

RULES AND PROCEDURES

SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION

I. Procedures Concerning Commission Meetings

1. Regular meetings of the Commission shall be held at 10:30 a.m. on the first Thursday of each calendar month. Meetings will be scheduled to permit the Commission periodically to visit each campus of the public colleges and universities.
2. Special meetings may be called by the Chairman or upon the request of one-third of the members. No meeting will be convened on less than forty-eight hours notice without the consent of two-thirds of the members.
3. The Chairman shall preside at all meetings of the Commission. If the Chairman is absent, the Vice Chairman shall preside over the Commission meeting. The Chairman will be elected annually in January and may serve no more than four consecutive years in that capacity.
4. A majority of the members of the Commission shall constitute a quorum.
5. The Executive Director shall prepare an agenda for each meeting. To the extent feasible, the Executive Director shall send copies of the agenda and related materials one week in advance of the meeting. Committee recommendations that require Commission action must be submitted in writing to members of the Commission at least forty-eight (48) hours prior to a regular meeting, and at least twenty-four (24) hours prior to a special meeting, provided, however, that at any meeting this requirement may be suspended upon approval of three-fourths of the members present at that meeting.
6. Robert's Rules of Order shall be followed.
7. Meetings of the Commission are open; executive sessions may be called only in accordance with the S.C. Freedom of Information Act. No Commission member shall designate an alternate to attend meetings. The following officials will be invited to all open meetings and be provided copies of material sent in advance to Commission members: the State Superintendent of Education; the Executive Director of the State Board for Technical and Comprehensive Education; the Executive Vice President of the South Carolina College Council; the Chairman of the Council of Presidents of Public Senior Colleges and Universities; the Chairman of the Advisory Council of Private College Presidents; the President of the South Carolina Organization of Private Postsecondary (Proprietary) Schools; and the Education Aide to the Governor. Additionally, all public institutional heads and the State Board for Technical and Comprehensive Education will be sent a copy of the agenda prior to each Commission meeting.
8. Minutes of all open meetings of the Commission shall be kept by the Executive Director and distributed to each member as soon thereafter as possible.

II. Procedures Concerning Commission Staff

1. The Commission shall employ a full-time director with the title of Executive Director to serve as its chief administrator, and such other staff as needed.
2. Duties of the Executive Director shall include:
 - a. Serve as the professional administrator and executive secretary of the Commission.
 - b. Advise the Commission on all educational matters, recommend policies and procedures, direct all operations of the Commission office.
 - c. Keep minutes of all Commission meetings.
 - d. Recommend a staff organization and candidates for all positions.
 - e. Represent the Commission in groups, bodies, agencies, and organizations as approved by the Chairman.
 - f. Perform such other duties as may be assigned by the Commission.

III. Procedures Concerning Commission Committees

1. Executive Committee

- a. The Executive Committee of the Commission shall be composed of the Chairman of the Commission, who shall act as the Committee's presiding officer, the Vice Chairman, and the chairmen of the standing committees of the Commission.
- b. The Executive Committee shall have the power to act upon those matters delegated to it and perform such duties as assigned by the full Commission. When appropriate it will serve as the Steering Committee for such projects or programs not clearly within the purview of another Standing Committee.

2. Standing Committees

Act 410 (1978) states that "The commission shall create from among its membership such standing committees as it may deem necessary. The creation of the committees and their duties shall be prescribed by a two-thirds vote of the membership of the commission. Special committees may be created and their duties prescribed by a majority vote of the membership of the commission."

Members of standing committees will be appointed by the Chairman annually, at the January meeting or as soon thereafter as possible. Members may be reappointed. The standing committees are as follows:

- Academic Programs
- Business and Finance
- Facilities
- Health and Medical Education
- Legislative Relations
- Public Information

3. One member of the Commission will serve on the Advisory Council on Community Service and Continuing Education (Title I-A, Higher Education Act of 1965 as amended). The Advisory Council, which includes representatives from educational institutions, other State government agencies and the public, advises the Commission in discharging its responsibility for administering this federal program.
4. The Chairman will appoint members to any special committees created by the Commission.

IV. Reimbursement for Members of the Commission on Higher Education

1. A provision of the annual Appropriation Act states:

"Members of the State Boards, Commissions or Committees, whose duties are not full-time, and who are paid on a per diem basis, shall be allowed reimbursement for actual expenses incurred at the general daily rates provided for in this section while away from their places of residence on official business of the State."

The 1978-79 Appropriation Act sets the per diem allowance at \$35.00; authorizes reimbursement for actual expenses for lodging; places a ceiling of \$12.00 per day for reimbursement of actual expenses for meals while traveling in the State; and establishes a rate of 16 cents per mile for use of a personal automobile in traveling on official business of the State. 206 1980-81

Regulations require that claims for lodging be accompanied by a receipt. Receipts are not required for meals. When using a personal automobile in traveling on official business, the traveler must proceed by the most direct route practicable, and substantial deviations from the distances shown on the current State Highway Map of the S.C. Highway Department should be explained.

2. Commission members are paid per diem for attending a Commission meeting, a meeting of a committee appointed by the Commission, an appearance before a legislative body on behalf of the Commission, or for any other public activity which is carried on for the Commission. Payment is on a calendar day basis. Members attending more than one meeting in a day (e.g., a committee meeting and a Commission meeting) will be paid per diem for one day. If a meeting is carried over to the next day, however, reimbursement will be for two days.

The miles traveled will be calculated from the member's city or town of residence, using the current State Highway System Map. If the actual mileage significantly deviates from the official mileage, the member may submit a written statement showing the correct distance, and that statement will be the basis for calculating reimbursement.

The Commission does not reimburse the travel expenses of a member

whose residence or office is in the greater metropolitan area in which the site of the meeting is located.

To obtain reimbursement, the member will complete a work sheet (copy attached) and sign two blank State expense vouchers (copy attached). Normally the staff will distribute these forms at the meeting. The Commission's Accountant will complete the official travel voucher which will be processed to the Comptroller General who will write a check for reimbursement. The Accountant will mail the check and a copy of the official voucher to the member. The voucher should be retained for reference when filing income tax returns, as no other record of payments is provided.