

AGENCY NAME:	COLLEGE OF CHARLESTON		
AGENCY CODE:	H150	SECTION:	015

**Fiscal Year 2016-2017
Accountability Report**

SUBMISSION FORM

AGENCY MISSION	<p align="center">Mission, Vision and Values</p> <p align="center">Honoring the timeless principles of the liberal arts and sciences.</p> <p>The College of Charleston is a state-supported comprehensive institution providing a high-quality education in the arts and sciences, education and business. The faculty is an important source of knowledge and expertise for the community, state and nation.</p> <p>Consistent with its heritage since its founding in 1770, the College retains a strong liberal arts undergraduate curriculum. Located in the heart of historic Charleston, it strives to meet the growing educational demands primarily of the Lowcountry and the state and, secondarily, of the Southeast. A superior undergraduate program is central to the mission of the College of Charleston. As a prominent component of the state's higher education system, the College encourages and supports research.</p> <p>In addition to offering a broad range of baccalaureate degree programs, the College incorporates the University of Charleston, South Carolina (UCSC), established by state statute in 1992, which serves as a research institution where the graduate and research programs associated with the College are housed. UCSC provides master's degree programs and anticipates offering a limited number of doctoral degrees should location and need warrant. The College also provides an extensive credit and non-credit continuing education program and cultural activities for residents of the Lowcountry of South Carolina.</p> <p>The College of Charleston seeks applicants capable of successfully completing degree requirements and pays particular attention to identifying and admitting students who excel academically. The College of Charleston serves a diverse student body from its geographic area and also attracts students from national and international communities. The College provides students a community in which to engage in original inquiry and creative expression in an atmosphere of intellectual freedom. This community, founded on the principles of the liberal arts tradition, provides students</p>
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the opportunity to realize their intellectual and personal potential and to become responsible, productive members of society.

The Mission Statement (also called the Statement of Purpose) has been approved or revised by the State College Board of Trustees or the College of Charleston Board of Trustees on January 16, 1974; March 12, 1986; January 16, 1991; February 15, 1994; July 13, 2006; July 23, 2014; and August 25, 2014.

AGENCY VISION

See Above

Please select yes or no if the agency has any major or minor (internal or external) recommendations that would allow the agency to operate more effectively and efficiently.

	Yes	No
RESTRUCTURING RECOMMENDATIONS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please identify your agency's preferred contacts for this year's accountability report.

	<i>Name</i>	<i>Phone</i>	<i>Email</i>
PRIMARY CONTACT:	Paul D. Patrick	843-714-3685	patrickpd@cofc.edu
SECONDARY CONTACT:	Samuel B. Jones	843-953-6367	jonessa@cofc.edu

I have reviewed and approved the enclosed FY 2016-2017 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	
(TYPE OR PRINT NAME):	Glenn F. McConnell

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BOARD/CMSN. CHAIR (SIGN AND DATE):	
(TYPE OR PRINT NAME):	David M. Hay

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AGENCY'S DISCUSSION AND ANALYSIS

The College of Charleston (hereafter, "the College"), including its component, the University of Charleston, South Carolina, has long been required by its regional accreditor and various secondary accreditors to have a strategic planning process. The current strategic plan was approved by the College of Charleston Board of Trustees in 2009, following a lengthy developmental process that engaged the College's various constituencies. Minor revisions have been made to the plan since its initial approval, with the most recent revisions made in 2013. The plan is posted at <http://www.cofc.edu/strategicplan/>. The College's Board also has adopted a diversity strategic plan and a campus master plan, both of which are responsive to the priorities outlined in the College's strategic plan.

In addition to our strategic plan and campus operation being continually evaluated internally and annually evaluated by the executive and legislative branches of state government, this past fiscal year the College completed its ten-year re-affirmation process with our regional accreditor, the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC). This was robust and comprehensive review of our entire campus with standards reaching from plant operations to faculty credentialing. We submitted our formal written report in fall of 2016 and hosted an on-campus review team this past spring. The College received high praise for both our written report and our campus visit. We received zero recommendations and we fully anticipate final approval by the SACSCOC at their annual meeting later this calendar year.

The strategic plan is central to the College's annual process for budgetary development. All department, school, office, and divisional budget requests must be aligned with one or more of the plan's ten strategies. Each of the strategies is associated with a prioritized listing of tactics, which is periodically updated. Currently the strategic plan has 94 tactics, a reduction from the original 118 tactics approved in 2009. For each fiscal year, only some tactics receive funding, depending on the resources available for that year.

For the 2016-2017 Accountability Report, the College has once again adapted its strategic plan – consisting of goals, strategies, and tactics -- to align with the state's new strategic planning template, including the "1.1.1" template for goals, strategies, and objectives. For each objective in the strategic planning template, the College has included a parenthetical reference to the associated strategy and tactic in our strategic plan. For example, a parenthetical reference to "3.2" indicates that the objective is drawn from Strategy 3, Tactic 2, as provided in the College's strategic plan. In an effort to comply with the suggested number of goals, strategies, and objections, not all components of our internal strategic plan will be referenced in this Accountability Report.

This process of aligning our strategic plan with the State's Accountability Report and annual budget planning process affords the College the ability to reinforce and manage investment based budgeting that targets specific strategies, tactics, or objectives directly tied to the mission and vision of the College. The administration believes this process is imperative for the College to maintain its viability and excellent academic reputation. The shifting dynamics of the higher education marketplace mandate that institutions fund only those initiatives expected to return value and enhance the learning environment.

While we believe the five fundamental goals of our strategic plan are well guided, the College continues to consider adjustments to our ten strategies and 94 tactics to better position the College for appropriate growth in the coming years. The updates to these strategies and tactics are developed to directly address the shifting demands of our current and potential students. We are developing strategies and tactics aimed at increasing the number of non-traditional students, improving access for transfer students, adding academic offerings outside traditional degree programs, and providing additional opportunities for international students. These revisions will first and foremost be expected to enhance the learning environment and academic reputation of the College, but will also be required to better diversify our revenue model. Any strategic plan is limited by an organization's ability to finance its goals and the College of Charleston is no different.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
G	1			Education, Training, and Human Development	Provide students a highly personalized education based on a liberal arts and sciences core and enhanced by opportunities for experiential education
S		1.1			Enhance the undergraduate academic core
O			1.1.1		Continue to develop select online undergraduate courses and programs and increase on-line SCH by an average of 8% per year through FY2020.
O			1.1.2		Enhance UG academic programs that are strongly linked to the history, traditions, culture and environment of Charleston and the Lowcountry, such as new UG majors in African-American studies and sustainability. There will be an average of thirty programs or specialty events per year through FY2020 with this focus.
O			1.1.3		Develop three new academic programs at the College of Charleston North Campus to offer lifelong learning courses and programs to serve the needs of returning adult learners or non-degree students by FY2020.
S		1.2			Develop and retain a highly qualified and diverse faculty and staff
O			1.2.1		For all ranks and titles, improve salaries of faculty to nationally competitive levels demonstrated as within 45% of our identified peer institutions average.
O			1.2.2		Increase roster faculty lines to enhance diversity, facilitate innovative programs and faculty research, expand opportunities for undergraduate and graduate student research with faculty mentors, and enhance personalized education. This will include an average of two or more new hires per year through 2020 focused on this objective. .
O			1.2.3		Enhance resources for pedagogical innovation, faculty research, and creative activity through the re-establishment of a faculty development center by 2020; incentivize writing and grant proposals by maintaining an average of three hundred fifty writing, grant proposal , and other development workshops or retreats per year through 2020.
S		1.3			Recruit, enroll and retain an academically distinguished, well-prepared and diverse student body
O			1.3.1		Increase the amount of merit-based and need-based scholarship funding from approximately \$15 million to \$20 million by FY2020, largely funded through private sources; some portion should be allocated in accordance with the Diversity Strategic Plan.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			1.3.2		<i>Investigate best practices for retention at other universities and, as appropriate, implement those practices to significantly increase retention rates for undergraduate and graduate students. The goal is to maintain an overall student retention/graduation rate from fall to fall of a minimum of 85% for all degree-seeking students at the undergraduate and graduate level, respectively.</i>
O			1.3.3		<i>In collaboration with community colleges, local businesses, and other organizations, increase overall enrollment by an average of 1.5% per year through FY20 for off-campus UG (including non-degree and returning adults), professional development, graduate and executive-education students at the North Campus and other sites as determined by community needs and resources.</i>
G	2			Education, Training, and Human Development	Provide students the global and interdisciplinary perspectives necessary to address the social, economic, environmental, ethical, scientific and political issues of the 21st century
S		2.1			Recruit, enroll and retain an academically distinguished, well-prepared and diverse student body
O			2.1.1		<i>per year in under-represented minorities through FY20 - to levels more reflective of the greater community to promote dissemination of ideas and perspectives from varying cultures and life experiences.</i>
O			2.1.2		<i>Following the Diversity Strategic Plan, increase diversity of faculty to levels more reflective of the greater community to promote dissemination of ideas and perspectives from varying cultures and life experiences by providing diversity training to a minimum of 20 faculty per year through FY20.</i>
O			2.1.3		<i>Following the Diversity Strategic Plan, increase diversity of staff to levels more reflective of the greater community to promote dissemination of ideas and perspectives from varying cultures and life experiences by providing an average of fifteen programs or special events per year through FY20.</i>
S		2.2			Provide up-to-date facilities and infrastructure to enhance academic, co-curricular and extra-curricular programs.

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Strategic Planning Template

Type	Goal	Item # Strat	Object	Associated Enterprise Objective	Description
O			2.2.1		Build, renovate or maintain 10 classrooms, laboratories, and studios with new technologies that allow for a variety of class sizes and teaching and learning styles by FY 17.
O			2.2.2		Support an academic computing and library infrastructure that enhances the research and teaching missions of the College by increasing the library materials budget by an average of 3% per year through FY20.
O			2.2.3		Expand internet to 1.5GBPS, storage to 110TB +45TB Backup and server capacities to 350.
G	3			Education, Training, and Human Development	Achieve financial stability by creating a new financial model for the College of Charleston
S		3.1			Establish campus wide policies and practices to generate new resources and foster greater self-sufficiency
O			3.1.1		To increase enrollments by an average of 1.5% per year through FY20 at the North Campus and other locations and to generate additional revenues, offer a portfolio of degree programs and lifelong learning and professional development programs, including selective online programs
O			3.1.2		Ensure that tuition rates are determined in amounts necessary to meet operating and strategic goals on an annual basis consistent with inflation as measured by a composite of HEPI and CPI.
O			3.1.3		Launch and execute a national comprehensive fundraising campaign in support of the College of Charleston strategic plan and high-priority philanthropic initiatives, with a goal of raising \$125M from Oct. 1, 2009 to June 30, 2016.
O			3.1.3		Execute fundraising efforts in support of the College of Charleston's strategic plan and high-priority philanthropic initiatives, with an annual goal of \$12M-\$14M in new philanthropic commitments for FY2017.
S		3.2			Collaborate with local, national and international institutions to leverage higher education for a stronger South Carolina

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Performance Measurement Template

Item	Performance Measure	Last Value	Current Target Value	Current Value	Future Target Value	Time Applicable	Data Source and Availability	Calculation Method	Associated Objective(s)	Meaningful Use of Measure
1	student credit hours (SCH) in online courses for academic year	12,878	7,717	20,472.50	14,000	July 1-June 30	CHE official data files	sum of SCH in courses taught online	1.1.1	A significant increase in online SC has been reported to senior administration and the Board of Trustees. Academic Affairs is aware of increasing student interest in online courses.
2	Programs or specialty events linked to the Low Country	43	38	50	40	July 1-June 30	compilation of counts by Provost's Office	count of programs and specialty events	1.1.2	Important in ensuring that we are regularly engaged with the Lowcountry beyond campus. We have strengthened our commitment to public history, strengthened our academic programs tied to the Lowcountry, and continued the Race and Social Justice Initiative.
3	New academic programs at C of C North Campus	0 (No new programs were added but 1 new concentration was added to BPS program.)	3 by FY20	No new programs were added, but 1 new concentration was added to the BPS program (Approved by CHE and pending SACSCOC approval)	3 by FY20	July 1-June 30	CHE official data files	count of new programs offered at North Campus	1.1.3	We have established a commitment of 3 new programs by FY20 and are monitoring our progress towards that goal. We have a new general studies program under development.
4	rank of average faculty salary in group of 20 peers used for salary comparison purposes	12 of 21	12 of 21	9 of 21	12 of 21	Fall IPEDS reporting	IPEDS Human Resources	annual reporting of institutional salaries to IPEDS, compilation of average faculty salary across all ranks for peer group	1.2.1	The Faculty Compensation Committee is tracking this ranking for requests to the Board of Trustees for faculty raises.
5	total roster faculty lines occupied	574	571	555	550	Fall count	CHE official data files	Fall count of occupied faculty lines, including librarians, visitors, and leave without pay	1.2.2	Roster faculty lines are being monitored in relationship to enrollments.
6	faculty supported through recently initiated faculty development initiatives like writing and grant proposal workshops	540	450	425	400	July 1-June 30	compilation of counts by Provost's Office	count of supported faculty activities involving full-day or multi-day workshops on curriculum development, writing retreats, etc., grants awarded internally at the institutional level	1.2.3	We use this measure to track our faculty development initiatives, introducing new ones, such as the "faculty for sustainable living workshop," and eliminating those that have already fulfilled their need or that are no longer of interest. We also use it to track total numbers of faculty trained for specific initiatives, such as our FYE and our Distance Education expansion.

7	financial aid and scholarship funding accepted	\$18.9M	\$20M	18.3M	\$21M	July 1-June 30	Office of Financial Aid	sum of dollars accepted. We have excluded the following categories of funds found on the financial aid Summary of Awards reports under the Institutional category, given that they are specialized funds and not scholarship/grant funds available for recruiting/retention purposes: Athletic Grant in Aid Grants & Sponsored Programs Other waivers (Unfunded State Mandates) Miscellaneous Pep Band	1.3.1	(1) Reduction in the yield on out-of-state students (freshmen and graduate) resulting in fewer abatements; (2) A significant increase in foregone revenue due to unfunded state mandate programs such as Free Tuition to Dependents of Disabled/Deceased Veterans and Free Tuition to Dependents of Disabled/Deceased Law Enforcement/Fire/First Responders.
8	Overall student retention from fall to fall for all degree-seeking undergraduate	86.10%	85.00%	86.30%	85%	Fall counts	CHE official data files	retention of all degree seeking undergraduate students from fall to fall semester including those who graduated from the College	1.3.2	Retention/graduation data is consistently referred to for enrollment projections, financial projections, peer and peer aspirant comparisons, and regulatory reporting.
9	Overall student retention from fall to fall for all degree-seeking graduate students	87.70%	85%	89.70%	85%	fall counts	CHE official data files	retention of all degree seeking graduate students from fall to fall semester including those who graduated from the College	1.3.2	Retention/graduation data is consistently referred to for enrollment projections, financial projections, peer and peer aspirant comparisons, and regulatory reporting.
10	Undergraduate enrollment at the North campus	593	570	505	600	Fall count	CHE official data files	Count of number of students taking at least one course at the North campus	1.3.3	Used to track effectiveness of maintaining the potential for growth at the North Campus
11	percentage of student body who report minority status	18.00%	16.30%	19.10%	18%	Fall	CHE official data files	count of students reported using federal methodology as African American, American Indian/Alaska Native, Asian, Native Hawaiian/Pacific Islander, Hispanic or Two or More Races, divided by total student population including degree and non-degree seeking	2.1.1	These data are consistently tracked by senior administration and the Board of Trustees to monitor progress in URM enrollments.
12	percentage of undergraduate student body who report minority status	18.30%	16.60%	19.30%	18%	Fall	CHE official data files	(see above)	2.1.1	These data are consistently tracked by senior administration and the Board of Trustees to monitor progress in URM enrollments.
13	percentage of graduate student body who report minority status	14.70%	12.60%	16.20%	15%	Fall	CHE official data files	(see above)	2.1.1	These data are consistently tracked by senior administration and the Board of Trustees to monitor progress in URM enrollments.
14	Diversity training for faculty	139	135	78	100	July 1-June 30	Provost's Office	count of faculty attending diversity training workshops	2.1.2	We use this to monitor our diversity training associated with faculty and instruction. We have fine-tuned our inclusive learning environments workshop in new faculty orientation, based on feedback. Also, our Office of Institutional Diversity has introduced a series of new diversity workshops for 2017-18.

15	Diversity awareness programs, workshops, or events	25	10	21	30	July 1-June 30	Office of Diversity	total number of OID programs and workshops	2.1.3	Creating diversity programs, workshops, and events focusing on creating a safe place (home) for individuals and groups to self-identify, be recognized, and affirmed has received positive responses most likely due to the idea of creating space for individual self-affirmation while also promoting inclusivity.
16	classrooms upgraded with new technology annually	13 completed due to reduced funding	19	13	10	July 1-June 30	Information Technology	count provided by Information Technology	2.2.1	Annual renovations at this pace are not sufficient to maintain a teaching/learning environment that is consistent with contemporary methodologies.
17	Library materials budget increase	#####	Avg. 5-6% per year through FY20	\$ 2,179,495	Avg. 5-6% per year through FY20	July 1-June 30	Library	percentage of annual library materials budget increase year to year	2.2.2	In FY 17, the library's budget for books and serials budget was \$2,849,464 - a 4.3% (\$123,000) decrease from the prior year. The library was forced to cut the book budget substantially to mitigate the cuts to the serials budget. Nonetheless, the library was forced to cancel some subscriptions to serials, resulting in a \$24,896 or 1.1% decrease to the serials budget. This is the first funding cut to the library materials budget that we've incurred in many years. Our expectation is that FY17 was an aberrant year and the library will continue to receive annual increases for serials to keep pace with increasing costs.
18	Number of Servers	365	350	375	365	July 1-June 30	Information Technology	count provided by Information Technology	2.2.3	As we improve and update our IT infrastructure, we're learning that transitioning to cloud services is a more long-term strategy and improves business continuity.
19	Internet Bandwidth	3 Gbps (2Gb commodity, 1Gb Internet 2)	1.5 Gbps	1.5 Gbps	3 Gbps	July 1-June 30	Information Technology	count provided by Information Technology	2.2.3	We continually monitor and measure connectivity as more mobile devices are added.
20	Storage Capacity	200TB+125TB backup	110TB+45TB backup	220TB + 800TB backup	200TB+125TB backup	July 1-June 30	Information Technology	count provided by Information Technology	2.2.3	Storage capacity can be split into two categories: 1) enterprise storage, which support the central systems like HR, Finance, and Student systems. 2) Consumer storage, which supports end-user document storage (i.e. home drive and departmental storage). We are in the process of migrating consumer storage to Office365 OneDrive, which will help us in repurposing on premise storage to support the growing enterprise storage needs.
21	SCH offered at the College of Charleston North Campus	5,497.50	5,310	4,518	5,600	Academic Year-- Fall, Spring, Summer	CHE official data files	sum of SCH in courses offered at College of Charleston North Campus (does not include courses offered by the Lowcountry Graduate Center or online courses through the North Campus)	3.1.1	Used to track effectiveness of maintaining the potential for growth at the North Campus
22	undergraduate tuition rates in-state	\$10,900	\$10,558	\$11,386	\$10,900	July 1 - June 30	Business Affairs	tuition rates as provided by Business Affairs	3.1.2	Tuition rates are consistently monitored against student ability to pay to ensure continual enrollments.

23	undergraduate tuition rates out-of-state	\$28,444	\$27,548	\$29,544	\$28,444	July 1 - June 30	Business Affairs	tuition rates as provided by Business Affairs	3.1.2	Tuition rates are consistently monitored against student ability to pay to ensure continual enrollments.
24	amount raised annually	N/A	N/A		\$12-14M	July 1-June 30	Advancement Office	amount raised in a fiscal year	3.1.3	established a new post-campaign baseline.
25	study abroad participation	1022	949	968	1073	July 1 - June 30	Office of International Education	counts of student participation in study abroad opportunities	3.2.1	Plan to develop separate tuition model to boost participation in CofC programs.
26	sponsored research applications submitted (3-year average)	120	122	132	125			average of current, previous and next previous year submissions	3.2.2	Gauge of assistance provided to faculty in preparation/submission of external funding applications
27	PK-12 school partnerships	254	250	505	400	July 1 - June 30	Provost's Office	Count of PK-12 school partnerships established	3.2.3	We use this to monitor our engagement with the local school districts.

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Program Template

Program/Title	Purpose	FY 2016-17 Expenditures (Actual)				FY 2017-18 Expenditures (Projected)				Associated Objective(s)
		General	Other	Federal	TOTAL	General	Other	Federal	TOTAL	
I. Education & General	Represents expenditures in support of the primary mission of the institution which is to provide a high-quality education in the arts and sciences, education and business. Functional classifications for financial reporting are Instruction, Research, Public Service, Academic Support and Libraries, Student Services, Operation and Maintenance of Plant, Institutional Support, and Scholarships and Fellowships.	\$ 21,194,259	\$ 134,741,741	\$ 6,126,931	\$ 162,062,931	\$ 20,362,477	\$ 138,600,990	\$ 7,336,334	\$ 166,299,801	1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.2.3, 1.3.1, 1.3.2, 1.3.3, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3
II. Auxiliary Enterprises	Represents expenditures of self-supporting operations that provide services and facilities for students. Those operations would include Residence Halls, Food Service, Health Services, Vending, Bookstore, Parking and Athletics.		\$ 41,847,692		\$ 41,847,692		\$ 41,411,376		\$ 41,411,376	
III. Employee Benefits	Employer contributions to employee benefit plans such as retirement, life, health and dental insurance, social security and medicare, workers compensation, and unemployment insurance	\$ 5,007,195	\$ 28,460,320	\$ 431,845	\$ 33,899,360	\$ 5,294,146	\$ 30,525,260	\$ 663,666	\$ 36,483,072	1.1.1, 1.1.2, 1.1.3, 1.2.1, 1.2.2, 1.2.3, 1.3.1, 1.3.2, 1.3.3, 2.1.1, 2.1.2, 2.1.3, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2, 3.2.3
					\$ -				\$ -	
		\$ 26,201,454	\$ 205,049,753	\$ 6,558,776	\$ 237,809,983	\$ 25,656,623	\$ 210,537,626	\$ 8,000,000	\$ 244,194,249	
					\$ -				\$ -	

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Legal Standards Template

Item #	Law Number	Jurisdiction	Type of Law	Statutory Requirement and/or Authority Granted	Does this law specify who (customer) the agency must or may serve? (Y/N)	Does the law specify a deliverable (product or service) the agency must or may provide? (Y/N)
1	8-11-10 to 8-11-960	State	Statute	Sets forth rules regarding state/ College employee time, leave, pay, deductions and other matters related to employment and benefits.	N	N
2	8-13-700 to 8-13-795	State	Statute	Presents State Ethics Commission Rules of Conduct which apply to all College of Charleston employees	N	N
3	8-13-1110 to 8-13-1180	State	Statute	Provides rules for yearly Disclosure of Economic Interests by certain College employees and Board of Trustees members.	N	Y
4	8-15-10 to 8-15-70	State	Statute	Provides general rules applicable to local and state officers and employees.	N	N
5	8-17-310 to 8-17-380	State	Statute	Sets forth state employee grievance procedure for non-faculty College employees.	N	N
6	8-27-10 to 8-27-60	State	Statute	Sets forth rules and causes of action for whistle blowers reporting violations.	N	N
7	12-400 to 12-423	State	Regulation	Sets forth regulations related to retention schedule of state Personnel records.	N	N
8	12-800 to 12-819.10	State	Regulation	Sets forth regulations related to State College and University record and retention schedules for all departments and divisions.	N	N
9	12-1000 to 12-1003	State	Regulation	Sets forth regulations regarding minimum standards for all facilities which house public records.	N	N
10	12-1100 to 12-1124	State	Regulation	Sets forth regulations regarding retention schedules for data processing records of all State Agencies and Institutions.	N	N
11	12-1200 to 12-1206	State	Regulation	Sets forth regulations regarding retention schedule for electronic records common to State Agencies/ Institutions.	N	N
12	23-1 to 23-7	State	Regulation	Sets forth regulations of the College of Charleston regarding motor vehicles, registration, parking, violations, fines, and related matters.	N	N
13	30-1-10 to 30-1-180	State	Statute	Provides rules regarding the maintenance, storage, and destruction of public records.	N	N
14	30-2-10 to 30-2-340	State	Statute	Sets forth requirements for state entities to establish privacy policies and procedures to protect personal information pertaining to State citizens.	N	N
15	30-4-10 to 30-4-165	State	Statute	Establishes SC Freedom of Information Act and sets forth procedures for disclosure, fees, exemptions and rules relating to public information and public meetings.	N	Y
16	47-1 to 47-501	State	Regulation	Sets forth regulations regarding wages, benefits, unemployment insurance and related matters.	N	N
17	52-100 to 52-807	State	Regulation	Sets forth regulations regarding Matters and appeals before the State Ethics Commission as well as Statement of Economic Interests regulations.	N	N
18	59-101-10	State	Statute	Designates certain State colleges and universities, including the College of Charleston.	N	N
19	59-101-20	State	Statute	Transfers all property of the College of Charleston to the State.	N	N
20	59-101-40	State	Statute	Provides that student body Presidents may be ex-officio members of the Board.	Y	N
21	59-101-50	State	Statute	Gives enrollment preference at State Colleges to SC state residents.	Y	N
22	59-101-55	State	Statute	Provides that State funds may not be used to provide subsidies for out of state students at State-Supported Colleges.	Y	N
23	59-101-80	State	Statute	Provides that colleges may confer degrees after completion of a course of study approved by the State Board of Education.	Y	N

24	59-101-90	State	Statute	Provides for no classes on Christmas or New year's Day	N	N
25	59-101-100	State	Statute	Provides for display of United States and State flags.	N	N
26	59-101-110	State	Statute	Provides for display of State flag on buildings.	N	N
27	59-101-120	State	Statute	Provides that no graduate shall be charged more than the actual cost of their diploma, unless graduate elects to pay more.	Y	N
28	59-101-130	State	Statute	Provides that each State College shall report to each student's high school the progress of each student during their first semester.	Y	Y
29	59-101-140	State	Statute	Provides that the Board of Education shall tabulate and present to the General Assembly a report of the academic progress of each high school's graduates while Freshmen at college.	N	Y
30	59-101-150	State	Statute	States that no State College shall create a new program without the approval of either the CHE or the General Assembly.	N	N
31	59-101-170	State	Statute	Provides for liability insurance coverage for college employees.	N	N
32	59-101-180	State	Statute	Allows for sale of excess real property and sets rules regarding use of proceeds.	N	N
33	59-101-185	State	Statute	Allows College Boards to maintain financial management and accounting systems.	N	N
34	59-101-187	State	Statute	Allows certain classes of funds to be used to recognize academic achievement and research excellence.	N	N
35	59-101-200	State	Statute	Prohibits hazing and provides for penalties.	N	N
36	59-101-210	State	Statute	Provides for public institutional reports for hazing violations and redress.	N	Y
37	59-101-280	State	Statute	Provides that Colleges shall emphasize teaching as a career opportunity.	N	N
38	59-101-285	State	Statute	Sets meeting attendance requirements for members of governing boards.	N	N
39	59-101-290	State	Statute	Provides for notification to students of risks of contracting certain diseases if living on campus.	Y	Y
40	59-101-335	State	Statute	Authorizes penalties and bonds for parking violations.	N	N
41	59-101-340	State	Statute	Provides for allocation of funds for the " Cutting Edge Research Investment Initiative"	N	N
42	59-101-345	State	Statute	Allows reallocation of funds between Palmetto Fellows and need based grants with priority given to students in custody of DSS.	N	N
43	59-101-350	State	Statute	Provides for submission of information for Commission on Higher education annual report.	N	Y
44	59-101-360	State	Statute	Provides for revenue from tax on catalog sales to be allocated to Mail Order Sales Tax Fund and allows for disposition.	N	N
45	59-101-395	State	Statute	Provides for refund of tuition and fees if activated for military service and an opportunity to complete courses after service.	Y	N
46	59-101-400	State	Statute	Provides for educational credit for certain courses that are part of military training or service.	Y	N
47	59-101-410	State	Statute	Sets terms relating to loan of endowment funds and auxiliary enterprise funds.	N	N
48	59-101-420	State	Statute	Provides for annual reporting of out-of-state undergraduate student population.	Y	Y
49	59-101-430	State	Statute	Sets requirements related to eligibility of unlawful aliens to attend State colleges, develops procedure to determine lawful presence, and sets terms regarding eligibility for public benefits on the basis of residence.	Y	N
50	59-101-610	State	Statute	Sets requirements for use of funds for lump sum bonus plans.	N	N
51	59-101-620	State	Statute	Sets terms regarding education fee waivers.	N	N
52	59-101-630	State	Statute	Sets terms regarding funding research grant positions	N	N
53	59-101-640	State	Statute	Sets terms regarding health insurance for research assistants.	N	N
54	59-101-650	State	Statute	Provides for power of eminent domain to State Colleges.	N	N
55	59-101-660	State	Statute	Provides for annual audit and quality review; sets terms for pre-approved CPA firms.	N	Y

56	59-101-670	State	Statute	Provides for an online register of state p-card transactions available to the public, subject to certain redactions.	N	Y
57	59-103-5 to 59-103-162	State	Statute	Establishes a State Commission on Higher Education and sets out provisions regarding its operation, powers, function and composition.	N	N
58	59-105-10 to 59-105-60	State	Statute	Creates the South Carolina Campus Sexual Assault Information Act and sets out terms and provisions for a model policy and reporting.	N	Y
59	59-106-10 to 59-106-30	State	Statute	Establishes the South Carolina Campus Sex Crimes Prevention act and sets forth requirements and contents of an Annual Campus Security Report including information regarding registered sex offenders.	N	Y
60	59-107-10 to 59-107-200	State	Statute	Allows for state institution bonds and sets requirements for their issuance, amounts, terms and redemption, as well as repayment.	N	N
61	59-111-10 to 59-111-770	State	Statute	Establishes certain provisions for free tuition for certain classes of State citizens as well as providing for medical and dental loans and scholarships and environmental scholars scholarships.	N	N
62	59-112-10 to 59-112-140	State	Statute	Establishes rates of tuition and fees for certain classes of students and citizens and sets rules regarding determination of eligibility.	Y	N
63	59-114-10 to 59-114-75	State	Statute	Provides for certain limited college assistance grants for citizens serving in the State National Guard.	Y	N
64	59-130-10	State	Statute	Establishes Board of trustees for College and its composition.	N	N
65	59-130-20	State	Statute	Sets compensation for Board of Trustees members.	N	N
66	59-130-30	State	Statute	Delineates powers of the Board of Trustees.	N	N
67	59-130-35	State	Statute	Grants authority to sell Remley's Point property and use proceeds of sale.	N	N
68	59-130-40	State	Statute	Sets out number of meetings and locations of meetings for Board of Trustees.	N	N
69	59-130-50	State	Statute	Sets out Board of Trustees authority to sell or lease donated real property.	N	N
70	59-130-60	State	Statute	Sets out Board of Trustees authority to enter into ground lease agreements.	N	N
71	59-130-210	State	Statute	Defines "equipment" for purposes of application of statutory law sections .	N	N
72	59-130-220	State	Statute	Grants authority to issue revenue bonds for certain purposes for the College.	N	N
73	59-130-230	State	Statute	Sets out procedure for the authorization and issuance of revenue bonds.	N	N
74	59-130-240	State	Statute	Sets out the parameters, terms and conditions regarding revenue bonds.	N	N
75	59-130-250	State	Statute	Provides that bonds issued by college shall be tax free bonds.	N	N
76	59-130-260	State	Statute	Provides that bonds must be signed by the Chairman and Secretary of the Board.	N	N
77	59-130-270	State	Statute	Provides that bonds will be sold under terms the Board considers advisable.	N	N
78	59-130-280	State	Statute	Requires Board to file with State Treasurer within thirty days of issuance, complete description of all obligations entered into by the Board, to include interest rate, maturity date, annual payments, and all pertinent data.	N	N
79	59-130-290	State	Statute	Provides that Resolutions, covenants, and agreements are binding contracts.	N	N
80	59-130-300	State	Statute	Sets requirements for payment of bonds by the College alone.	N	N
81	59-130-410	State	Statute	Provides for bonds for Academic and administrative facilities for the College.	N	N
82	59-130-420	State	Statute	Defines terms to be used within the bond act of the College.	N	N
83	59-130-430	State	Statute	Provides authority to issue bonds for academic and administrative facilities.	N	N
84	59-130-440	State	Statute	Requires Board resolution and outline of purposes and terms for bond issues.	N	N
85	59-130-450	State	Statute	Sets provisions for interest, maturity and redemption of bonds	N	N
86	59-130-460	State	Statute	Provides for College bonds to be tax exempt.	N	N
87	59-130-470	State	Statute	Provides for requirements regarding the signing of bonds and interest coupons.	N	N
88	59-130-480	State	Statute	Provides for arrangements regarding public and/or private sale of bonds.	N	N
89	59-130-490	State	Statute	Provides for filing bond data with state treasurer within 30 days of issue.	N	N

90	59-130-500	State	Statute	Provides that Board resolutions regarding bonds are enforceable contracts.	N	N
91	59-130-510	State	Statute	Provides that bond repayment is an obligation of the university and not the state.	N	N
92	59-131-10	State	Statute	Allows for board of Trustees to provide parking facilities for College.	N	N
93	59-131-20	State	Statute	Allows for Bond issue for parking.	N	N
94	59-131-25	State	Statute	Allows for Bond proceeds to be used for parking facilities.	N	N
95	59-131-30	State	Statute	Provides that bond payments shall be solely from parking proceeds.	N	N
96	59-131-40	State	Statute	Provides that bonds not backed by state full faith and credit.	N	N
97	59-131-50	State	Statute	Provides for Board resolutions for terms and conditions of bonds.	N	N
98	59-131-60	State	Statute	Provides that bonds shall be negotiable and registered.	N	N
99	59-131-70	State	Statute	Provides that parking facility bonds are tax exempt.	N	N
100	59-131-80	State	Statute	Provides that parking bonds are lawful investments.	N	N
101	59-131-90	State	Statute	Provides that bonds shall be executed by Board of Trustees and have College seal.	N	N
102	59-131-100	State	Statute	Allows bonds to be sold publicly or privately.	N	N
103	59-131-110	State	Statute	Provides for the Board to make covenants to provide for bond payments.	N	N
104	59-131-120	State	Statute	Allows the power of the College to issue parking facility bonds to remain open ended.	N	N
105	59-147-10 to 59-147-120	State	Statute	Allows for creation of a Higher Education Revenue Bond Act and sets out rules for the issuance, administration, redemption and funding for repayment of same.	N	N
106	59-154-10	State	Statute	Creates the Jessica Horton Act and provides for reporting and cooperation between Campus Police and The State Law Enforcement Division regarding campus deaths and criminal sexual assault cases.	N	Y
107	62-250 to 62-1200.75	State	Regulation	Sets forth Commission on Higher Education Regulations regarding certain financial, scholarship, grant, and tuition related issues for State Colleges and Universities.	N	N
108	42 USC 6101-6107	Federal	US Code	Prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.	Y	N
109	42 USC 12101-12213	Federal	US Code	Protects against discrimination on the basis of disability.	Y	N
110	Pub. L. 110-315	Federal	Public Law	Amends and extends the Higher Education Act of 1965, and other purposes.	N	N
111	29 USC 701	Federal	US Code	Prohibits discrimination on the basis of disability.	Y	N
112	20 USC 1681-1688	Federal	US Code	Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment.	Y	N
113	11 USC 101-1532	Federal	US Code	Governs the bankruptcy process and the criteria for eligibility.	N	N
114	15 USC 12-27	Federal	US Code	Prohibits the restraint of trade or commerce in the marketplace among the states.	N	N
115	15 USC 1681	Federal	US Code	Promotes accuracy, fairness, and privacy of information from consumer reporting agencies; employees must inform applicants if they were rejected due to their credit report.	N	N
116	26 USC 3101-3128	Federal	US Code	Dictates which employers and employees are subject to taxation.	N	N
117	26 USC 3301-3311	Federal	US Code	Imposes taxes to help fund unemployment compensation.	N	N
118	26 USC 6050S	Federal	US Code	Requires institutions to make returns to individuals as the Secretary may by regulations prescribe.	N	N
119	15 USC 1693b	Federal	US Code	Creates rights, duties, and liabilities of those using electronic fund transfer services.	N	N
120	Pub. L. 107-204	Federal	Public Law	Protects investors by improving the accuracy and reliability of corporate disclosures made pursuant to the securities laws.	N	N
121	15 USC 1-7	Federal	US Code	Prohibits the restraint of trade or commerce among the several states.	N	N
122	42 USC 301-1397mm	Federal	US Code	Requires employers to pay social security taxes on employees but offers limited exemptions for most students also working for the institution.	N	N

123	15 USC 1601-1693r	Federal	US Code	Requires full disclosure of terms and conditions of finance charges for loans and credit plans.	N	Y
124	22 CFR Part 200	Federal	CFR	Establishes uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities.	N	N
125	26 USC 511	Federal	US Code	Regulates unrelated business income.	N	N
126	42 USC 2000d-2000d-7	Federal	US Code	Prohibits discrimination on the ground of race, color, or national origin for exclusion from participation in, denial of benefits, or other discrimination regarding any program or activity receiving federal financial assistance.	N	N
127	20 USC 1092(g)	Federal	US Code	Requires coeducational institutions of higher education that participate in a Title IV federal student financial assistance program and have an intercollegiate athletic program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men's and women's teams.	N	N
128	Pub. L. 106-386 (Title VI)	Federal	Public Law	Mandates that sex offenders required to register provide notice of enrollment or employment at any institution of higher education in that state where the offenders resides.	Y	N
129	20 USC 1011i	Federal	US Code	Requires institutions receiving federal financial assistance to certify to the Secretary that it has adopted and implemented a drug and alcohol prevention program.	N	N
130	42 USC 11001-11050	Federal	US Code	Requires states to establish emergency response commissions (SERCs), which are responsible for coordinating certain emergency response activities and for appointing local emergency planning committees (LEPCs).	N	N
131	20 USC 1092(f)	Federal	US Code	Requires institutions receiving federal financial assistance to collect information regarding campus crime and campus security policies.	N	Y
132	29 USC 651-678	Federal	US Code	Requires the institution to have a written emergency action plan.	N	Y
133	41 USC 8701-8707	Federal	US Code	Prohibits attempted or completed kickbacks of any kind.	N	N
134	31 USC 1352	Federal	US Code	Prohibits the use of appropriated funds to pay any person for influencing or attempting to influence certain federal contracting and financial transactions.	N	N
135	18 USC 874	Federal	US Code	Prohibits the inducement of funds from any person employed in the construction, prosecution, completion, or repair of any public building, public work, or building or work financed by the U.S., of which the employee is entitled.	N	N
136	Executive Order 1289; 73 Fed. Reg. 67, 651	Federal	Executive Order	Requires institutions to utilize the E-Verify electronic system to verify lawful status of employees working on federal contracts of more than \$100,000 and subcontracts greater than	N	N
137	20 USC 1001-1161aa	Federal	US Code	Strengthens the educational resources of colleges and universities and provides financial assistance for students in post-secondary and higher education.	N	N
138	Executive Order 13665	Federal	Executive Order	Prohibits federal contractors and subcontractors from retaliating against employees and applicants for inquiring, discussing, or disclosing the compensation of an employee or applicant.	N	N
139	22 USC 7201-7211	Federal	US Code	Prohibits persons from engaging in certain transactions with enemies of the United States unless licensed to do so by the President of the United States.	N	N
140	17 USC 101-1332	Federal	US Code	Prohibits the unauthorized reproduction or modification of authors' works.	N	N
141	Pub. L. 105-298	Federal	Public Law	Extends the length of protection afforded to copyrighted works.	N	N
142	17 USC 101	Federal	Public Law	Establishes rules criminalizing the circumvention of technological protection measures.	N	N
143	15 USC 1051-1141n	Federal	US Code	Governs trademarks, unfair competition, and service marks.	N	N
144	Pub. L. 107-321	Federal	Public Law	Sets forth guidelines with respect to the statutory license for webcasting; permits the suspension of certain payments by noncommercial webcasters.	N	N

145	Pub. L. 107-273	Federal	Public Law	Sets forth the guidelines of which instructors may display work as part of on-line instruction or other distance education medium.	N	N
146	29 USC 2601-2654	Federal	US Code	Sets forth guidelines in which eligible employees may take unpaid, job-protected leave for specified family and medical reasons and return under the same terms and conditions as if the employee had not taken leave.	N	N
147	Executive Order 11246	Federal	Executive Order	Requires employers to take affirmative action measures to recruit and promote qualified minorities, women, covered veterans, and persons with disabilities.	N	N
148	29 USC 621-634	Federal	US Code	Protects certain applicants and employees 40 years of age and older from discrimination on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions, or privileges of employment.	N	N
149	38 USC 4211-4215	Federal	US Code	Prohibits discrimination against veteran applicants and employees and mandates institutions to include a clause stating such prohibition in all federal subcontractors of \$100,000 or more.	N	N
150	29 USC 206(d)	Federal	US Code	Prohibits wage discrimination between men and women on the base of sex.	N	N
151	Pub. L. 110-233	Federal	Public Law	Prohibits discrimination on the basis of genetic information with respect to health insurance and employment.	N	N
152	8 USC 1101-1106	Federal	US Code	Governs the admission and employment of foreign nationals in the United States.	Y	N
153	Pub. L. 111-2	Federal	Public Law	Prohibits discriminatory compensation.	N	N
154	42 USC 2000e-2000e-17	Federal	US Code	Prohibits discrimination in the workplace on the basis of an employee or applicant's race, color, sex, national origin, or religion.	N	N
155	38 USC 4301-4335	Federal	US Code	Sets forth regulations for members of the uniformed services to return to their civilian employment upon completion of their service.	N	N
156	15 USC 2651	Federal	US Code	Provides for the establishment of federal regulations which require inspection for asbestos-containing material and implementation of appropriate response actions with respect to asbestos-containing material in the Nation's schools in a safe and complete manner.	N	N
157	Executive Order 13650	Federal	Executive Order	Establishes risk-based performance standards for the security of the nation's chemical facilities.	N	N
158	42 USC 7401-7671g	Federal	US Code	Regulates programs for the prevention and abatement of air pollution.	N	N
159	33 USC 1251-1387	Federal	US Code	Governs water pollution.	N	N
160	42 USC 9601-9675	Federal	US Code	Sets forth regulations and requirements regarding uncontrolled or abandoned hazardous waste sites.	N	N
161	42 USC 13201-13574	Federal	US Code	Ensures jobs for our future with secure, affordable, and reliable energy.	N	N
162	7 USC 136-136y	Federal	US Code	Prevents the manufacture, sale, or transportation of adulterated or misbranded insecticides, fungicides, and rodenticides.	N	N
163	29 CFR 1910.243	Federal	CFR	Provides for the safe condition and guarding of portable powered tools/equipment (ex: saws/drills/drivers/sanders/grinders/ pneumatic tools/explosive fasteners, etc.) including tools furnished by employees.	N	N
164	42 USC 6921-6939g	Federal	US Code	Regulates underground storage tanks and the disposal of hazardous substances.	N	N
165	49 USC 5101-5128	Federal	US Code	Protects against the risks to life, property, and the environment that are inherent in the transportation of hazardous material in intrastate, interstate, and foreign commerce.	N	N
166	42 USC 4852d	Federal	US Code	The institution must provide lessees/purchasers with a lead hazard information pamphlet.	N	Y
167	Pub. L. 110-161	Federal	Public Law	Requires the institution to submit an annual report of its greenhouse gas emissions.	N	Y
168	42 USC 699	Federal	US Code	Sets forth regulations on the management of infectious waste.	N	N

169	49 USC 13101-14916	Federal	US Code	Sets forth liability insurance requirements for any pollution-related incident that occurs during the transportation of hazardous material.	N	N
170	33 USC 2701-2762	Federal	US Code	Sets forth regulations for employees handling oil.	N	N
171	29 USC 651-678	Federal	US Code	Mandates training for employees in the workplace regarding hazardous control and requires the reporting of occupational injuries and illnesses.	N	N
172	42 USC 6901-6992k	Federal	US Code	Governs the disposal of discarded materials and the management of hazardous waste.	N	N
173	42 USC 201	Federal	US Code	Improves the ability of the United States to prevent, prepare for, and respond to bioterrorism and other public health emergencies.	N	N
174	15 USC 2601-2629	Federal	US Code	Requires testing and necessary use restrictions on certain chemical substances.	N	N
175	5 USC 7353	Federal	US Code	Sets forth regulations to preserve and promote the integrity of public officials and institutions.	N	N
176	Chapter 2 of House Ethics Manual; Chapter 2 of Senate Ethics Manual	Federal	Senate and House Ethics Manuals	Bans gifts from lobbyists or private entities, with limited exceptions.	N	N
177	22 USC 2751-2799aa-2	Federal	US Code	Regulates the exportation of defense services.	N	N
178	50 USC 2401-2420	Federal	US Code	Regulates the export of certain items that may be used in civilian and military realms.	N	N
179	50 USC 1701-1707	Federal	US Code	Grants the President of the United States the authority to declare a threat to the United States and take subsequent precautionary measures.	N	N
180	22 USC 2778	Federal	US Code	Sets forth the terms and conditions for licensing military products and regulates the exportation of defense services.	N	N
181	20 USC 1001-1019d	Federal	US Code	Establishes guidelines under which institutions may participate in student loan programs, to prevent student loan default.	N	N
182	20 USC 1092	Federal	US Code	Sets forth the framework and methods in which institutions must provide financial aid information to students.	N	Y
183	15 USC 7701-7713	Federal	US Code	Sets guidelines for preventing the transmission of misleading and deceptive information via email.	N	N
184	26 USC 170	Federal	US Code	Dictates the conditions in which the substantiation and disclosure provisions apply to tax exempt organizations.	N	N
185	26 USC 170	Federal	US Code	Sets the guidelines for deductions regarding contributions.	N	N
186	2015 Manual	Federal	Federal Sentencing Guidelines Manual	Institutions may be vicariously liable for criminal acts committed by their agents.	N	N
187	Pub. L. 111-5, Section 1512	Federal	Public Law	Makes supplemental appropriations for job preservation and creation, assistance to the unemployed, etc.	N	N
188	34 CFR 75-79, 81-86, 97-99	Federal	CFR	Sets the guidelines for administering grants and agreements for certain programs.	N	N
189	HHS Grants Policy Statement	Federal	HHS Grants Policy Statement	Provides conditions and terms for receiving Health and Human Services grants and awards.	N	N
190	31 USC 3729-37333	Federal	US Code	Provides penalties for fraudulent governmental activities against the government.	N	N
191	Pub. L. 110-417, Section 872	Federal	Public Law	Establishes a database of information regarding integrity and performance of certain persons awarded federal agency contracts and grants for use by federal agency officials having authority over contracts and grants.	N	N
192	Pub. L. 109-282	Federal	Public Law	Mandates a mode of providing information to the public regarding entities receiving federal funds.	N	Y

193	Pub. L. 111-21	Federal	Public Law	Improves enforcement of mortgage fraud, securities and commodities fraud, financial institution fraud, and other frauds related to federal assistance and relief programs, for the recovery of funds lost to these frauds, etc.	N	N
194	21 USC 801-889	Federal	US Code	Provides for treatment and rehabilitation of drug abusers and drug dependent persons.	N	N
195	Pub. L. 104-191	Federal	Public Law	Sets forth the guidelines for releasing medical and health information of individuals.	N	N
196	26 USC 125	Federal	US Code	Meets the specific requirements of section 125 of the Internal Revenue Code and provides participants an opportunity to receive certain benefits on a pretax basis.	N	N
197	Pub. L. 99-272	Federal	Public Law	Provides guidelines for how employees may continue under their healthcare plan after an incident where it would otherwise end.	N	N
198	29 USC 1001-1461	Federal	US Code	Sets the standards for employee pension plans.	N	N
199	Pub. L. 110-173	Federal	Public Law	Extends provisions under the Medicare, Medicaid, and SCHIP programs.	N	N
200	42 USC 18001-18122	Federal	US Code	Requires certain employers to offer health insurance coverage.	N	N
201		Federal	US Code	Requires federal contracts to contain a provision requiring employees to take affirmative action to employ and advance the employment qualified covered veterans.	N	N
	38 USC 4211-4214					
202	49 USC 31144	Federal	US Code	Establishes guidelines for drug testing of commercial motor vehicle operators.	N	N
203		Federal	US Code	Prohibits federal agencies from contracting with others unless without the other party agreeing not to engage in drug activity.	N	N
	41 USC 8101-8106					
204	29 USC 2001-2009	Federal	US Code	Prohibits employers from requiring employees to take a lie detector test, with limited exceptions.	N	N
205	42 USC 14501-14505	Federal	US Code	Provides certain protections to volunteers, nonprofit organizations, and governmental entities in lawsuits based on activities of volunteers.	N	N
206	29 USC 2101-2109	Federal	US Code	Requires advance notification of plant closings and mass layoffs, etc.	N	N
207	26 USC 457	Federal	US Code	Dictates how any deferred compensation may be determined as gross income.	N	N
208	26 USC 403	Federal	US Code	Sets regulations for employee annuities.	N	N
209	26 USC 409A	Federal	US Code	Sets the guidelines for nonqualified deferred inclusion and under which conditions the compensation may be determined as gross income.	N	N
210		Federal	US Code	A trust created or organized in the United States and forming part of a stock bonus, pension, or profit-sharing plan of an employer for the exclusive benefit of his employees or their beneficiaries shall constitute a qualified trust.	N	N
	26 USC 401					
211	15 USC 1673	Federal	US Code	Provides restrictions on employee wage garnishments.	N	N
212	29 USC 201-219	Federal	US Code	Establishes minimum standards for minimum wage and overtime pay in the workplace, etc.	N	N
213	IRS Publication 970	Federal	IRS Publication	Regulates qualified tuition reduction for tuition assistance given to employees for educational purposes.	Y	N
214	22 CFR 62.15	Federal	CFR	Establishes a database that provides various government organizations with information on foreign students.	N	N
215	47 USC 1001-1010	Federal	US Code	Mandates carriers to provide law enforcement legal access to communications.	N	N
216	18 USC 2510-2522, 2701-2711	Federal	US Code	Protects wire, oral, and electronic communications while those communications are being made, are in transit, and when they are stored on computers.	N	N
217	47 USC 151	Federal	US Code	Regulates interstate and foreign commerce in communication by wire and radio, without discrimination; sets forth the regulations for obtaining certification to provide wireless communication services and cable systems.	N	N
218	Pub. L. 107-296	Federal	Public Law	Established the Department of Homeland Security.	N	N
219	47 USC 227(b)(1)(C)	Federal	US Code	Prohibits using the fax machine to send unsolicited advertisements.	N	N

220	Public Law No. 105-147	Federal	Public Law	Provides greater copyright infringement.	N	N
221	47 USC 227	Federal	US Code	Sets the terms and conditions for using telemarketing.	N	N
222	26 USC 170	Federal	US Code	To amend the Internal Revenue Code of 1986 to remove impediments in such Code and make our manufacturing, service, and high-technology businesses and workers more competitive and productive both at home and abroad.	N	N
223	35 USC 200-212	Federal	US Code	Promotes collaboration between commercial concerns and non-profit organizations, including universities, etc.	N	N
224	Public Law No. 108-453	Federal	Public Law	Promotes cooperative research involving universities, the public sector, and private enterprises.	N	N
225	Public Law No. 109-312	Federal	Public Law	Protects owners of famous marks or trade names against the unauthorized use of such mark and that causes dilution by blurring or tarnishment.	N	N
226	35 USC 1-390	Federal	US Code	Sets the guidelines and procedures for filing and appearing before the US Patent and Trademark Office.	N	N
227	17 USC 106A	Federal	US Code	Protects certain rights of authors of work of visual art.	N	N
228	22 USC 611-621	Federal	US Code	Requires persons acting as agents of foreign principals to file registration statements with the Attorney General.	N	N
229	15 USC 78dd	Federal	US Code	Prevents certain persons from making payments to foreign government officials.	N	N
230	Public Law No. 110-81	Federal	Public Law	Provides greater transparency in the legislative process and regulates the restrictions on gifts to members of Congress.	N	N
231	Public Law No. 104-65	Federal	Public Law	Provides for the disclosure of lobbying activities to influence the federal government and requires institutions to register if they employ lobbyist.	N	Y
232	15 USC 6501	Federal	US Code	Imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age.	N	N
233	Public Law No. 108-159	Federal	Public Law	Amends the Fair Credit Reporting Act to prevent identity theft, improve resolution of consumer disputes, improve the accuracy of consumer records, make improvements in the use of, and consumer access to, credit information, etc.	N	N
234	44 USC 3541	Federal	US Code	Requires federal agencies and federal contractors to develop and implement mandatory information security risk management standards.	N	N
235	20 USC 1232g	Federal	US Code	Dictates the conditions of releasing educational information and records.	N	Y
236	5 USC 552	Federal	US Code	Sets the guidelines for releasing information controlled by the government.	N	N
237	15 USC 6801	Federal	US Code	Governs the disclosure and protection of consumer private, personal information.	N	N
238	Public Law No. 111-5	Federal	Public Law	Regulates health information technology infrastructure, alongside HIPAA.	N	Y
239	Public Law No. 111-358	Federal	Public Law	Promotes competitiveness of the United States through research and development.	N	N
240	7 USC 2131-2159	Federal	US Code	Regulates the treatment of animals in research, exhibition, transport, and by dealers.	N	N
241	45 CFR 46.101-46.124	Federal	CFR	Institutions engaged in research covered by the Basic HHS Policy and which is supported by a federal department or agency shall provide written assurance that it will comply with the requirements of the policy.	N	N
242	15 USC 37	Federal	US Code	Provides antitrust protection to organizations which are registered as 501(c)(3) non-profit entities.	N	N
243	31 USC 5314	Federal	US Code	Regulates which certain fringe benefits maybe excluded from gross income.	N	N
244	26 USC 132	Federal	US Code	Any property or service (or cash under certain circumstances) provided to an employee in addition to or in lieu of regular wages will be a taxable fringe benefit to the employee, unless specifically excluded by statute.	N	N
245	26 USC 3401-3406	Federal	US Code	Distinguishes between independent contractors and employees.	N	N

246	Public Law No. 104-188	Federal	Public Law	Sets forth the minimum distributions from tax-qualified retirement plans.	N	N
247	26 USC 6115	Federal	US Code	Sets written disclosure requirements for charities receiving contributions in excess of \$75 as quid pro quo.	N	N

Agency Name: COLLEGE OF CHARLESTON

Fiscal Year 2016-2017
Accountability Report

Agency Code: H150 Section: 15

Customer Template

Divisions or Major Programs	Description	Service/Product Provided to Customers	Customer Segments	<i>Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.</i>
Controller's Office	Accounts Payable payments	Student Refund Checks	General Public	Students attending the college
Controller's Office	Accounts Payable payments	Vendor payments for goods & services	Industry	Various industries
Treasurer's Office	Student and non-student billing	Billing and receivables for student and non-student related fees such as tuition, room and board, services rendered	General Public	Students, Parents and Vendors
Treasurer's Office	Collection of yearly dues	Responsible for the collection portals for the collection of yearly dues	Professional Organization	SC City and Managers Association
Budget Office	This division is responsible for the development of the Governor's budget and oversight of the annual state budget for South Carolina.	Assist in the development of the College of Charleston's budget through the state system SCIES.	Executive Branch/State Agencies	
Payroll Office	All employees receiving wages from the College of Charleston	The Payroll Office's mission is to process accurate and timely payments, to comply with governmental regulations, and to provide exceptional customer service in keeping with the high standards promoted by the College of Charleston.	Executive Branch/State Agencies	
Bookstore	Bookstore is responsible for providing retail and textbooks to employees and students	textbooks, office supplies and apparel	General Public	College employees, students and surrounding community
Campus Housing	Campus Housing is responsible for all on-campus room assignments, fees and contracts for residence halls and historic houses	on-campus housing	General Public	College undergraduate students
Copy Center	Copy Center is responsible for providing copying and printing services to employees and students	printing and copying	General Public	College employees and students
Cougar Card	Cougar Card manages the College's identification card	campus identification card which allows access to meal plans, declining balance accounts, events, facilities, and services	General Public	College employees and students
Dining Services	Dining Services is responsible for providing food services to employees and students	dining and catering	General Public	College employees, students and surrounding community
Mail Services	Mail Services is responsible for providing mail services for employees and students	mail services	General Public	College employees, students and surrounding community
Parking Services	Parking Services is responsible for parking services to employees and students	parking passes and garages	General Public	College employees, students and surrounding community
Sottile Theatre	Sottile Theatre is responsible for handling the operations of events in the theatre	performing arts venue	General Public	College employees, students, Spoleto USA and surrounding community
Human Resources	HR is responsible for employee recruitment, retention, development, performance management, conduct, classification, compensation, benefits, and data management for the institution.	Solicit and receive applications for employment from the general public. Provide HR support and consultation to managers and employees of the College.	General Public	College employees and members of the general public seeking employment with the College.

Human Resources	HR is responsible for employee recruitment, retention, development, performance management, conduct, classification, compensation, benefits, and data management for the institution.	Work with the Department of Administration, State Division of Human Resources to provide employee data, reports and other non-delegated actions as required by state HR Regulations.	Executive Branch/State Agencies	
Equal Opportunity Programs	EOP ensures compliance with federal and state laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 as amended, the Americans with Disabilities Act, and all other pertinent laws as they pertain to access and equity.	Conducts investigations, training, reviews hiring process for EEO compliance, prepares reports, consults with employees and managers.	General Public	College employees, students, parents, law enforcement.
CofC Campus Community	Facility planning programming, design, construction, commissioning, operations maintenance, repair, inspection and PM services	Facility planning programming, design, construction, commissioning, operations maintenance, repair, inspection and PM services	Executive Branch/State Agencies	
Procurement Office	This department provides efficient and timely procurement services that maximize the College's resources and promote its instruction, research, extension, and professional services programs while maintaining compliance with state laws and regulations.	Purchasing of goods and services for all departments within College	Executive Branch/State Agencies	
Procurement Office	This department develops, advertises, and issues solicitations to the vendor community and manages contracts.	Foster fair, ethical, and legal trade practices that generate broad participation and competition among potential suppliers and result in the development of a strong vendor community.	Industry	Multiple vendors
Procurement Office	This department develops, advertises, and issues solicitations to the vendor community and manages contracts.	Promote public trust in College of Charleston and fosters transparency across the procurement process.	General Public	Citizens and taxpayers of South Carolina
		Campus Recreation Services	General Public	Students, faculty, staff, and community
		Career Center		
		Center for Civic Engagement		
		Collegiate Recovery Program		
Division of Student Affairs	Student Affairs supports the academic mission and enhances classroom experiences with additional services, programs and activities. The division is dedicated to the development of all students and to facilitating their cultural, social, emotional, physical, ethical and intellectual development so they may become responsible, respectful, and effective individuals.	Counseling and Substance Abuse Services		
		Dean of Students		
		Disability Services		
		Fraternity and Sorority Life		
		Higdon Student Leadership Center		
		Multicultural Student Programs and Services		
		Residence Life		
		Student Health Services		
		Student Life		
		Upward Bound and Pre-College Programs		
		Victim Services		

Division of Marketing and Communications	The Division of Marketing and Communications leads the planning, creation and implementation of College of Charleston's marketing, communications and brand management goals and initiatives. It enhances awareness of, and support for, the university's strategic goals. Through brand marketing and direct marketing efforts, the division assists all areas of the College in achieving their goals and objectives. The division provides timely, accurate and motivational communications about the university's programs, projects and activities that inspire positive actions among internal and external audiences.	The Division of Marketing and Communications enhances the university's national and global image and identity by informing students, alumni, parents, donors, supporters and the public about the College through high-quality communications, including print and electronic publications, websites, public relations, media relations, content marketing, executive communication and advertising.	General Public	Prospective student and their families; alumni, friends/donors of the College, state and federal legislators, and the general public at large (which covers all ages and socio-economic statuses).
Academic Affairs Division	Offers baccalaureate and graduate programs through seven schools: School of the Arts, School of Business, School of Education, Health, and Human Performance, School of Humanities and Social Sciences, School of Languages, Cultures, and World Affairs, School of Professional Studies, and School of Sciences and Mathematics	Provides academic programming and instruction to students. Provides academic support services to students.	General Public	Enrolled students
Office of the Provost	The responsibility of the Office of the Provost and Academic Affairs is to provide academic vision and leadership. The responsibilities are as broad and diverse as the College of Charleston itself. With the deans, department chairs, program heads, faculty, and administrative offices, Provost and staff work with other areas of campus and the President's	Oversees vital issues related to faculty and staff personnel concerns including recruitment, hiring, promotion, as well as budget requests and needs. Collaborates on internal and external reporting to state agencies and other organizations. Oversees academic programming initiatives.	General Public	Faculty, staff, and students
Academic Experience	Provides students with educationally purposeful opportunities that lead to deep learning, integrated social and intellectual development, and engagement with local and global communities.	Promotes student engagement in transformative learning experiences both in and out of the classroom.	General Public	Faculty, staff, and students
School of Professional Studies	The School of Professional Studies' degree-completion program is an individualized and flexible course of study, designed to meet the diverse needs of non-traditional students.	Offers courses in traditional, evening, online and hybrid formats to help the program's students balance the demands of their academic, work and family lives to complete the BPS degree.	General Public	Students
Library	Provides students and faculty the opportunity to realize their intellectual and personal potential, our mission is to make available a comprehensive collection of scholarly materials and library services congruent with the institution's present and anticipated instructional and research requirements.	Selects and acquires information resources based on collection management principles that reflect the teaching and research requirements of the college. Organizes timely, logical, aggregated and convenient access to print, electronic and other information resources to further study and research.	General Public	Faculty, staff, students and the community

Teaching, Learning & Technology	Supports the faculty and institutional core values by integrating education technology with pedagogy.	Faculty professional development opportunities, consultations, course design, tutorials, educational technology equipment, application support	General Public	CofC Faculty
IT Support Services	Provides ongoing, site-based, IT support services for all aspects of technology implementation.	Troubleshooting computer issues, network access, lost passwords, and classroom support.	General Public	CofC Faculty, Staff and Students
Information Security	Information Security oversees efforts to protect computing and information assets and develops and complies with information-	Virus protection, data loss prevention, security incident response, compromised accounts, phishing.	General Public	CofC Faculty, Staff and Students
Infrastructure	Provides networking and infrastructure to campus.	Wired and wireless network connectivity, server storage space, infrastructure for application servers.	General Public	CofC Faculty, Staff and Students
Enterprise Application Management	Develops, implements, and maintains enterprise applications.	Implements and services the backend of enterprise applications. Manages domain accounts and user access. Collaborates with campus community in the implementation of enterprise applications.	General Public	CofC Faculty, Staff and Students
Enterprise Information Management	Support area responsible for data warehousing and support of business intelligence reporting.	Provides resources for policies, procedure and documents relating to College data. Provides Cognos training for faculty and staff and supports report writing by authors throughout the College.	General Public	CofC Faculty, Staff and Students
Institutional Advancement	The Division of Institutional Advancement provides the guidance, protocols, processes, infrastructure and organizational leadership to the rest of the campus in order to identify, secure, steward and invest necessary resources to enrich academic, athletic and campus life at the College of Charleston. Committed to cultivating a culture of philanthropy, inclusiveness and support, the professionals in the IA Division work closely with alumni, parents, friends and campus partners to assure boundless opportunities for students, graduates and the College.	Alumni career services, alumni e-newsletter, information about the College and opportunities to engage with the College	General Public	College of Charleston alumni

Institutional Advancement	<p>The Division of Institutional Advancement provides the guidance, protocols, processes, infrastructure and organizational leadership to the rest of the campus in order to identify, secure, steward and invest necessary resources to enrich academic, athletic and campus life at the College of Charleston. Committed to cultivating a culture of philanthropy, inclusiveness and support, the professionals in the IA Division work closely with alumni, parents, friends and campus partners to assure boundless opportunities for students, graduates and the College.</p>	<p>Information about the College and opportunities to engage through philanthropy</p>	General Public	Parents of current College of Charleston students
Institutional Advancement	<p>The Division of Institutional Advancement provides the guidance, protocols, processes, infrastructure and organizational leadership to the rest of the campus in order to identify, secure, steward and invest necessary resources to enrich academic, athletic and campus life at the College of Charleston. Committed to cultivating a culture of philanthropy, inclusiveness and support, the professionals in the IA Division work closely with alumni, parents, friends and campus partners to assure boundless opportunities for students, graduates and the College.</p>	Donor stewardship	General Public	Donors to the College of Charleston
Controller's Office	Accounts Payable payments	Travel reimbursements	General Public	College of Charleston employees

Agency Name:**COLLEGE OF CHARLESTON****Fiscal Year 2016-2017****Accountability Report****Agency Code:****H150****Section:****015****Partner Template**

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Objective(s)
Ellucian	Private Business Organization	ERP System Vendor	Compliance, Efficiency, Reporting
Wells Fargo	Private Business Organization	Provide banking services	Compliance, Efficiency
Bank of America	Private Business Organization	Provide banking services	Compliance, Efficiency
GFOA	Professional Association	Provide professional guidance	Compliance, Efficiency
SCGFOA	Professional Association	Provide professional guidance	Compliance, Efficiency
SACUBO	Professional Association	Provide professional guidance	Compliance, Efficiency
AP & P2P Network	Professional Association	Provide professional guidance	Compliance, Efficiency
NCURA	Professional Association	Provide professional guidance	Compliance, Efficiency
NACUBO	Professional Association	Provide professional guidance	Compliance, Efficiency
Various Federal Agencies	Federal Government	Grant Funding	Research, Public Service, Education
Various State Agencies	State Government	Grant Funding	Research, Public Service, Education
Charleston County	Local Government	Grant Funding	Research, Public Service, Education
Various	Private Business Organization	Grant & Contract Funding	Research, Public Service, Education
TouchNet Information Systems	Private Business Organization	Provides online billing and payment portals for tuition, room and board, MarketPlace functions and payment plans	Accounts Receivable reduction
Campus Guard	Private Business Organization	Payment Card Industry Data Security Standard (PCI-DSS) consultants	Compliance, Information security
Heartland ECSI	Private Business Organization	Provides billing services for Perkins Loans and services related to tax form 1098T	Government compliance
State of South Carolina	State Government	Provides a portion of the College of Charleston's annual operating budget each fiscal year.	
IBM	Private Business Organization	Provides the College of Charleston's reporting application, Cognos.	Reporting
New England Financial Annuities	Non-Governmental Organization	403(B) Employee Contributions Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Variable Annuity Life Insurance Co.	Non-Governmental Organization	403(B) Employee Contributions Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
The Lincoln National Life insurance Co.	Non-Governmental Organization	403(B) Employee Contributions Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information

Fidelity Retirement	Non-Governmental Organization	403(B) Employee Contributions Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
MetLife Annuity	Non-Governmental Organization	403(B) Employee Contributions Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
AXA Equitable	Non-Governmental Organization	403(B) Employee Contributions Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Great West Retirement Services	Non-Governmental Organization	401(K)/457 Employee Contribution Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Public Employee Benefit Authority	Non-Governmental Organization	Employee Pension Contribution Agency, Installment Purchase Program Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
TIAA-CREF ORP	Non-Governmental Organization	South Carolina Optional Retirement Plan Payment Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Metropolitan Life ORP	Non-Governmental Organization	South Carolina Optional Retirement Plan Payment Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
AIG Retirement ORP	Non-Governmental Organization	South Carolina Optional Retirement Plan Payment Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Hartford ORP	Non-Governmental Organization	South Carolina Optional Retirement Plan Payment Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
FBMC SC Money Plus (WageWorks)	Non-Governmental Organization	South Carolina Employee Medical Deduction Vendor	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Charleston County Family Court	Local Government	Child Support Garnishing Agency	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Dorchester County Family Court	Local Government	Child Support Garnishing Agency	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
NYS Child Support Processing Center	Local Government	Child Support Garnishing Agency	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information

Berkeley County Family Court	Local Government	Child Support Garnishing Agency	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Ohio County Support Payment Central	Local Government	Child Support Garnishing Agency	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
PA SCU	Local Government	Child Support Garnishing Agency	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Department of Treasury	Federal Government	IRS Withholding Tax Payments, IRS Levy Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
James M. Wyman, Trustee	Federal Government	Bankruptcy Levy Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
SC Department of Revenue	State Government	SC Withholding Tax Payments, SC Levy Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
SC Department of Employment & Workforce	State Government	SC Unemployment Insurance Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
US Department of Education - National Payment Center	Federal Government	Educational Loan Garnishment Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
College of Charleston Foundation	Non-Governmental Organization	Voluntary Withholding Payment	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Cougar Club	Non-Governmental Organization	Voluntary Withholding Payment	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Trident United Way	Non-Governmental Organization	Voluntary Withholding Payment	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
SC Employees Association	Non-Governmental Organization	Voluntary Withholding Payment	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Georgia Department of Revenue	State Government	GA Withholding Tax Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information

Virginia Department of Taxation	State Government	VA Withholding Tax Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Connecticut Department of Revenue Services	State Government	CT Withholding Tax Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
North Carolina Department of Revenue	State Government	NC Withholding Tax Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
North Carolina Department of Commerce	State Government	NC Unemployment Insurance Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
SC State Accident Fund	State Government	SC Worker's Compensation Insurance Payments	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
IRS/Social Security Administration	Federal Government	File tax forms for College	Remit Employee Deduction, Employee Contribution, and/or Employee Wage Information
Charleston Area Regional Transportation Authority (CARTA)	State Government	Provide transportation and parking options for employees and students	Transportation cost saving for employees and students
United States Postal Service (USPS)	Federal Government	Provide mail services for employees and students	
South Carolina IHE's Emergency Managers/Directors	State Government	Communication sharing, process and procedure reviews, operational updates	
SFAA, Division of State Human Resources	State Government	In accordance with State HR Regulations, provide employee data, required reports and seek approval on non-delegated transactions. Seek opinion or	Compliance and efficiency
SFAA, Office of the State Engineer	State Government	OSE Capital Projects Overview and Approval	Build appropriate review time
City of Charleston Board of Architectural Review	Local Government	Review and approval process for all projects that impact architectural aesthetics	See early and prompt review
SciQuest	Private Business Organization	Software provider of our eProcurement system that allows internal users to submit requisitions electronically, create and distribute purchase orders to vendors and to track process.	Create efficiencies and streamline procurement process from start to finish.
IonWave	Private Business Organization	Software provider of eBid system that allows vendors to register and receive notifications regarding solicitations, submit bids electronically.	Create efficiencies and streamline bidding process from start to finish.
Charleston Higher Education Procurement Alliance	Higher Education Institute	An alliance between College of Charleston, MUSC, The Citadel and Trident Technical College.	Formed to gain efficiencies in solicitation process and to aggregate spend to gain more cost efficient contracts for common goods and services.

SFAA Procurement Services	State Government	College relies on and collaborates with state purchasing officials for guidance and discusses common goals and objectives.	To discover commonalities and requirements for statewide contracts, to promote compliance with state law and to promote best practices in procurement.
Commission on Higher Education (CHE)	State Government	The coordinating board for all public institutions in SC.	CHE oversees academic program quality; maintains funding and data systems; approves capital projects, leases, and land purchases; oversees administration of State financial aid
Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)	Professional Association	The regional body for the accreditation of degree-granting higher education institutions in the Southern states	The Commission's mission is the enhancement of educational quality throughout the region and it strives to improve the effectiveness of institutions by ensuring that institutions meet standards established by the higher education community that address the needs of society and students.
Association of American Colleges & Universities (AAC&U)	Professional Association	AAC&U is the leading national association concerned with the quality, vitality, and public standing of undergraduate liberal education.	AAC&U organizes its work around four broad goals: LEAP: Liberal Education as a Global Necessity Quality: 21st Century Markers for the Value of US Degrees Equity: Innovation, Inclusive Excellence, and Student Success Social Responsibility: Integrative Liberal Learning for the Global Commons

National Study of Instructional Costs and Productivity (Delaware Cost Study)	Higher Education Institute	Analytical tool (through the University of Delaware) that allows institutions to benchmark teaching workloads, instructional costs and productivity, by academic discipline.	Participation in the Delaware Cost Study affords clear, concise analysis of data on teaching loads by faculty category, direct cost of instruction, and externally funded research and service productivity. The Delaware Cost Study enables comparison of institutional data with national benchmarks arrayed by Carnegie institution type and by highest degree offered and undergraduate/graduate program mix within a discipline.
SCITDA	Professional Association	Collaboration of technology to benefit state agencies and citizens of South Carolina. To provide a medium for the exchange of information pertinent to the management of State information technology facilities. To provide a consolidation of experience, knowledge, and interest in improving information technology, administration and management. To serve as an instrument for the dissemination of information.	To provide a medium for the exchange of information pertinent To the management of State information technology facilities. -To provide a consolidation of experience, knowledge, and interest in improving information technology, administration and management. -To serve as an instrument for the dissemination of information.
EDUCAUSE	Professional Association	Collaborate on common higher education IT challenges and sharing of mission of transforming higher education through the use of information technology.	Address important higher education issues including: enterprise systems, policy, cybersecurity, teaching and learning, identity management, and emerging trends.
Info-Tech	Professional Association	Membership and services provide a program to improve IT performance by establishing performance measures to building strategies to implementation of best practices and key projects.	Set goals and align business needs, allocate resources, measure IT performance.
Online Learning Consortium	Professional Association	Collaborate to advance the quality of online education by adopting best practices and taking advantage of professional development and	Share and apply best practices in online education.
College of Charleston Foundation	Non-Governmental Organization	College of Charleston Foundation provides private funds in support of the mission of the College	Raise funds in support of the College's high-priority philanthropic initiatives.

Agency Name: COLLEGE OF CHARLESTON

Fiscal Year 2016-2017
Accountability Report

Agency Code: H150 Section: 015

Report Template

Item	Report Name	Name of Entity Requesting the Report	Type of Entity	Reporting Frequency	Submission Date (MM/DD/YYYY)	Summary of Information Requested in the Report	Method to Access the Report
1	Comprehensive Annual Financial Report (CAFR)	State of SC	State	Annually	09/30/2017	Financial statement audit, financial statements, footnotes, other supplementary schedules	http://osa.sc.gov/Reports/stateengagements/Pages/index.aspx
2	Single Audit	Grant Agencies	Federal	Annually	10/30/2017	Audit of Federal Assistance Expenditures	http://osa.sc.gov/Reports/stateengagements/Pages/index.aspx
3	Data Collection Form	Grant Agencies	Federal	Annually	10/31/2017	Annual Federal Assistance Expenditures	
4	NCAA AUP Report	NCAA	Outside Organization	Annually	1/16/2018	Agreed Upon Procedures engagement of expenses related to NCAA intercalate athletic programs	http://osa.sc.gov/Reports/stateengagements/Pages/index.aspx
5	SPIRS Report	Department of Administration	State	Monthly	20th of following month	Capital project expenditures	
6	Escheat Report	State Treasurer	State	Annually	11/30/2016	Accounts Payable Unclaimed Property	
7	Travel Report	Comptroller General	State	Annually	9/2/2016	Travel expenses for top 25 travelers, and total	
8	1099-MISC	IRS	Federal	Annually	1/31/2017	Payments to individuals- calendar year basis	
9	1042-S	IRS	Federal	Annually	3/15/2017	Payments to foreign payees- calendar year basis	
10	SF-425 Federal Financial Report	Various Federal Agencies	Federal	Quarterly	End of following month	Quarterly grant expenditures	
11	SF-425 Federal Financial Report	Various Federal Agencies	Federal	Annually	90-120 days after grant ends	Final grant expenditures	
12	Agency Budget Plan	Executive Budget Office	State	Annually	As requested	Submission of the College of Charleston's budget requests and required schedules as determined by the EBO.	
13	Accountability Report	SC Dept. of Administration	State	Annually	9/15/2016	Intended to report on agency's performance; expenditures and associated goals, strategies and objectives, and other items as shown on the report tabs	SC Dept. of Administration Accountability Portal and the CofC Controller's website
14	Fines and Fees Report	Proviso 117.75 2015-16 Act	State	Annually	9/1/2016	Amounts of fines and fees that were charged and collected, authority for fines and fees, source and intended use	http://businessaffairs.cofc.edu/documents/fines-and-fees-fy16.pdf
15	CHE 150-Data Report	Commission on Higher Education	State	Annually	As requested	Mission Resource Requirement Survey - Research & Public Service expenditures related to grants and contracts; Employees enrolled in retirement system; Utility expenditures; Acreage.	
16	CHE 100-Data Report	Commission on Higher Education	State	Annually	As requested	Academic Year Analysis of Tuition and Required Fees	
17	Accommodations' Taxes	City/County-Charleston	Local Govt.	Monthly	20th of following month	Accommodations taxes for guest housing and summer groups	
18	Accommodations' Taxes	Department of Revenue	State	Monthly	20th of following month	Accommodations taxes for guest housing and summer groups	
19	Use Taxes	Department of Revenue	State	Monthly	20th of following month	Use tax remittance	
20	Non-resident alien withholding	IRS	Federal		As necessary	Withholding taxes for payments to non-resident aliens	
21	Federal Project Review (FPR)	Executive Budget Office	State	Annually	When Requested	Indirect costs related to public service grants with federal funding	
22	Annual Public University Disclosure Request	Moody's	Outside Organization	Annually	11/1/2016	Financial information	
23	IRS Form 1098T	IRS	Federal	Annually	1/31/2016	Tuition tax credit for prior calendar year	
24	Proviso 117.37 Debt Report	SC Executive Budget Office	State	Annually	2/28/2016	Report of current accounts receivable	on file in CofC Treasurer's Office

25	Allowance for Doubtful Accounts	College of Charleston/Auditors	State	Annually	6/30/2016	List of doubtful accounts subject to being written off	
26	Scholarship Discounts and Allowances	Auditors	Outside Organization	Annually	7/30/2016	Report of tuition funding, waivers, scholarships, vouchers, etc.	
27	PCI-DSS Attestation of Compliance	Acquiring Banks	Outside Organization	Annually	5/31/2016	Criteria for meeting the obligations of the Payment Card Industry	
28	<i>Contributor to</i> IPEDS	National Center for Education Statistics	Outside Organization	Annually		financial information for the College of Charleston	https://nces.ed.gov/ipeds/datacenter/InstitutionProfile.aspx?unitId=adacb2b3acb4
29	<i>Contributor to</i> BSQ	AACSB	Outside Organization	Annually		financial and demographic information for the School of Business	see School of Business
30	<i>Contributor to</i> NCAA Report	NCAA / Department of Education	Federal	Annually		financial information for the Athletics department	see Athletics department
31	<i>Contributor to</i> Delaware Survey	University of Delaware	Outside Organization	Annually		instructional effort and financial information for Academic Affairs	see Institutional Research
32	Form 941, Employer's Quarterly Federal Tax Return	Internal Revenue Service	Federal	Quarterly	April 30, July 31, Oct. 31 and Jan. 31 of each year	As an employer, the College is responsible for withholding federal income tax, social security tax, and Medicare tax from each employee's paycheck and remitting it to the IRS. Each Form 941 the College files reports the total amount of tax the institution withheld during the quarter.	on file in CofC Payroll Office
33	WH-1605, SC Withholding Quarterly Tax Return	SC Department of Revenue	State	Quarterly	April 30, July 31, and Oct. 31	As an employer, the College is responsible for withholding South Carolina income tax from each employee's paycheck who works within the state of South Carolina and remit it to the SC Department of Revenue. Each Form WH-1606 the College files reports the total amount of tax the institution withheld during the quarter.	on file in CofC Payroll Office
34	WH-1606, SC Withholding 4th Quarter Annual Reconciliation	SC Department of Revenue	State	Annually	February 28 of each year	South Carolina employers must file WH-1606 SC Withholding 4th Quarter Annual Reconciliation and file W-2s with the state by February 28th of each year	
35	GA-V, G-7	Georgia Department of Revenue	State	Monthly	At the end of each month, and April 30, July 31, Oct. 31 and Jan. 31 of each year	As an employer, the College is responsible for withholding Georgia income tax from any employees who work within the state of Georgia and remit it to the Georgia Department of Revenue. Each Form G-7 the College files reports the total amount of tax the institution withheld during the quarter.	
36	GA-1003, Withholding Income Statement Transmittal	Georgia Department of Revenue	State	Annually	February 28 of each year	Georgia employers must file a Form G-1003 annual return that includes the annual reconciliation of all four quarters and file W-2s with the state by February 28th of each year.	
37	NC-5, Quarterly Income Tax Withholding Return	North Carolina Department of Revenue	State	Quarterly	April 30, July 31, October 31, and January 31 of each year	As an employer, the College is responsible for withholding North Carolina income tax from any employees who work within the state of North Carolina and remit it to the North Carolina Department of Revenue. Each Form NC-5 the College files reports the total amount of tax the institution withheld during the quarter.	

38	NC-3, Annual Withholding Reconciliation	North Carolina Department of Revenue	State	Annually	February 28 of each year	North Carolina employers must file a Form NC-3 Annual reconciliation of withholding that includes the reconciliation of all four quarters and file W-2s with the state by February 28th of each year.	
39	VA-5, Employers Return of Virginia Income Tax Withheld	Virginia Department of Taxation	State	Quarterly	April 30, July 31, October 31, and January 31 of each year	As an employer, the College is responsible for withholding Virginia income tax from any employees who work within the state of Virginia and remit it to the Virginia Department of Taxation. Each Form VA-5 the College files reports the total amount of tax the institution withheld during the quarter.	
40	VA-6, Employers Annual Summary of Virginia Income Tax Withheld	Virginia Department of Taxation	State	Annually	January 31st of each year	Virginia employers must file a Form VA-6 Annual reconciliation of withholding that includes the reconciliation of all four quarters and file W-2s with the state by January 31st of each year.	
41	CT-941, Connecticut Quarterly Reconciliation of Withholding	Connecticut Department of Revenue Services	State	Quarterly	April 30, July 31, October 31, and January 31 of each year	As an employer, the College is responsible for withholding Connecticut income tax from any employees who work within the state of Connecticut and remit it to the Connecticut Department of Revenue Services. Each Form CT-941 the College files reports the total amount of tax the institution withheld during the quarter.	
42	CT-W3, Connecticut Annual Reconciliation of Withholding Tax Return	Connecticut Department of Revenue Services	State	Annually	January 31st of each year	Connecticut employers must file a Form CT-W3 Connecticut annual reconciliation of withholding that includes the annual reconciliation of all four quarters and file W-2s with the state by January 31st of each year.	
43	Escheatment Reporting	SC State Treasurer's Office	State	Annually	November 1 of each year	Payroll checks which have not been cashed within one year of issuance (as of fiscal year end) are considered abandoned property and must be remitted to the SC State Treasurer's Office	Individual abandoned payroll checks are indexed as searchable items on the SC State Treasurer's website.
44	State Accident Fund Payroll Audit Report	SC State Accident Fund	State	Annually	August 15 of each year	The College of Charleston must submit its total payroll for each assigned workers' compensation classification code. The College's premium auditor assists the institution in assigning the proper classification code(s) for the specific operations. State agencies are issued fiscal year policies, July 1 to June 30.	on file in the CofC Payroll Office.
45	Form 1244, Monthly Deposit of Retirement Contributions; Form 1246 Quarterly Deposit of Retirement Contributions	Public Employee Benefits Authority	State	Monthly	Last day of the following month	Retirement Contribution and Salary information for SCRS, PORS, and ORP, Retiree Insurance Surcharge, Incidental Death Benefit Contributions, and Accidental Death Contributions are remitted on this form.	
46	Optional Retirement Plan Vendor Reports	TIAA-CREF, Valic, Met Life, & Mass Mutual	Outside Organization	Monthly	After each payroll is processed	Employee Deduction and Employer Contributions Details are remitted to 3rd party vendors after each payroll is processed	
47	Medical Deduction Reports	Wage Works (FBMC)	Local Govt.	Monthly	After each payroll is processed	Employee Deduction and Employer Contributions Details are remitted to Wage Works after each payroll is processed	

48	Garnishment Reports	Child Support Agencies, Tax Agencies, Bankruptcy Courts, Educational Loan Vendors	Local Govt.	Monthly	After each payroll is processed	The details of employee garnishments and disposable income are remitted to the garnishing agencies.	
49	Survey of Public Employment & Payroll for State Institutions of Higher Education	US Census Bureau	Federal	Annually	April 20 of each year	The U.S. Census Bureau conducts an Annual Survey of Public Employment & Payroll as authorized by Title 13, United States Code (U.S.C.), Sections 161 and 182 to provide state and local government data on full-time and part-time employment, part-time hours worked, full-time equivalent employment, and payroll statistics by governmental function for the pay periods that include March 12 of each year	on file in the CofC Payroll Office
50	UCE 101/120, SC Unemployment Return	SC Department of Employment & Workforce	State	Quarterly	April 30, July 31, October 31, and January 31 of each year	As an employer, the College is responsible for withholding South Carolina unemployment tax. Only the employer amount is withheld from each paycheck and remitted to the SC Department of Employment & Workforce.	
51	NCUI 101, Employers Quarterly Tax and Wage Report	North Carolina Department of Commerce	State	Quarterly	April 30, July 31, October 31, and January 31 of each year	As an employer, the College is responsible for withholding North Carolina unemployment tax. Only the employer amount is withheld from each paycheck and remitted to the North Carolina Department of Commerce.	
52	Forms W-2	Internal Revenue Service/Social Security Administration	Federal	Annually	February 28 of each year	Employers must complete a Form W-2 for each employee to whom they pay a salary, wage, or other compensation as part of the employment relationship. An employer must mail out the Form W-2 to employees on or before January 31. This deadline gives these taxpayers about 2 months to prepare their returns before the April 15 income tax due date. The form is also used to report FICA taxes to the Social Security Administration. The Form W-2, along with Form W-3, generally must be filed by the employer with the Social Security Administration by the end of February.	
53	Property and Liability Insurance Policies Renewal Forms	State Fiscal Accountability Authority- Insurance Reserve Fund	State	Annually	6/30/2016	State Fiscal Accountability Authority- Insurance Reserve Fund	State Fiscal Accountability Authority- Insurance Reserve Fund
54	Admissions/Theater Tax Return L-511	SC Department of Revenue	State	Monthly	By the 1st of each month	Admissions tax must be collected by all places of amusement when an admission fee has been charged. This is monthly reporting of the admissions tax.	SC Department of Revenue
55	Institutional Repair and Maintenance Projects	Commission on Higher Education	State	Annually	2/10/2016	All maintenance and repair projects planned and executed over the past fiscal year with planned cost and current fiscal year expenditures.	On file at CHE
56	Comprehensive Permanent Improvement Plan	Commission on Higher Education	State	Annually	3/1/2016	All permanent improvement projects planned to be initiated over the next five years	On file at CHE
57	Building Condition Survey	Commission on Higher Education	State	Bi-annually	6/1/2014	Quantitative assessment of the condition of all E&G facilities	On file at CHE
58	OSHA 300A Report	OSHA	Federal	Annually	2/1/2016	Recordable workplace injuries and illnesses summary for calendar year	Posted publicly in HR annually by February 1

59	SC Human Affairs Commission EEO Report	SC Human Affairs Commission	State	Annually	10/31/2016	Report of race and gender demographics on all employees, employment applicants, new hires and promotions for each federal fiscal year, Oct. 1-Sept. 30.	SC Human Affairs Commission Website
60	Leave Transfer Pool Report	Department of Administration, Division of State Human Resources	State	Annually	3/1/2016	Accounting of all sick and annual leave pool requests granted, leave donations received, and associated values.	Department of Administration, Division of State Human Resources
61	Bonus Report	Department of Administration, Division of State Human Resources	State	Annually	8/31/2016	Names of employee receiving bonuses, total amount, funding source and reason.	Department of Administration, Division of State Human Resources
62	Monetary Awards Report	Department of Administration, Division of State Human Resources	State	Annually	8/31/2016	Names of employee receiving monetary awards, total amount, source of funds and reason.	Department of Administration, Division of State Human Resources
63	Salary Supplement Report	Department of Administration, Division of State Human Resources	State	Annually	8/31/2016	Names of employees receiving a salary supplement from a private source, amount of supplement and source.	Department of Administration, Division of State Human Resources
64	Organizational Charts	Department of Administration, Division of State Human Resources	State	Annually	9/1/2016	Organization chart showing all FTE positions indicating department, name, title, classification, state grievance status.	Department of Administration, Division of State Human Resources
65	Dual Employment Report	SC Comptroller General's Office	State	Annually	9/13/2016	Report showing names of all employees working dual employment and amount paid in dual employment for the prior fiscal year.	
66	Form 1094C	US Internal Revenue Service	Federal	Annually	3/31/2016	In compliance with the Affordable Care Act, report of all employees offered healthcare insurance coverage during the calendar year, coverage dates, and dependent data.	
67	OSE Indirect Delivery Quantity Contract Quarterly Report	Office of the State Engineer	State	Quarterly	Qtr.	IDC contract activity	On file with Office of State Engineer
68	Programmatic Agreement (PS)	State Historic Preservation Office	State	Annually	09/01/16	Compliance confirmation	On file with State Historic Preservation Office
69	Easement Agreement	Charleston Preservation Society	Local Govt.	Annually	08/01/16	Compliance confirmation	On file with Charleston Preservation Society
70	Sole Source	SFAA Procurement Services	State	Quarterly		Number, value, reference number, dates, vendor name, commodity/service of sole source purchases	On file with SFAA Procurement Services and CofC Procurement
71	Emergency Purchase	SFAA Procurement Services	State	Quarterly		Number, value, reference number, dates, vendor name, commodity/service of emergency purchases	On file with SFAA Procurement Services and CofC Procurement
72	Trade-in Sales Report	SFAA Procurement Services	State	Quarterly		Number, value of new item net cost, historical cost, trade value, reference number, dates, commodity and inventory number of purchases involving trade-in	On file with SFAA Procurement Services and CofC Procurement
73	Record of Applied Preferences	SFAA Procurement Services	State	Quarterly		Solicitation number, award date, description of purchase, commodity code lowest bid amount, award amount, preference expense and category	On file with SFAA Procurement Services and CofC Procurement
74	Illegal Procurements	SFAA Procurement Services	State	Quarterly		Number, value, reference number, dates, vendor name, commodity/service of unauthorized purchases and reason it is illegal	On file with SFAA Procurement Services and CofC Procurement
75	Procurements using 10% Rule	SFAA Procurement Services	State	Quarterly		PO number, date, state contract number, description, state contract unit price, off contract vendor, off contract item description, off contract unit price, quantity purchased	On file with SFAA Procurement Services and CofC Procurement

76	MBE Progress Report	OSMBA	State	Quarterly		Total funds expended, funds expended with certified MBEs, cumulative FY to date funds expended with certified MBEs, annual dollar goal established, percentage of goal met, number of solicitations sent to certified MBEs, number of responses from certified MBEs, number of awards made to certified MBEs with vendor name, commodity/service and certification number for goods and services and for construction and/or renovation	On file with SFAA Procurement Services and CoC Procurement
77	CHEMIS Summer Submission: Enrollment, Identifier, Disbursements, Course and Facilities Data	SC Commission on Higher Education	State	Annually	08/15/2015	Schools must submit detailed data files containing information on total student enrollment, student financial aid awards, semester course, and institutional facilities. Each file must be formatted appropriately according to CHE standards.	Data available in summary only, published by the SC CHE: http://www.che.sc.gov/DataPublications.aspx
78	CHEMIS Academic Year Submission: Completions Data	SC Commission on Higher Education	State	Annually	09/30/2015	A completions file for the most recent academic year must be submitted. The file must include the race/ethnicity, gender, award/degree level, CIP code, distance education status, and major sequence data for each student who completed his or her degree during the given time frame.	Data available in summary only, published by the SC CHE: http://www.che.sc.gov/DataPublications.aspx
79	CHEMIS Fall Submission: Enrollment, Identifier, Disbursements, Course and Facilities Data	SC Commission on Higher Education	State	Annually	10/31/2015	Schools must submit detailed data files containing information on total student enrollment, student financial aid awards, semester course, and institutional facilities. Each file must be formatted appropriately according to CHE standards.	Data available in summary only, published by the SC CHE: http://www.che.sc.gov/DataPublications.aspx
80	CHEMIS Fall Submission: Faculty Data	SC Commission on Higher Education	State	Annually	11/28/2015	Schools must submit a detailed faculty data file including but not limited to the following data fields related to each faculty member: gender, race/ethnicity, faculty rank, employee status, date of hire, date of termination, contract terms, tenure status, annual salary, department CIP code, and minimum required competency.	Data available in summary only, published by the SC CHE: http://www.che.sc.gov/DataPublications.aspx
81	CHEMIS Spring Submission: Enrollment, Identifier, Disbursements, Course and Facilities Data	SC Commission on Higher Education	State	Annually	03/31/2016	Schools must submit detailed data files containing information on total student enrollment, student financial aid awards, semester course, and institutional facilities. Each file must be formatted appropriately according to CHE standards.	Data available in summary only, published by the SC CHE: http://www.che.sc.gov/DataPublications.aspx
82	CHEMIS Scholarship Disbursement Reconciliation File	SC Commission on Higher Education	State	Annually	06/20/2016	Schools must submit a scholarship disbursement reconciliation file documenting any changes in financial aid awards since the previous financial aid data was submitted to CHEMIS.	Data available in summary only, published by the SC CHE: http://www.che.sc.gov/DataPublications.aspx
83	Survey of Applications, Acceptances, and Actual Enrollments	SC Commission on Higher Education	State	Annually	01/15/2016	Schools must submit detailed admissions files documenting the application, acceptance, and actual enrollment data for the academic year. The file must include student demographic data as well as high school and standardized test performance.	Data available in summary only, published by the SC CHE: http://www.che.sc.gov/DataPublications.aspx

84	Reporting on Abatement of Tuition Rates for Out-of-State Students (Proviso 11.29)	SC Commission on Higher Education	State	Annually	09/30/2016	By October 1st of each year, state supported institutions of higher learning must submit to the Commission on Higher Education, or its successor entity, the number of out-of-state students during the prior fiscal year that received abatement of rates pursuant to Section 59-112-70 of the 1976 Code. The report must include the geo-origin of the student, class of the student, comprehensive listing of all financial awards received by the student, number of semesters the student has received the abated rate, as well as the athletic status of the student. The report must also include the calculation method used to determine the abatement amount awarded to students as well as the number of students that received educational fee waivers pursuant to Section 59-101-620.	Data not available to be distributed
85	IPEDS Fall Collection: Institutional Characteristics, Completions, and 12-month Enrollment	National Center for Education Statistics	Federal	Annually	10/14/2015	School officials must complete an institutional characteristics survey, a completions survey, and a 12-month enrollment survey. Data fields requested typically include student demographics, award/degree level, CIP code, distance education status, and major sequence.	Data available in summary only: http://nces.ed.gov/collegenavigator/?id=217819
86	IPEDS Winter Collection: Student Financial Aid, Graduation Rates, Graduation Rates 200%, Admissions, and Outcome Measures	National Center for Education Statistics	Federal	Annually	02/09/2016	School officials must complete a student financial aid survey, a graduation rates survey, a graduation rates 200% survey, an admissions survey, and an outcome measures survey. Each survey included in the data collection requires detailed demographic information on each student reported.	Data available in summary only: http://nces.ed.gov/collegenavigator/?id=217819
87	IPEDS Spring Collection: Fall Enrollment, Finance, Academic Libraries, and Human Resources	National Center for Education Statistics	Federal	Annually	04/06/2016	School officials must complete a fall enrollment survey, a finance survey, an academic libraries survey, and a human resources survey. The fall enrollment survey requests detailed data related to the enrolled student population from the previous fall term. Unlike most other IPEDS surveys, the finance, academic libraries, and human resources surveys all require data related to the institution itself rather than data related to the general student population of the school.	Data available in summary only: http://nces.ed.gov/collegenavigator/?id=217819
88	HEOA Disclosure Report: Completion/Graduation Rates	US Department of Education: Higher Education Opportunity Act of 2008	Federal	Annually	02/09/2016	Each institution must annually make available to prospective and enrolled students the completion or graduation rate of certificate- or degree-seeking, first-time, full-time, undergraduate students. The HEOA (Sec. 488(a)(3)) added a provision requiring that the completion or graduation rates must be disaggregated by gender; major racial and ethnic subgroup [as defined in IPEDS]; recipients of a Federal Pell Grant; recipients of a subsidized Stafford Loan who did not receive a Pell Grant; and students who did not receive either a Pell Grant or a subsidized Stafford Loan.	http://irp.cofc.edu/docs/reports/heoa/HEOAGradRates.pdf

89	HEOA Disclosure Report: Retention Rates	US Department of Education: Higher Education Opportunity Act of 2008	Federal	Annually	04/06/2016	Institutions must make available to current and prospective students the retention rate of certificate- or degree-seeking, first-time, undergraduate students [as reported to IPEDS].	http://irp.cofc.edu/docs/reports/heoa/HEOARetentionRates.pdf
90	HEOA Disclosure Report: Student Body Diversity	US Department of Education: Higher Education Opportunity Act of 2008	Federal	Annually	04/06/2016	Institutions must make available to current and prospective students information about student body diversity, including the percentage of enrolled, full-time students who are male; are female; are a self-identified member of a major racial or ethnic group; and receive a Federal Pell Grant.	http://irp.cofc.edu/docs/reports/heoa/HEOADiversity.pdf
91	HEOA Disclosure Report: Types of Graduate and Professional Education in Which the Institution's Graduates Enrolled	US Department of Education: Higher Education Opportunity Act of 2008	Federal	Annually	06/30/2016	Institutions must make available to current and prospective students information regarding the types of graduate and professional education in which graduates of the institution's 4-year degree programs enrolled.	http://irp.cofc.edu/docs/reports/heoa/HEOAGraduatesAttending.pdf
92	HEA Report	Title II Reporting Mandated by Section 207 of the HEA	Federal	Annually	01/01/2016	As required by Title II of the Higher Education Act of 1998, the Secretary of Education has prepared an annual report for Congress and the public on the preparation of teachers.	The annual reports are provided via this link: https://title2.ed.gov/Public/Home.aspx , including supplemental tables. Individual State reports for the current and previous years are also available. The Office of Institutional Research and Planning assists the College's School of Education in the compilation of the data for the Title II reports annually.
93	Annual Security Report	State of SC Statutes 59-106-10 to 59-106-30	State	Annually	10/01/2016	Establishes the South Carolina Campus Sex Crimes Prevention act and sets forth requirements and contents of an Annual Campus Security Report including information regarding registered sex offenders.	Provides crime statistics and information on services and policies that support a safe and secure environment, highlights programs that encourage members of the campus community to seek intervention and assistance for victimization, provides information on the alcohol and drug policies, outlines procedures for handling reports of sexual assault, and identifies campus representatives for reporting crimes and incidents that have impact on the college community.
94	Fiscal Operations Report and Application to Participate (FISAP)	US DOE	Federal	Annually	10/01/2016	Application for and prior year reporting on the three Campus-Based programs: Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS)	on file in CofC Financial Aid Office
95	State IT Plan	SC Dept. of Administration, Technology Division	State	Annually	10/23/2014	Comprehensive IT plan setting forth the agency's proposed IT acquisitions for the next three years along with IT base budget.	on file in CofC Information Technology Office

Agency Name: COLLEGE OF CHARLESTON

Fiscal Year 2016-2017
Accountability Report

Agency Code: H150 **Section:** 015

External Review Template

Item	Name of Entity Conducted External Review	Type of Entity	External Review Timeline (MM/DD/YYYY to MM/DD/YYYY)	Method to Access the External Review Report
Financial Statement Audit	Elliott Davis Decosimo	Outside Organization	07/01/2016-06/30/2017	http://osa.sc.gov/Reports/stateengagements/Pages/index.aspx
Single Audit	Elliott Davis Decosimo	Outside Organization	07/01/2016-06/30/2017	http://osa.sc.gov/Reports/stateengagements/Pages/index.aspx
NCAA Agreed Upon Procedures	Elliott Davis Decosimo	Outside Organization	07/01/2016-06/30/2017	http://osa.sc.gov/Reports/stateengagements/Pages/index.aspx
EZ Audit	Department of Education	Federal	07/01/2016-06/30/2017	N/A (Uploaded to DOE internal system)
Bond Disclosure	Municipal Securities Rulemaking Board	Federal	07/01/2016-06/30/2017	http://www.emma.msrb.org
Teachers Loans	CERRA/Winthrop University	State	Not always the same timeline	Secured email
Employment Tax Audit	Internal Revenue Service	Federal	01/29/2016 to 11/06/2016	A copy of the final audit report is on file at the College of Charleston
External Audit	SFAA, Procurement Services	State	Every three (3) years	http://www.mmo.sc.gov/PS/agency/PS-agency-audit-reports.phtm
Internal Audit	College of Charleston	State	Random	Filed on-site, access by request
Penetration Testing	Rapid7	Outside Organization	07/01/2015-06/30/2016	
Vulnerability Testing	CampusGuard	Outside Organization	07/01/2015-06/30/2016	
PCI Compliance	CampusGuard	Outside Organization	07/01/2015-06/30/2016	
CJIS	SLED	State	07/01/2015-06/30/2016	

Theatre and Dance Accreditation	National Association of Schools of Theatre (NAST)	Outside Organization	07/01/2015-06/30/2016		NAST is the accreditation entity for the Theatre and Dance programs. Access report information through the Department of Theatre and Dance (http://theatre.cofc.edu/about-the-
School of Business Accreditation	Association to Advance Collegiate Schools of Business (AACSB International)	Outside Organization	07/01/2015-06/30/2016		AACSB International is the accreditation entity for the School of Business. Access report information through the School of Business (http://sb.cofc.edu/academics/graduate/accountancy/accreditation
Computer Science Accreditation	Accreditation Board for Engineering and Technology, Inc (ABET)	Outside Organization	Next review - 2018-2019		ABET accredits BS Computer Science major in the School of Science and Mathematics. Access report information through the School of Science and Mathematics (http://compsci.cofc.edu/about/index.php).
School of Education, Health and Human Performance Accreditation	Council for the Accreditation of Educator Preparation (CAEP)	Outside Organization	Fall 2012 - Fall 2020		CAEP is the accreditation entity for the School of Education, Health and Human Performance. Access report information through the School of Education, Health and Human Performance (http://ehhp.cofc.edu/assessment/index.php).
Music Accreditation	National Association of Schools of Music (NASM)	Outside Organization	Most Recent Review 2011 review - 2020-2021	Next	NASM accredits Music (B.A.) and Performing Arts, Choral Music (M.A.T.) programs in the School of Arts. Access report information through the School of Arts (http://music.cofc.edu/about/index.php).
Masters of Public Administration	The Network of Schools for Public Policy, Affairs, and Administration (NASPAA)	Outside Organization	7 Year Cycle. Reaccredited in 2014		NASPAA accredits Public Administration (M.P.A) program in the Graduate School of the University of Charleston, South Carolina. Access report information through the Graduate School of the University of Charleston, South Carolina (http://puba.cofc.edu/about/accreditation-info/index.php)
Regional Accreditation	Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)	Outside Organization	Last accredited in 2007. Candidate for reaffirmation in 2017.		http://oiep.cofc.edu/accreditation/index.php