourism Division to represent South Carolina at the International Tourism Exchange (ITB) in Berlin March 2-14, 1983

This trip and participation in the biggest trade and consumer travel show in Europe, which draws almost 100,000 participants, is made possible through the special PRT International Marketing program. As you are aware, South Carolina is actively seeking to increase the state's travel business with the lucrative European market, and this will mark the third year for South Carolina to be at ITB.

I might note that this PRT program helped attract an estimated 17,000 Western European visitors to the Palmetto State in 1981, and these same visitors spent some \$4.3 million, bringing the state a return of approximately \$43 for each \$1 invested by PRT. In addition, PRT's European Marketing program has been honored by the Travel Industry Association of America as the best state travel office marketing plan in the United States.

All transportation, housing, meals and related expenses for the two representatives will be paid out of regular funds appropriated for development and promotion. The total costs are estimated to be \$5,100.00.

If there is any additional material you or the Board may need please feel free to call me at any time.

Sincerely,

A handwritten signature in cursive script, appearing to read "Fred", written in dark ink.

Fred P. Brinkman

FPB/bf

cc: Edgar Vaughn, State Auditor

015989

South Carolina Department of Parks, Recreation & Tourism

Suite 113, Edgar A. Brown Building ■ 1205 Pendleton Street ■ Columbia, South Carolina 29201

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 16 REGULAR SESSION AGENDA
MEETING OF February 8, 1983 ITEM NUMBER 14

STATE BUDGET & CONTROL BOARD

Agency: Executive Director's Office

Subject: Agenda Procedures

Proposed for adoption by the Board are various matters relating to the assembly and distribution of Budget and Control Board agenda materials and meeting minutes.

Included is a definition of a Budget and Control Board agenda item which is designed to improve the quality of the agenda materials submitted to the Board, especially by the several divisions of the Board itself. As proposed, materials submitted which do not include the several elements specified would be considered incomplete and not appropriate for inclusion as agenda items.

Also included are deadlines for submitting materials and for their distribution as agenda sets.

This item was carried over at the January 25 meeting.

Board Action Requested:

Consider for adoption.

Staff Comment:

015990

Attachments:

Referenced Budget and Control Board agenda procedures dated January 1983

CORRECTION

EXHIBIT

RECEIVED

FEB 8 1983 NO. 15

JAN 20 1983



STATE BUDGET & CONTROL BOARD

BUDGET AND CONTROL BOARD
OFFICE OF EXECUTIVE DIRECTOR

Fred P. Brinkman
Executive Director
(803) 758 2566

January 17, 1983

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Budget and Control Board
212 Wade Hampton Office Building
Post Office Box 12444
Columbia, South Carolina 29211

Dear Bill:

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If there is any additional material you or the Board may need please feel free to call me at any time.

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A handwritten signature in dark ink, appearing to read "Fred", written over a horizontal line.

Fred P. Brinkman

FPB/bf

cc: Edgar Vaughn, State Auditor

015989

South Carolina Department of Parks, Recreation & Tourism

Suite 113, Edgar A. Brown Building • 1205 Pendleton Street • Columbia, South Carolina 29201

EXHIBIT

STATE BUDGET AND CONTROL BOARD FEB 8 1983 NO. 16 REGULAR SESSION AGENDA
MEETING OF February 8, 1983 STATE BUDGET & CONTROL BOARD ITEM NUMBER 14

Agency: Executive Director's Office

Subject: Agenda Procedures

Proposed for adoption by the Board are various matters relating to the assembly and distribution of Budget and Control Board agenda materials and meeting minutes.

Included is a definition of a Budget and Control Board agenda item which is designed to improve the quality of the agenda materials submitted to the Board, especially by the several divisions of the Board itself. As proposed, materials submitted which do not include the several elements specified would be considered incomplete and not appropriate for inclusion as agenda items.

Also included are deadlines for submitting materials and for their distribution as agenda sets.

This item was carried over at the January 25 meeting.

Board Action Requested:

Consider for adoption.

Staff Comment:

015990

Attachments:

Referenced Budget and Control Board agenda procedures dated January 1983

EXHIBIT

FEB 8 1983 NO. 16

STATE BUDGET & CONTROL BOARD

BUDGET AND CONTROL BOARD

AGENDA PROCEDURES

January 1983

Contents

- I. *What is a Budget and Control Board agenda item?*
- II. *When are agenda materials to be submitted?*
- III. *Where are agenda materials to be submitted?*
- IV. *In what form and in how many copies are agenda materials to be supplied?*
- V. *When are agenda sets distributed and to whom?*
- VI. *Current meeting and agenda preparation schedule*
- VII. *Agenda Item Worksheet*

015991

EXHIBIT

FEB 8 1983 NO. 16

STATE BUDGET & CONTROL BOARD

I. What is a Budget and Control Board agenda item?

A Budget and Control Board agenda item is a means of providing information to the Board formally and of asking the Board to take an action in response to the information provided.

A Budget and Control Board agenda item includes the following five elements:

- (1) Submitter (who or what agency forwarded the item?);
- (2) The subject of the item (expressed in rather broad categories, need never exceed ten words);
- (3) Summary background information (a capsule of the events or circumstances which put the action requested in context);
- (4) The specific action requested of the Board; and
- (5) Supporting documentation (the detailed information upon which the requested Board action is based; should be provided in written form for attachment but, in some cases, can also be indicated as being available from the submitter upon request).

Materials submitted as possible agenda items which do not include these five elements will be considered as incomplete submissions and will not be included as agenda items.

A form is attached which may be freely copied for use in submitting materials proposed as agenda items. Its use by the several Board divisions is required. (See "Agenda Item Worksheet" at end of this document.)

All persons submitting materials as agenda items are encouraged to document fully the action being requested of the Board. Board divisions, in particular, are encouraged to submit complete source documents from which pertinent information can be abstracted as needed.

015992

EXHIBIT

FEB 8 1983 NO. 16

- 2 -

STATE BUDGET & CONTROL BOARD

II. When are agenda materials to be submitted?

A schedule of Budget and Control Board meetings for each calendar year is adopted by the Board. These meetings are scheduled to be held on the second and fourth Tuesday in each month of the year.

Materials to be considered for agenda items for any of these meetings must be submitted to the Board's Secretary not later than 1:00 p.m. on the Wednesday next preceding the scheduled meeting at which Board consideration of the material is proposed. A schedule (VI) listing the actual dates in relation to the currently-approved Board meeting schedule is attached.

In the event a regular business meeting of the Board is rescheduled, agenda materials must be provided to the Board Secretary not later than 1:00 p.m. on the sixth day preceding the date of the meeting at which the material is proposed for consideration.

III. Where are agenda materials to be submitted?

Agenda materials are to be delivered to the Board Secretary's office, Rooms 600 and 601, Wade Hampton Office Building.

IV. In what form and in how many copies are agenda materials to be supplied?

An original or a clear, reproducible copy of most materials will suffice. If supporting documentation is lengthy, or if it consists of bound reports, 12 copies should be provided.

015993

EXHIBIT

FEB 8 1983 NO. 16

- 3 -

STATE BUDGET & CONTROL BOARD

V. When are agenda sets and indexes distributed and to whom?

Full sets of agenda materials are distributed locally on the Friday next preceding the scheduled Tuesday meetings. In addition, duplicate sets are mailed to the offices of the out-of-town Board members.

Individual agenda items and indexes are mailed to division directors also.

Agenda indexes for the "blue" agenda and the regular session agenda are posted not less than twenty-four hours prior to the scheduled meeting time in the office of the Governor's Press Secretary and near the Board Secretary's Office. Blue agenda indexes are mailed to various persons.

PRESENT DISTRIBUTION OF AGENDA MATERIALS AND MEETING MINUTES

	Agenda Materials (Sets)	Meeting Minutes (Copies)
Governor	2	2
State Treasurer	1	1
Comptroller General	1	1
Chairman, Senate Finance	2	2
Chairman, Ways and Means Com.	2	2
Executive Director	1	1
Deputy Attorney General	1	1
Lieutenant Governor's staff	1 (no exec. session)	-
Ways and Means staff	2 (no exec. session)	2 (no exec. session)
State Treasurer's staff	1 (no exec. session)	1 (no exec. session)
BCB Division Directors	1 (individual items)	-
Board Files	<u>1</u>	<u>2</u>
Total	<u>16</u>	<u>15</u>

015994

EXHIBIT

FEB 8 1983 NO. 16

BUDGET AND CONTROL BOARD
 VI. 1983 MEETING AND AGENDA PREPARATION SCHEDULE STATE BUDGET & CONTROL BOARD

<u>Number</u>	<u>Meeting</u> <u>Date</u>	<u>Agenda Materials Deadline</u> <u>Not Later Than 1:00 P. M.</u>
1	Tuesday, January 11	Wednesday, January 5
2	Tuesday, January 25	Wednesday, January 19
3	Tuesday, February 8	Wednesday, February 2
4	Tuesday, February 22	Wednesday, February 16
5	Tuesday, March 8	Wednesday, March 2
6	Tuesday, March 22	Wednesday, March 16
7	Tuesday, April 12	Wednesday, April 6
8	Tuesday, April 26	Wednesday, April 20
9	Tuesday, May 10	Wednesday, May 4
10	Tuesday, May 24	Wednesday, May 18
11	Tuesday, June 14	Wednesday, June 8
12	Tuesday, June 28	Wednesday, June 22
13	Tuesday, July 12	Wednesday, July 6
14	Tuesday, July 26	Wednesday, July 20
15	Tuesday, August 9	Wednesday, August 3
16	Tuesday, August 23	Wednesday, August 17
17	Tuesday, September 13	Wednesday, September 7
18	Tuesday, September 27	Wednesday, September 21
19	Tuesday, October 11	Wednesday, October 5
20	Tuesday, October 25	Wednesday, October 19
21	Tuesday, November 8	Wednesday, November 2
22	Tuesday, November 22	Wednesday, November 16
23	Tuesday, December 13	Wednesday, December 7
24	Tuesday, December 27	Wednesday, December 21

015995

EXHIBIT

FEB 8 1983 NO. 16

BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET

STATE BUDGET & CONTROL BOARD

For meeting scheduled for:

Blue Agenda
 Regular Session Agenda
 Executive Session Agenda

1. Submitted By:

2. Subject:

3. Summary Background Information:

4. What is Board Asked To Do?

5. Supporting Documents:

List Those Attached

List Those Not Attached But Available
from Submitter

015296