Call to Order

Notification as required by the South Carolina Freedom of Information Act was given at least twenty-four hours before the meeting by posting the notice and agenda on the bulletin board located on the ground floor public entrance of Sikes Hall, Clemson University and on the Clemson University Board of Trustees website. Additionally, notice of, and the agenda for, the meeting was sent via email to the distribution list maintained by the Office of Media Relations which includes approximately 80 reporters and editors at the major daily newspapers, television, and radio stations in S.C.

After notification as required by the Freedom of Information Act, Trustee McKissick, Chair, called the meeting to order at 9:00 a.m. with the following present:

Committee Members: Smyth McKissick, Chair, presiding; David Dukes; Joe Swann; and David Wilkins, Trustee Emeritus

Trustees: Chair of the Board Kim Wilkerson, Nicky McCarter, Cheri Phyfer, Bill Smith, Patti McAbee

Trustee Emeritus: J.J. Britton

Administration: Hank Morrow, Executive Secretary to the Board of Trustees; Chip Hood, General Counsel

Guests: Kevin McKinney, CCIT; Jon Clayton, CCIT; Scott Smith, CCIT; Joe Galbraith, Communications; Kristina Sanderson, Office of the Board of Trustees, Danielle Arrington, Office of the Board of Trustees

Media: Caitlin Herrington, Post and Courier

Hank Morrow called the roll of the committee. Trustee McKissick noted a quorum was present.

Joe Galbraith introduced the media in attendance.

Task Force Committee Charge ................................................................. Smyth McKissick
The Board Manual directs us to undertake a periodic and thorough examination of our policy structure to be certain our policies are correct and functioning properly. The charge of this Policy Governance Advisory Task Force is to undertake a thorough examination of our policy structure including specific policies this Board has passed and to identify where policies are needed.

The Task Force should:
- a) optimize governance utilizing a set of policy tools and methods. Study where policies are needed and create guidelines/policies for absent areas or subjects. Highlight values, quality of learning, fiscal responsibility, and efficiency during this process. These policies should effectively hold the Administration accountable to the Board and allow the Board to judge the performance of the University.
- b) review and modify the current Operating Manual of the Board of Trustees where necessary and analyze the use of the by-laws format. This will reset the three-year annual review requirement per the guidance in Chapter 1 of the manual.
- c) Inventory current policies, create revisions where needed, and/or formally discard outdated ones.

This Task Force will have a limited duration, ending when the Board takes final action on their recommendations. The Task Force should set a timetable for its work including a proposed date for delivery of its recommendations.

Executive Session

Trustee McKissick said it was necessary to go into Executive Session to receive legal advice for policies related to the governing authority for the Board of Trustees. Trustee Dukes moved to go into executive session. Trustee Swann seconded the motion. The motion was approved unanimously. The committee entered executive session at 9:06 a.m.

Adjourn

No decisions were made, and no votes were taken. Trustee McKissick adjourned the executive session at 9:38 a.m.

Respectfully submitted,

Hank Morrow

Executive Secretary to the Board of Trustees

Approved ___________________  Date ___________________