

AGENCY NAME:	University of South Carolina Lancaster		
AGENCY CODE:	H370	SECTION:	20

Fiscal Year 2018–2019 Accountability Report

SUBMISSION FORM

AGENCY MISSION	<p>Abbreviated Mission Statement (Approved by the USC Board of Trustees, June 2016)</p> <p>The University of South Carolina Lancaster, a regional campus of the University of South Carolina, has as its mission to provide higher education and intellectual leadership to its service area. At the heart of this mission is a teaching faculty of high quality dedicated to excellence in instruction, scholarship, public and professional service, and creative endeavor which enrich the classroom experience. USC Lancaster offers a varied curriculum grounded in the liberal arts and focused on preparing students to continue their education in the University and throughout life. Complete mission statement available at https://www.sc.edu/about/offices_and_divisions/institutional_research_assessment_and_analytics/mission_statements/usc_campus_mission_statements.php.</p>
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AGENCY VISION	<p>In fulfilling the mission of the campus stated above in the USC Lancaster Mission Statement, we look to the tenets of the USC System statement for the overarching vision for our mission to our campus' service area. USC Lancaster aspires to be a leader among the university's Palmetto College campuses as a comprehensive learning center offering equal access to high-quality university programs and services. USC Lancaster must be a dynamic, forward-looking and proactive institution of higher learning that relates productively to its community and to the greater University of South Carolina. USC Lancaster seeks to continuously enhance its intellectual environment and expand access to its academic programs.</p>
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Does the agency have any major or minor recommendations (internal or external) that would allow the agency to operate more effectively and efficiently?

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

Is the agency in compliance with S.C. Code Ann. § 2-1-230, which requires submission of certain reports to the Legislative Services Agency for publication online and the State Library? See also S.C. Code Ann. § 60-2-30.

	Yes	No
REPORT SUBMISSION COMPLIANCE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Is the agency in compliance with various requirements to transfer its records, including electronic ones, to the Department of Archives and History? See the Public Records Act (S.C. Code Ann. § 30-1-10 through 30-1-180) and the South Carolina Uniform Electronic Transactions Act (S.C. Code Ann. § 26-6-10 through 26-10-210).

RECORDS MANAGEMENT COMPLIANCE:	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Is the agency in compliance with S.C. Code Ann. § 1-23-120(J), which requires an agency to conduct a formal review of its regulations every five years?

REGULATION REVIEW:	Yes	No
	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
PRIMARY CONTACT:	Dr. Walter P. Collins, III	803-313-7001	collinsw@sc.edu
SECONDARY CONTACT:	Dr. Lisa Hammond	803-313-7044	lhammond@mailbox.sc.edu

I have reviewed and approved the enclosed FY 2018–2019 Accountability Report, which is complete and accurate to the extent of my knowledge.

AGENCY DIRECTOR (SIGN AND DATE):	<i>Walter P. Collins, III</i>	<i>8/22/19</i>
(TYPE/PRINT NAME):	<i>Walter P. Collins, III</i>	

BOARD/CMSN CHAIR (SIGN AND DATE):	<i>John C. von Lehe, Jr.</i>	<i>SEP 12 2019</i>
(TYPE/PRINT NAME):	<i>John C. von Lehe, Chairman USC Board of Trustees</i>	

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AGENCY’S DISCUSSION AND ANALYSIS

USC Lancaster serves six area counties and admits all students who show promise of academic success. Most of USCL's students are first generation college students from rural areas, small towns, and cities across the central Piedmont area of the Carolinas. Through a broad commitment to equity, an extensive scholarship and financial aid program, a variety of weekday and evening course offerings, and online degree completion programs, USC Lancaster seeks to make education accessible, affordable, and convenient to the residents of this area.

USC Lancaster has always provided a strong foundational education for area students, but in recent years, the campus has also significantly expanded four-year online degree completion offerings to provide greater opportunities for current and future students in and beyond our service area. The campus offers two general Associate Degrees, one in Arts and another in Sciences, in addition to specialized Associate degrees in Business and Criminal Justice, and an Associate in Technical Nursing available through a partnership between USCL and York Technical College. As the Palmetto College campus with the strongest enrollment in four-year degree completion programs, USCL also currently offers students fourteen Palmetto College degrees. Most notably, the campus opened a new satellite site in Indian Land to better serve education needs of residents in our northern service area.

In pursuit of our primary mission, teaching excellence remains the highest priority at USC Lancaster. Students at USCL have access to approachable and well-qualified faculty and staff members, expansive technological support, and academic and personal support services, as well as opportunities for internships and activities beyond the classroom. Public service is emphasized at all levels. The USC Lancaster campus is a hub for local and regional community events of all sizes and purposes. Students, faculty, and staff are participants and leaders out in our community. The Gregory Family YMCA provides equipment and programming to campus and community to keep residents of Lancaster and the surrounding areas of all ages active and healthy.

The campus administration continues to work closely with the USC Budget Office and the Administration of Palmetto College in order to adjust and strengthen campus funding and to serve as a good steward for legislative funding. The campus continues to enjoy strong community support, with regular funding from the city and county, and from the local Educational Foundation of USC Lancaster. With budget reforms, a small tuition increase, and an increase to recurring parity funding by the legislature, USC Lancaster’s financial health continued to improve substantially during this fiscal year, and projections for next year are also strong.

Beginning in 2017, the Palmetto College campuses embarked on a joint strategic planning initiative, which resulted in a realignment of individual campus and Palmetto College goals with the University of South Carolina Columbia’s strategic plan. For the 2018-2019 academic year, this report follows the structure of our previous goals. Going forward, however, USC Lancaster’s goals for the 2019-2020 academic year and beyond are now restructured to follow the *Palmetto College Focus Carolina 2023 Strategic Plan*. The strategies and performance measures for the goals are specific to USC Lancaster and our stakeholders, but these newly realigned goals still speak to our established performance

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indicators and outcomes as previously reported. Our core educational mission is directly connected to the goals of our larger system, and thus this realignment allows for a clear correlation of local campus goals to support the joint accreditation of USC Columbia and the regional Palmetto College campuses. As we demonstrate clear compliance with SACSCOC standards for the university as a whole in our new goals, and demonstrate appropriate use of funding provided by the state and student tuition revenue each year, our performance measures and outcomes allow us also to maintain the culture, values, and priorities of our local campus—providing outstanding undergraduate education to the citizens of our service areas and the state.

Agency Highlights

- Continued excellence in teaching, advising, and student support programs.
- Strong retention rate of 53.1%, the highest of the Palmetto Colleges campuses.
- Successful launch of a new Indian Land location offering general education courses, with appropriate approvals and already an increase in enrollment of 97% in headcount from Fall 2018 to Spring 2019.
- Expanded student opportunities in Graduation with Leadership Distinction.
- Consistently strong faculty scholarship activities.
- Significant growth in engaged community partnerships.

Strategic Planning Goal 1

Increase enrollment, retention, and graduation rates in service of providing an outstanding educational experience to USC Lancaster students

USC Lancaster’s enrollment remains stable, with 1,523 registered students in Fall 2018. Student success rates and graduation rates both increased for the 2018-2019 academic year, a strong move in a positive direction. The campus experienced a period of enrollment growth, reaching in Fall 2017 a historic high enrollment of 1910 students, but national and statewide trends reflecting decreased numbers of high school graduates combined with a decline in dual enrollment student enrollment as a result of changes in local school districts resulted in a significant decrease student registration from Fall 2017 to Fall 2018. However, USCL has dedicated significant resources to building enrollment in traditional college students to increase enrollment overall, as well as working to recover dual enrollment students. In addition, recent federal financial aid regulatory changes resulted in an increase of summer student funding eligibility, resulting in a 53.25% increase in summer enrollment for 2018 over 2017. USCL continues to make stable enrollment a priority, with a two-pronged strategy: first, increasing recruiting efforts, and second, focusing on retention and student success for continuing students.

Highlights for this area:

- Strong student success rate of 57.4%, well above the 43.2% rate for all South Carolina two-year public technical colleges.

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- Implementation of newly established recruitment and enrollment protocols to continue to build enrollment in traditional students, dual enrollment programs, and the new Palmetto Pathway program (see below). Enrollment trends are promising as the campus continues to rebuild enrollment:
 - Summer 2018 enrollment reached 446, a 53.25% increase over Summer 2017's 291.
 - Fall 2018 enrollment reached 1,523.
 - Spring 2019 enrollment reached 1361.
- Successful Fall 2018 launch of USC Lancaster's new Indian Land location. With active recruitment and support for the new site, there has already been a 97% registration growth from Fall 2018 to Spring 2019.
- Maintained a strong scholarship program, awarding 140 new and continuing scholarships totaling \$185,000 to students demonstrating academic excellence and/or financial need from the Educational Foundation of USC Lancaster.
- Staffed critical admissions positions, including assistant registrar and an admissions counselor / recruiter. In addition, a temporary dual enrollment support position is in the process of being moved now to a slotted position.
- Continued recruitment and advising support for Palmetto College degree completion program students; in Fall 2018, USCL had 125 students enrolled in these programs.
- Began building resources and establishing procedures for the Fall 2019 launch of Palmetto Pathway. The students admitted to this gateway-type program will officially be students belonging to USC Lancaster, but they will be housed and taught in Columbia. This program will serve students using the faculty expertise and support services of the Palmetto College campuses and when fully enrolled will add to our 2019-2020 enrollment numbers and revenue stream. This is a one-year (30-hour) program after which successful students then matriculate to a four-year program/campus. The Fall 2019 soft launch currently has 53 registered students.
- Continued monitoring and restructuring of academic advising, including assignment of advisees, distributing advising responsibilities, and training advisors.
- Continued providing excellent tutoring services to students through our Opportunity Scholars Program and Academic Success Center. The ASC provided 989 tutoring sessions to students in a wide range of subject matters, particularly writing and math.
- Continued support services provided by academic advisors, the Academic Success and Writing Center, Counseling Services, University 101 Program, Office of Student Life, USC Connect and Graduation with Leadership Distinction, and Travel Study, as well as the campus TRiO Learning Resources Center.

Strategic Planning Goal 2

Prepare students for the challenges and opportunities of the 21st century by offering a wide range of academic experiences and programs, taught by excellent faculty

A major priority for all institutions of higher education must be to support and sustain students throughout their academic careers into successful careers or further studies. USCL has made enhancing educational experience to prepare graduates for the challenges and opportunities of the 21st century a major priority this year—indeed, every year—and in planning for next year as well.

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Providing a range of academic offerings is critical to sustain USC Lancaster’s mission and core values. Palmetto College has provided outstanding opportunities for growth in academic offerings, allowing students to complete baccalaureate degrees both on and off our campus. Palmetto College currently offers fourteen baccalaureate degree completion programs in partnership with USC, USC senior campuses, and other Palmetto College campuses. USC Lancaster continues to lead the Palmetto College Campuses in enrollment in Palmetto College BLS and BOL degree programs.

This year marked the successful launch of an extension location in Indian Land, South Carolina, with the first courses being offered in August 2018. In partnership with the Lancaster County School District, we are currently offering evening courses at our new Indian Land location, serving a rapidly growing community in our service area just south of Charlotte, NC. We hope to expand offerings to include daytime classes as well, with a goal of appealing to traditional students, dual credit students in the Indian Land/Fort Mill region, as well as retirees living in the Sun City community and area businesses seeking contract courses. This year we completed notification of the Indian Land location for the South Carolina Commission of Higher Education, as well as appropriate notification and substantial change for SACSCOC. The Indian Land site has already seen a 97% increase in headcount from Fall 2018 to Spring 2019.

Highlights for this area:

- Planning throughout the academic year resulted in the successful launch of an Indian Land location in Fall 2018; USCL faculty offered 14 courses in the 2018-2019 academic year at our new site.
- Conducted faculty searches in response to annual review of hiring priorities in the following critical needs areas: physics, sociology, computer science, psychology, and biology/chemistry. The sociology and physics positions have been successfully filled. The psychology, bio/chem, and computer science searches were reopened to allow for choosing the best new faculty members.
- Continued commitment to academic excellence through strong faculty and teaching excellence. Annual review procedures place a high value on teaching effectiveness. Faculty normally teach a 12-hour course load each semester. Courses are evaluated, and evaluations are reviewed by faculty peers and administration, to ensure that teaching quality remains high.
- Maintain stable funding of faculty development resources to provide students with access to high caliber expert faculty, funding the USCL Research and Productive Scholarship Program at \$40,000 and the faculty travel budget at \$30,000.
- Continued commitment to faculty support for remaining current in their respective disciplines. In the 2018 calendar year, USCL’s outstanding faculty members disseminated 29 publications, including books, articles, and reviews and gave 61 presentations at local, regional, national, and even international venues.
- 100% success the last five years in faculty tenure and promotion applications.
- Continued expansion of the Graduation with Leadership Distinction (GLD) honors program; launch of the new Undergraduate Research Recognition program. 13 students graduated with

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Leadership Distinction at the May 2019 commencement ceremony, up from 3 the previous year. Ten students graduated with our new Undergraduate Research Recognition cord this May. These students must complete a minimum of 40 hours of mentored research on a single project and write a professional abstract detailing their experiences.

- Continued offerings of annual student travel learning opportunities, with a study abroad opportunity to Germany.
- Offered expanded Career Services opportunities, including a Spring 2019 Career Fair for 98 student participants in cooperation with 44 local business to increase student engagement with and opportunities for experiential learning and employment.
- Campus faculty and Palmetto College Faculty Senate members continue work on approving Bachelor of Liberal Studies concentrations in Legal Studies and Entrepreneurship, as well as a Cultural Studies concentration in conjunction with the USCL Native American Studies Center.
- Continued support of educational opportunities and service in the community; for example, a special focus of community engagement is the Learn-to-Swim and Water Safety Program for Lancaster County 4th Graders. A twenty-two-year-old partnership between the J. Marion Sims Foundation, the Lancaster County School District, and the Gregory Family YMCA provides this program, which serves over 1,100 4th graders each school year. The program has served over 20,000 area fourth graders since 1995. The program expanded this year to serve students in Chester County and Great Falls Elementary School, and we are working on a partnership with Lewisville as well.
- Offered 300+ community events, for organizations such as the J. Marion Sims Foundation, the Orton Family Foundation, Rotary International, and many more.
- Launched USC Lancaster’s Town-Gown Advisory Council, to consciously build deeper relationships between the university and the communities we serve, with particular emphasis on fostering the growth of students in their educational pursuits and in their engagement in the community as citizens, as well as participating in the cultural and economic growth of campus and community by bringing together diverse and inclusive education, arts, and business interests.
- These community education and wellness initiatives in addition to our strong support for student success clearly address the Statewide Enterprise Strategic Objectives of both Education, Training, and Human Development and Government and Citizens.

Strategic Planning Goal 3

Maintain campus infrastructure and financial stability to provide a well-equipped learning environment and strengthen financial condition, efficiency, and operations of USC Lancaster

USC Lancaster has worked steadily the last several years to stabilize the financial condition and operational budget of the campus. In light of recent state appropriations and with recent drops in student enrollment, the campus has made long-term financial sustainability and efficiency major goals. The campus administration participates in quarterly budget meetings and the Dean retains a Budget Advisory Group to assist in monitoring budget issues.

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Highlights for this area:

- Continued fiscal stewardship through sound operational and financial management with a goal of annual fund balance contribution and growth. This requires careful allocation of resources including tuition and fee revenues, the Palmetto College revenue sharing model, and all recurring, non-recurring and deferred maintenance monies.
 - Preliminary year-end analysis indicates that all campus revenue sources are at 101.1% of budget with fund balance growth of 26.6% ahead of budget.
 - The campus entered the year with an operating carryforward balance of \$1,650,094. Preliminary year-end calculations show the carryforward to be \$1,905,598, a 15.5% increase in operating reserves.
- Continuing regular review of expenditures in quarterly budget meetings with local campus administration and Palmetto College budget officers, in addition to regular meetings of a local campus Budget Advisory Group.
- Securing funding for updating our campus’s ten-year master plan, which was last completed in the fall of 2008. The boards of the Lancaster County Commission for Higher Education and the Educational Foundation of USC Lancaster have together generously agreed to cover the cost of securing a consultant team for updating the plan.
- Continued work on current open maintenance and physical plant projects, which include the following:
 - Starr Hall fire alarm, ceiling tile/grid abatement and replacement
 - Medford Library and Hubbard Hall elevator repairs
 - Founders Hall French drain and front entrance waterproofing
 - Bradley water intrusion on second floor
- Continued partnership with the Educational Foundation of USC Lancaster, which works closely with the Office of Advancement to identify and cultivate sources of external financial support to meet the growing needs of the campus.
- Providing continued availability to the community for events, which gives the campus visibility and also builds revenue.

It remains a top priority at USC Lancaster to make education affordable for students and to increase access to education. This includes a dedication to responsible stewardship of the resources entrusted to us by the State of South Carolina in appropriations and by our students in tuition revenues. The bulk of campus expenditures are in our general operating funds, primarily the unrestricted E&G funds reported in the program below, and primarily in personnel and fringe benefits. Campus facilities maintenance, upgrades, utilities, and equipment costs also represent a significant portion of campus expenditures. Capital projects for which direct state appropriations have been received are included in Goal 3 in the campus Strategic Planning and Performance Measures Template below.

USC Lancaster is most grateful for the generous support of the South Carolina State Government and for the many partners and donors in our community and beyond who allow the campus to provide excellent facilities to students and community members. USCL strives not only to be a responsible steward of the financial resources of our students, community, and state, but also in return to contribute strongly back.

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Subsections I and II: Risk Assessment and Mitigation Analysis, and Restructuring Recommendations

Since its establishment in 1959, USC Lancaster has more than fulfilled its mission of educating the citizens of South Carolina. The campus is routinely subject to accreditation, review, and audits, in addition to consulting with external agencies to identify potential negative impacts on the public and to avoid those. Finally, while USCL is a separately funded state agency, our membership in the USC System assures appropriate resources and strategies are in place to address failure to attain goals and objectives. This agency has no restructuring recommendations at this time.

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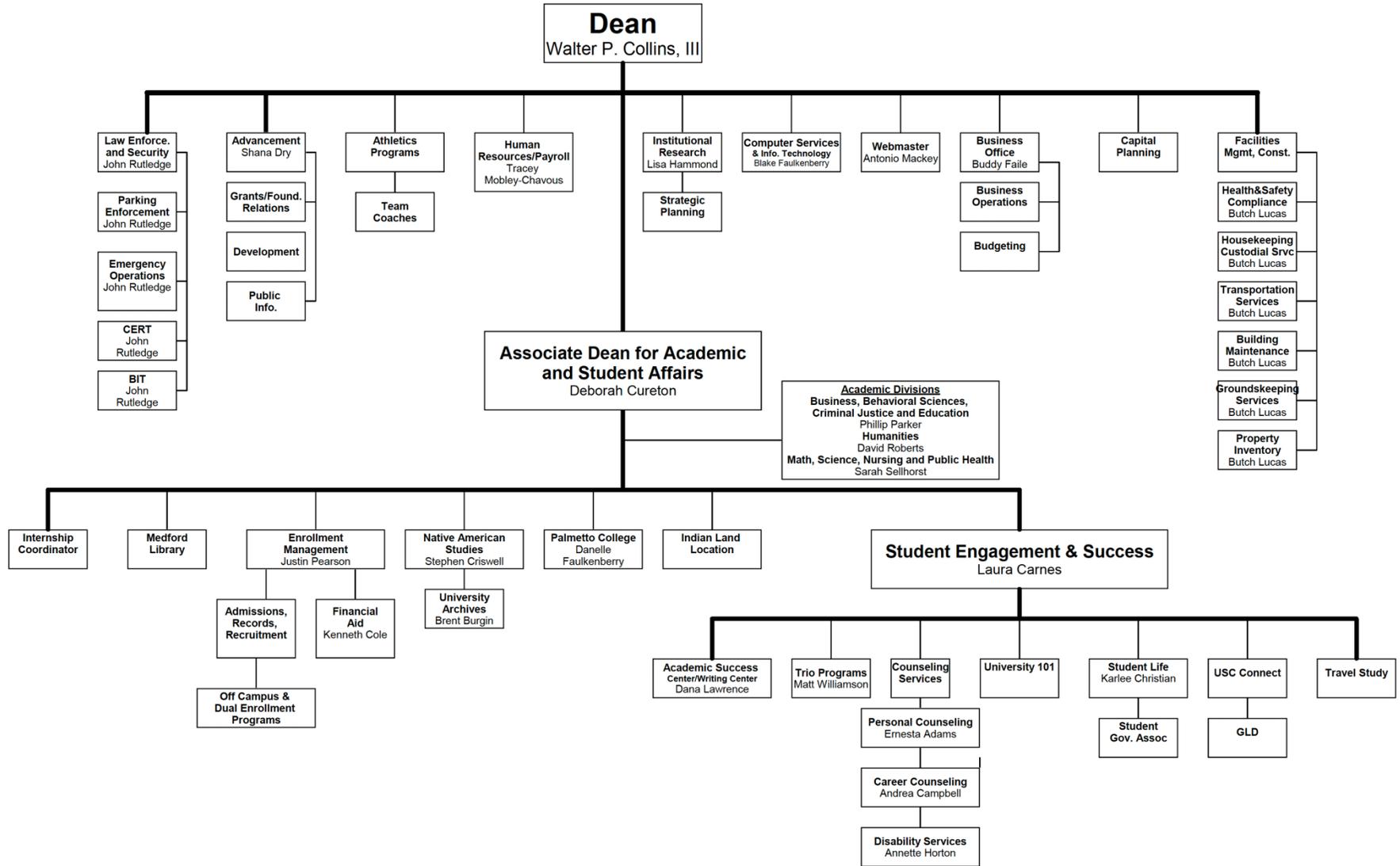
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USC Lancaster Organization Chart



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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Education, Training, and Human Development	G	1			Increase enrollment, retention, and graduation rates in service of providing an outstanding educational experience to USC Lancaster students							
	S	1.1			Increase and enhance recruitment efforts through active recruiting and admissions and enrollment support							
	M		1.1.1	Headcount (Registered Students)	1910	1740	1523	7/1/2018-6/30/2019	USC Office of Institutional Research, Assessment, and Analytics (OIRAA)	Fall semester numbers	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation	
	M		1.1.2	New freshmen applications	744	750	735	7/1/2018-6/30/2019	Enrollment Management, internal	Fall semester numbers	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation	
	M		1.1.3	Yield rate (conversion of applicants into enrolled students)	72%	70%	77%	7/1/2018-6/30/2019	Enrollment Management, internal	Fall semester numbers (new registrations / new applications)	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation	
	M		1.1.4	Recruiting events held on or off campus	97	100	93	7/1/2018-6/30/2019	Enrollment Management, internal	Actual count	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation	
	S	1.2			Increase and enhance retention rates through low student-faculty classroom ratios, tutoring, and other student							
	M		1.2.1	Retention of first-time, full-time, degree seeking freshmen	62.0%	62.0%	53% *	7/1/2018-6/30/2019	OIRAA (* OIRAA calculated retention rates for AY18-19 differently; in AY17-18, the number included students retained at any school; in AY 18-19, it included only students starting and returning to the same institution. IPEDS figures show a consistent retention rate, with IPEDS AY17-18 at 54.1% compared to IPEDS AY18-19 at 53.1%.)	Students retained from Fall to Fall	Provide students every opportunity for academic success and degree completion	
	M		1.2.2	Faculty-to-student ratio	1:15.83	1:15.50	1:14:5	7/1/2018-6/30/2019	OIRAA	A ratio of full-time equivalent students (full-time plus 1/3 part time) to full-time equivalent instructional faculty (full time plus 1/3 part time), Fall semester numbers	Provide students every opportunity for academic success and degree completion by providing opportunities for significant individual attention	
	M		1.2.3	Scholarship funding, including (1.2.3.A) Funds established for student scholarships in the Educational Foundation of USC Lancaster	134	137	140	7/1/2018-6/30/2019	Educational Foundation of USC Lancaster, internal	Cumulative number of individual scholarship funds	Provide affordable education to students	

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		Goal	Strategy	Measure		Base	Target	Actual				
	-				(1.2.3.B) Students with scholarships awarded from the Educational Foundation of USC Lancaster	165	167	164	7/1/2018-6/30/2019	Financial Aid, internal (based on Fall semester projections)	Total number of enrolled students (including those in 2nd year of existing awards)	Provide affordable education to students
	-				(1.2.3.C) Scholarships awarded from or continued by the Educational Foundation of USC Lancaster	197	200	204	7/1/2018-6/30/2019	Financial Aid, internal (based on Fall semester projections)	Total number of scholarships awarded (including 2nd year of existing awards)	Provide affordable education to students
	M		1.2.4		Tutoring sessions held in the Academic Success Center	895	950	989	7/1/2018-6/30/2019	ASC Director, Internal	Actual count	Provide students every opportunity for academic success and degree completion
	S	1.3			Increase and enhance graduation rates through low student-faculty classroom ratios, tutoring and other student							
	M		1.3.1		Associate degrees awarded	157	125	149	7/1/2017-6/30-2018	OIRAA	Total number for the fiscal year	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to
	M		1.3.2		Graduation Rates of First-time, Full-time Degree-Seeking Undergraduates	0.158	0.19	0.224	7/1/2018-6/30/2019	CHE report, Graduation Rates, South Carolina Higher Education Statistical Abstract 2018, Fall 2015 cohort	CHE calculation. Percentage of cohort graduating within 150% time of normal program time (3 years).	Provide students every opportunity for academic success and degree completion
	M		1.3.3		Success Rates of First-time, Full-Time Degree-Seeking Undergraduates **	53.7%	56.0%	57.40%	7/1/2018-6/30/2019	CHE report, South Carolina Higher Education Statistical Abstract 2018, 2014 cohort	Percentage of cohort graduating within 150% time of normal program time (3 years) and those who as of 150% of program time have transferred to another institution or have continued to be enrolled the term following 150% of program time.	Provide students every opportunity for academic success and degree completion
Education, Training, and Human Development	G	2			Prepare students for the challenges and opportunities of the 21st century by offering a wide range of academic experiences and programs, taught by excellent faculty							
	S	2.1			Offer a variety of educational options to students							
	M		2.1.1		Palmetto College Student Enrollment in BOL and BLS at USC Lancaster	107	118	125	7/1/2018-6/30/2019	Enrollment Services, Palmetto College	Fall semester numbers	Provide students access to a range of academic programs
	M		2.1.2		Students with Graduation with Leadership Distinction (GLD) honors	3	8	13	7/1/2018-6/30/2019	Academic Affairs, Internal	Actual number listed for commencement	Provide students access to a range of academic programs
	M		2.1.3		Courses offered at Indian Land site	0	7	14	7/1/2018-6/30/2019	Academic Affairs, Internal	Actual count	Provide students access to a range of academic programs
	M		2.1.4		Enrollment headcount for upper-division BSN program	48	48	48	7/1/2018-6/30/2019	BSN Program Director, internal	Actual headcount. Maximum number of students is 48, due to lack of more clinical opportunities.	Provide students access to a range of academic programs

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		Goal	Strategy	Measure		Base	Target	Actual				
	S	2.2			Recruit and support excellent faculty for classroom instruction, by providing a good instructional environment and professional development resources in support of faculty teaching and scholarship							
	M			2.2.1	Number of full-time faculty	57	59	56	7/1/2018-6/30/2019	OIRAA	Fall semester numbers	Provide students every opportunity for academic success and degree completion by providing sufficient coverage for classroom instruction
	M			2.2.2	Normal teaching load of full-time faculty per academic year (redefined teaching load available for scholarly-active faculty)	8	8	8	7/1/2018-6/30/2019	Academic Affairs, Internal	Internal campus policy, n/a	Provide students every opportunity for academic success and degree completion by providing sufficient coverage for classroom instruction
	M			2.2.3	Funding for USC Lancaster Research and Productive Scholarship Award Program and travel budget for faculty scholarship	\$70,000	\$70,000	\$70,000	7/1/2018-6/30/2019	Academic Affairs, Internal	Actual amount	Provide students every opportunity for academic success and degree completion by ensuring faculty have continued access to professional development
	S	2.3			Develop opportunities for campus and community engagement to benefit both students and community							
	M			2.3.1	Visits to USC Lancaster's Native American Studies Center	8429	8500	7719	7/1/2018-6/30/2019	NASC Visitor Coordinator, internal	Actual number	Provide students and community members access to unique educational opportunities
	M			2.3.2	Campus and community outreach events by Medford Library	21	20	18	7/1/2018-6/30/2019	Library, internal	Actual number	Provide students and community members access to unique educational opportunities
	M			2.3.3	Community events offered on USC Lancaster campus	345	350	351	7/1/2018-6/30/2019	Facilities Rental Coordinator, internal	Actual number	Provide students and community members access to unique educational opportunities
Public Infrastructure and Economic Development	G	3			Maintain campus infrastructure and financial stability to provide a well-equipped learning environment and strengthen financial condition, efficiency, and operations of USC Lancaster							
	S	3.1			Strengthen USC Lancaster's financial condition through efficient operations and careful budgeting							
	M			3.1.1	Fiscal year ended under budget for expenditures	yes	yes	yes	7/1/2018-6/30/2019	Budget office, internal	n/a	Strengthen the financial condition, efficiency, and operations of USCL
	M			3.1.2	USC Lancaster reserve fund carry-forward balance	\$1,650,095	\$1,900,095	\$1,905,598	7/1/2018-6/30/2019	Budget office, internal	Amount held in Reserve Fund	Strengthen the financial condition, efficiency, and operations of USCL
	S	3.2			Maintain and improve USC Lancaster's physical plant to provide a well-equipped learning environment, sustain enrollment growth, and enhance community engagement							

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2018-19			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
	M			3.2.1	Make progress on two-year deferred maintenance projects (\$2.3 million deferred maintenance allocation): projects include Bradley physics lab conversion, Medford Library and Hubbard Hall elevator repairs, Bradley second-floor water intrusion. Final renovations to the Gregory Family YMCA are complete, as well as repairs to the Founders Hall French drain and front entrance waterproofing.	new 18-20 goal	progress on two-year goal	progress on two-year goal	7/1/2018-6/30/2020	Facilities Management, internal	Completion of project	Maintain and improve USCL's physical plant to sustain enrollment growth, expand public services, and provide a well-equipped learning environment

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Strategic Planning and Performance Measurement Template

Statewide Enterprise Strategic Objective	Type	Item #			Description	2019-2020			Time Applicable	Data Source and Availability	Calculation Method	Meaningful Use of Measure
		Goal	Strategy	Measure		Base	Target	Actual				
Education, Training, and Human Development	G	1			Educating future leaders and thinkers through affordable, flexible, and quality educational opportunities							
Education, Training, and Human Development	G	1.1			Increase enrollment, retention, and graduation rates in service of providing an outstanding educational experience to USC Lancaster students							
	S	1.1			Increase and enhance recruitment efforts through active recruiting and admissions and enrollment support							
	M		1.1.1	Headcount (Registered Students)	1523	1584		AY2019-2020	USC Office of Institutional Research, Assessment, and Analytics (OIRAA)	Fall semester numbers	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation	
	M		1.1.2	New freshmen applications	735	750		AY2019-2020	Enrollment Management, internal	Fall semester numbers	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation	
	M		1.1.3	Total applications	1946	2000		AY2019-2020	Enrollment Management, internal	Fall semester numbers	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation	
	M		1.1.4	Yield rate (conversion of applicants into enrolled students)	77%	78%		AY2019-2020	Enrollment Management, internal	Fall semester numbers (new registrations / new applications)	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation	
	M		1.1.5	Recruiting events held on or off campus	93	90		7/1/2019-6/30/2020	Enrollment Management, internal	Actual count	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation	
	S	1.2			Increase and enhance retention rates through low student-faculty classroom ratios, tutoring, affordable tuition and scholarships, and other student support services							
	M		1.2.1	Retention of first-time, full-time, degree seeking freshmen	53.1%	54.0%		AY2019-2020	CHE report, Retention of First-Time, Full-Time, Degree-Seeking Freshmen from Fall 2017 to Fall 2018 (most recent data available)	Students retained from Fall to Fall	Provide students every opportunity for academic success and degree completion	

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			1.2.2	Faculty-to-student ratio	1:14:5	1:15:0		AY2019-2020	OIRAA	A ratio of full-time equivalent students (full-time plus 1/3 part time) to full-time equivalent instructional faculty (full time plus 1/3 part time), Fall semester numbers	Provide students every opportunity for academic success and degree completion by providing opportunities for significant individual attention
	M			1.2.3	Scholarship funding, including (1.2.3.A) Funds established for student scholarships in the Educational Foundation of USC Lancaster	140	143		7/1/2019-6/30/2020	Educational Foundation of USC Lancaster, internal	Cumulative number of individual scholarship funds	Provide affordable education to students
	-				(1.2.3.B) Total all scholarships, including outside awards	\$357,106	\$360,000		full award year, 8/2017-8/2018	Financial Aid, internal (actual figures, most recent data available)	Total number of enrolled students (including those in 2nd year of existing awards)	Provide affordable education to students
	M			1.2.4	Tutoring sessions held in the Academic Success Center	989	1000		7/1/2019-6/30/2020	ASC Director, Internal	Actual count	Provide students every opportunity for academic success and degree completion
	S			1.3	Increase and enhance graduation rates through low student-faculty classroom ratios, tutoring and other student							
	M			1.3.1	Associate degrees awarded	149	152		AY2019-2020	OIRAA	Total number for the fiscal year	Provide an outstanding educational experience by supporting students in all academic areas, from admissions to classroom success to graduation
	M			1.3.2	Graduation Rates of First-time, Full-time Degree-Seeking Undergraduates	22.40%	23.0%		AY2019-2020	CHE report, Graduation Rates, South Carolina Higher Education Statistical Abstract 2018, Fall 2015 cohort	CHE calculation. Percentage of cohort graduating within 150% time of normal program time (3 years).	Provide students every opportunity for academic success and degree completion
	M			1.3.3	Success Rates of First-time, Full-Time Degree-Seeking Undergraduates	57.40%	58.0%		AY2019-2020	CHE report, South Carolina Higher Education Statistical Abstract 2018, 2014 cohort	Percentage of cohort graduating within 150% time of normal program time (3 years) and those who as of 150% of program time have transferred to another institution or have continued to be enrolled the term following 150% of program time.	Provide students every opportunity for academic success and degree completion
Education, Training, and Human Development	G			1.2	Prepare students for the challenges and opportunities of the 21st century by offering a wide range of academic experiences and programs							
	S			1	Offer a variety of educational options to students							
	M			1.2.1.1	Palmetto College Student Enrollment in BOL and BLS at USC Lancaster	125	128		AY2019-2020	Enrollment Services, Palmetto College	Fall semester numbers	Provide students access to a range of academic programs
	M			1.2.1.2	Students with Graduation with Leadership Distinction (GLD) honors	13	15		AY2019-2020	Academic Affairs, Internal	Actual number listed for commencement	Provide students access to a range of academic programs

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			1.2.1.3	Students with Undergraduate Research Honors	10	12		AY2019-2020			
	M			1.2.1.4	Courses offered at Indian Land site	14	17		AY2019-2020	Academic Affairs, Internal	Actual count	Provide students access to a range of academic programs
	M			1.2.1.5	Enrollment headcount for upper-division BSN program	48	48		AY2019-2020	BSN Program Director, internal	Actual headcount. Maximum number of students is 48, due to lack of more clinical opportunities.	Provide students access to a range of academic programs
Education, Training, and Human Development	G			2	Assembling and supporting a diverse and excellent faculty dedicated to teaching, scholarship, and student success							
	S			1	Recruit and support excellent faculty for classroom instruction, by providing a good instructional environment and professional development resources in support of faculty teaching and scholarship							
	M			2.1.1	Number of full-time faculty	56	59		AY2019-2020	OIRAA	Fall semester numbers	Provide students every opportunity for academic success and degree completion by providing sufficient coverage for classroom instruction
	M			2.1.2	Normal teaching load of full-time faculty per academic year (redefined teaching load available for scholarly-active faculty)	8	8		AY2019-2020	Academic Affairs, Internal	Internal campus policy, n/a	Provide students every opportunity for academic success and degree completion by providing sufficient coverage for classroom instruction
	M			2.1.3	Funding for USC Lancaster Research and Productive Scholarship Award Program and travel budget for faculty scholarship	\$70,000	\$70,000		AY2019-2020	Academic Affairs, Internal	Actual amount	Provide students every opportunity for academic success and degree completion by ensuring faculty have continued access to professional development
	M			2.1.4	Annual faculty hiring priorities report completed, with faculty recruitment and hiring as appropriate and approved	1	1		AY2019-2020	Faculty Hiring Priorities Committee	Completion of report	Provide students every opportunity for academic success and degree completion by ensuring faculty have continued access to professional development
	M			2.1.5	Conduct a faculty-led needs assessment to begin long-term planning for appropriate strategies and measures for this goal	1	1		AY2019-2020	Faculty Organization	Completion of report	Provide students every opportunity for academic success and degree completion by ensuring faculty have continued access to professional development
Government and Citizens	G			3	Spurring creativity and innovation, including advanced educational opportunities responsive to regional community needs							
	S			1	Develop opportunities for campus and community engagement to benefit both students and community							
	M			3.1.1	Visits to USC Lancaster's Native American Studies Center	7719	8000		7/1/2019-6/30/2020	NASC Visitor Coordinator, internal	Actual number	Provide students and community members access to unique educational opportunities

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		Goal	Strategy	Measure		Base	Target	Actual					
	M			3.1.2	Community events offered on USC Lancaster campus	351	350		7/1/2019-6/30/2020	Facilities Rental Coordinator, internal	Actual number	Provide students and community members access to unique educational opportunities	
	M			3.1.3	Staff newly created internship coordinator position and begin developing strategies and metrics for this new office	new goal	1		AY2019-2020	Academic Affairs, Internal	Actual number	Provide students and community members access to unique educational opportunities	
	M			3.1.4	Campus events featuring and recognizing student and faculty innovation and creativity	new goal *	5		AY2019-2020	Academic Affairs, Internal (*The campus will be formally measuring this data for the first time in AY2019-2020)	Actual number	Provide students and community members access to unique educational opportunities	
Government and Citizens	G			4	Building inclusive and inspiring communities, on-campus and online								
	S			1	Provide opportunities for students, faculty, and staff to be involved in inclusive and diverse academic, cultural, athletic, and social communities as we create a welcoming and accepting campus culture								
	M			4.1.1	Student life events	new goal *	16		AY2019-2010	Director, Student Life (*The campus will be formally measuring this data for the first time in AY2019-2020)	Actual number	Build a sense of a welcoming community culture through targeted events and activities	
	M			4.1.2	Student life organizations	new goal *	10		AY2019-2020	Director, Student Life (*The campus will be formally measuring this data for the first time in AY2019-2020)	Actual number	Build a sense of a welcoming community culture through targeted events and activities	
	M			4.1.3	Campus and community outreach events by Medford Library	18	18		7/1/2019-6/30/2020	Library, internal	Actual number	Build a sense of a welcoming community culture through targeted events and activities	
Public Infrastructure and Economic Development	G			5	Promoting recognized institutional excellence								
	S			1	Maintain campus infrastructure and financial stability to provide a well-equipped learning environment and strengthen financial condition, efficiency, and operations of USC Lancaster, while engaging in continuous planning and								
	M			5.1.1	Fiscal year ended under budget for expenditures	yes	yes		7/1/2019-6/30/2020	Budget office, internal (Year-end analysis is still underway. At report submission deadline, preliminary year-end analysis indicates that all campus revenue sources are at 101.1%)	n/a	Strengthen the financial condition, efficiency, and operations of USCL	
	M			5.1.2	USC Lancaster reserve fund carry-forward balance	\$1,905,598	\$2,100,000		7/1/2019-6/30/2020	Budget office, internal	Amount held in Reserve Fund	Strengthen the financial condition, efficiency, and operations of USCL	
	M			5.1.3	Make progress on two-year deferred maintenance projects (\$2.3 million deferred maintenance allocation): projects include Bradley physics lab conversion, Medford Library and Hubbard Hall elevator repairs, Bradley second-floor water intrusion.	progress on two-year goal	progress on two-year goal		7/1/2018-6/30/2020	Facilities Management, internal	Completion of project	Maintain and improve USCL's physical plant to sustain enrollment growth, expand public services, and provide a well-equipped learning environment	
	M			5.1.4	Make progress on new maintenance projects: Hubbard Hall roof replacement, parking lot resurfacing, Gregory YMCA windows replacement	new goal	progress on two-year goal		7/1/2019-6/30/2021	Facilities Management, internal	Completion of project	Maintain and improve USCL's physical plant to sustain enrollment growth, expand public services, and provide a well-equipped learning environment	

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		Goal	Strategy	Measure		Base	Target	Actual				
	M			5.1.5	Create a plan for restructuring administrative and student support services goals and outcomes reporting	new goal	1		AY2019-2020	Office of the Dean, Internal	Completion of project	Strengthen the financial condition, efficiency, and operations of USCL
	M			5.1.6	Annual accountability reports produced and disseminated (Provost Blueprint and State Accountability)	2	2		AY2019-2020	Office of Institutional Effectiveness and Research, internal	Completion of report	Strengthen the financial condition, efficiency, and operations of USCL

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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 your agency must or may serve? (Y/N)	Does the law specify a product or service your agency must or may provide?	If yes, what type of service or product?	If other service or product, please specify what service or product.
1	Act No. 126 of the 1959 Session of the General Assembly	State	Statute	Establishment of the Lancaster County Commission for Higher Education. Grants authority over higher education in Lancaster and adjacent areas to the Commission	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
2	§ 1-1-810 of SC Code of Laws	State	Statute	Annual accountability report to be submitted to the Governor and General Assembly	No	Yes	Report our agency must/may provide	
3	§ 1-1-820 of SC Code of Laws	State	Statute	Required content of annual accountability reports	No	Yes	Report our agency must/may provide	
4	§ 1-1-550 of SC Code of Laws	State	Statute	Qualified honorably discharged veterans have preference for employment	No	No - But relates to manner in which one or more agency deliverables is provided		
5	§ 59-101-210 (A)(1) of SC Code of Laws	State	Statute	Requires public colleges and universities to maintain a report of violations of the institution's Conduct of Student Organizations by fraternity and sorority organizations formally affiliated with the institution	Yes	Yes	Report our agency must/may provide	
6	§ 48-52-620 of SC Code of Laws	State	Statute	Requires public colleges and universities to develop energy conservation plans and to reduce energy consumption by 20% by 2020	No	Yes	Report our agency must/may provide	
7	Act No. 13 (R22, H3726) of the 2017 Session of the General Assembly	State	Statute	Legislation pertaining to oversight of the South Carolina Retirement System with stipulated employer and employee contribution rates	No	Yes	Other service or product our agency must/may provide	HR / Payroll services
8	Act No. 22 (R38, H3034) of the 2017 Session of the General Assembly	State	Statute	Legislation that extends in-state tuition to spouses and dependents of military personnel and veterans under specified circumstances	Yes	Yes	Other service or product our agency must/may provide	Business/Accounting services
9	OSH Act of 1970	Federal	Statute	Requirements to provide a safe and healthful workplace free of serious recognized hazards	Yes	Yes	Other service or product our agency must/may provide	Safety services
10	20 USC 1094, Section 487(a)(17)	Federal	Statute	Mandates the completion of IPEDS surveys in a timely and accurate manner for institutions participating in Federal financial assistance programs	No	Yes	Report our agency must/may provide	
11	P.L. 109-270, Section 421(a)(1)	Federal	Statute	Mandates the collection and reporting of racial and ethnic data of students to the Department of Education for institutions participating in Federal financial assistance programs	No	Yes	Report our agency must/may provide	
12	29 C.F.R. 1602, subparts O, P, and Q	Federal	Regulation	Mandates the collection and reporting of racial and ethnic data for institutional staff to the Department of Education for institutions participating in Federal financial assistance programs	No	Yes	Report our agency must/may provide	
13	34 C.F.R. Part 106.9	Federal	Regulation	Requirements to ensure nondiscrimination on the basis of sex of students and employees of educational institutions that receive federal financial assistance	Yes	No - But relates to manner in which one or more agency deliverables is provided		
14	34 C.F.R. 668.41(c)	Federal	Regulation	Requires an annual notice identifying the availability of institutional and financial aid information as required under FERPA	Yes	Yes	Report our agency must/may provide	
15	34 C.F.R. 668 Sections 43-44	Federal	Regulation	Must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information	Yes	Yes	Report our agency must/may provide	
16	34 C.F.R. 668.41 (a)-(d), 34 C.F.R. 668.42, 34 C.F.R. 668.43	Federal	Regulation	Requires institutions to make available to prospective and enrolled students information about financial aid	Yes	Yes	Report our agency must/may provide	
17	34 C.F.R. 668.40	Federal	Regulation	Requirement that students be notified that drug law violations will result in a loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance	Yes	Yes	Report our agency must/may provide	
18	34 C.F.R. 668.41(c), 34 C.F.R. Part 99	Federal	Regulation	Requirement to inform students of their rights to privacy of student records, what information is included in publically available directories, and how the student can refuse to allow the release of information	Yes	Yes	Report our agency must/may provide	
19	20 U.S.C. 1015a(i)(1)(V)	Federal	Statute	Requirement to post specified items on the U.S. Department of Education's College Navigator website.	No	Yes	Report our agency must/may provide	
20	34 C.F.R. 668.41(a)-(d), 34 C.F.R. 668.43	Federal	Regulation	Requirement to make available to prospective and enrolled students information about facilities and services available to individuals with disabilities	Yes	Yes	Report our agency must/may provide	
21	HEOA Sec. 488(a)(1)(E)	Federal	Statute	Requires institutions to make available to prospective and enrolled students information about student diversity	Yes	Yes	Report our agency must/may provide	
22	34 C.F.R. 668.41(a) (d), 34 C.F.R. 668.43	Federal	Regulation	Requires institutions to make available to prospective and enrolled students information about the price of attendance, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or expresses an interest.	Yes	Yes	Report our agency must/may provide	
23	20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h)	Federal	Statute	Requires institutions to make available on their websites a net price calculator	No	Yes	Report our agency must/may provide	
24	34 C.F.R. 668.41(a)-(d), 34 C.F.R. 668.43	Federal	Regulation	Requires institutions to make available to prospective and enrolled students information related to refund policies, procedures for official withdrawal and requirements to return Title IV grants or loan aid	Yes	Yes	Report our agency must/may provide	
25	HEOA Sec. 112	Federal	Statute	Requires that the ISBN and retail price information of required and recommended textbooks and supplemental material be made available to students at the time of course registration; also requires disclosure of other course related metrics such as the number of students enrolled and the maximum number of students to be enrolled in the class	Yes	Yes	Report our agency must/may provide	

26	34 CFR 668.41(a)-(d), 34 CFR 668.43	Federal	Regulation	Requires the institution to make available to prospective and enrolled students information about the academic program of the institution, including current degree programs; instructional, laboratory, and other physical facilities that relate to the academic program; faculty and other instructional personnel; and any plans by the institution for improving the academic programs	Yes	Yes	Report our agency must/may provide	
27	HEOA Sec. 488(g)	Federal	Statute	Requires the institution to publicly disclose information about the institution's policies regarding the transfer of credit and articulation agreements	No	Yes	Report our agency must/may provide	
28	34 C.F.R. 668.41(a)-(d), 34 C.F.R. 668.43	Federal	Regulation	Requires the institution to make available to prospective and enrolled students the names of associations, agencies, or governmental bodies that accredit, approve, or license the institution and its programs; and procedures for obtaining or reviewing documents describing accreditation, approval, or licensing.	Yes	Yes	Report our agency must/may provide	
29	HEOA Sec. 488(a)(1)(E)	Federal	Statute	Requires the institution to annually make available to current and prospective students the institution's policies and sanctions related to copyright infringement, computer use and file sharing	Yes	Yes	Report our agency must/may provide	
30	HEOA Sec. 201	Federal	Statute	Requires the submission of an annual Teacher Preparation Program Report through the state to the U.S. Department of Education	No	Yes	Report our agency must/may provide	
31	HEOA Sec. 107	Federal	Statute	Requires institutions to distribute in writing to each student and each employee standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities; description of applicable legal sanctions under state, local, and federal law description of health risks; description of available counseling, treatment, rehabilitation, or re-entry programs; and clear statement that institution will impose sanctions for violation of standards of conduct and a description of the sanctions; requires a biennial review of the effectiveness of the institution's drug and alcohol abuse prevention program	Yes	Yes	Report our agency must/may provide	
32	HEOA Sec. 488(a)(1)(E)	Federal	Statute	Requires institutions to make available to current and prospective students information about institutional policies regarding vaccinations	Yes	Yes	Other service or product our agency must/may provide	Enrollment Management services
33	HEOA Sec. 488(e)(1)(B)-(D)	Federal	Statute	Requires for an annual security report that includes emergency response and evacuation procedures, timely warning and a crime log	Yes	Yes	Report our agency must/may provide	
34	HEOA Sec. 488(g)	Federal	Statute	Requires institutions to have a policy in place regarding notification procedures for missing students for those residing in on-campus student housing facilities	Yes	Yes	Report our agency must/may provide	
35	HEOA Sec. 488(a)(1)(E)	Federal	Statute	Requirements of a fire safety report and fire log	No	Yes	Report our agency must/may provide	
36	HEOA Sec. 493(a)(1)(A)	Federal	Statute	Requires the institution to disclose to the alleged victim of any crime of violence, or a nonforcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense	Yes	Yes	Report our agency must/may provide	
37	HEOA Sec. 488(a)(1)(E)	Federal	Statute	Requires that institutions make available to current and prospective students the retention rate of certificate- or degree-seeking, first-time, undergraduate students	Yes	Yes	Report our agency must/may provide	
38	HEOA Sec. 488(a)(2)-(3)	Federal	Statute	Requires that institution must annually make available to prospective and enrolled students the 150% completion or graduation rate and transfer-out rates of certificate- or degree-seeking, first-time, fulltime, undergraduate students. The 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	Yes	Yes	Report our agency must/may provide	
39	HEOA Sec. 488(a)(3), Sec. 488(d)	Federal	Statute	Specifies the requirements of a report on the completion, graduation, and transfer out rates of NCAA student athletes receiving athletically related student aid	No	Yes	Report our agency must/may provide	
40	HEOA Sec. 488(a)(1)(E)	Federal	Statute	Specifies that institutions must make available to current and prospective students information regarding the placement in employment of, and types of employment obtained by, graduates of the institution's degree or certificate programs if those rates have been calculated	Yes	Yes	Report our agency must/may provide	
41	HEOA Sec. 488(a)(1)(E)	Federal	Statute	Requires that institutions 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	Yes	Yes	Report our agency must/may provide	
42	34 CFR 668-41(a)-(b), 34 CFR 668.41(g), 34 CFR 668.47	Federal	Regulation	Specifies the details of reports to be submitted to the U.S. Department of Education and the information to be given to current and prospective students about the gender breakdown of the student body, the intercollegiate athletic teams, revenue and expenditures associated with athletics, and salary of coaches	Yes	Yes	Report our agency must/may provide	
43	HEOA Sec. 493(a)(1)	Federal	Statute	Requires institutions to make a good faith effort to distribute mail voter registration forms for Federal and State elections	Yes	Yes	Other service or product our agency must/may provide	Voter registration services
44	34 CFR 668.14(b)(11)	Federal	Regulation	Requires that institutions inform all eligible borrowers enrolled in the institution about the availability of and their eligibility for grant assistance from the state in which the institution is located, and provide sources of information about grant assistance from other states to borrowers from other states	Yes	Yes	Other service or product our agency must/may provide	Financial Aid services
45	HEOA Sec. 488(c)	Federal	Statute	Requires institutions to provide information about rights and responsibilities of students and institutions under Title IV, HEA loan programs to students at any time that information regarding loan availability is provided	Yes	Yes	Other service or product our agency must/may provide	Financial Aid services
46	HEOA Sec. 489	Federal	Statute	Requires that potential students, students and parents of students who receive a Title IV loan be informed that details of the loan will be submitted to the National Student Loan Data System and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system	Yes	Yes	Report our agency must/may provide	
47	HEOA Sec. 488(g)	Federal	Statute	Specifies the details of disclosure required prior to the disbursement of Federal Direct loans or Parent PLUS loans	Yes	Yes	Other service or product our agency must/may provide	Financial Aid services
48	HEOA Sec. 488(b)	Federal	Statute	Specifies the details of required exit counseling to borrowers of loans under the FFEL, Federal Direct Loan, or Perkins Loan programs	Yes	Yes	Other service or product our agency must/may provide	Financial Aid services

49	HEOA Sec. 493(a)(1)	Federal	Statute	Specifies the details of disclosure required of institutions or institution-affiliated organizations (e.g., alumni organizations, foundations) that provide information regarding a private education loan from a lender to a prospective borrower	Yes	Yes	Other service or product our agency must/may provide	Financial Aid and Business/Accounting services
50	HEOA Sec. 493(a)(1), Sec. 493(c)	Federal	Statute	Specifies the disclosure of terms and conditions and code of conduct for agents of an institution that provides educational loans	No	Yes	Other service or product our agency must/may provide	Financial Aid and Business/Accounting services
51	Americans with Disabilities Act Title II	Federal	Statute	Anti-discrimination under any education program or activity receiving Federal financial assistance	Yes	No - But relates to manner in which one or more agency deliverables is provided		
52	Civil Rights Act Title VII	Federal	Statute	Prohibits employment discrimination	Yes	No - But relates to manner in which one or more agency deliverables is provided		
53	Education Amendments Act Title IX	Federal	Statute	Anti-discrimination under any education program or activity receiving Federal financial assistance	Yes	No - But relates to manner in which one or more agency deliverables is provided		
54	Proviso 1A.2	State	FY 2018-19 Proviso	Funds provided to develop instructional material and programs and to implement professional learning opportunities related to African-American history	No	Yes	Other service or product our agency must/may provide	Higher Education institutions may apply for a grant from the Department of Education to develop curriculum
55	Proviso 1A.6	State	FY 2018-19 Proviso	Specifies funding allocation by CHE to Teaching Fellows Program for the purpose of recruiting teachers	No	No - But relates to sources of funding for one or more agency deliverables		
56	Proviso 1A.7	State	FY 2018-19 Proviso	Specifies that appropriations for all 1A provisos be disbursed on a quarterly basis	No	No - But relates to sources of funding for one or more agency deliverables		
57	Proviso 1A.38	State	FY 2018-19 Proviso	Specifies that institutions may provide a tuition waiver for one three-hour course for public school teachers who serve as supervisors for full-time students completing education degree requirements	Yes	Yes	Other service or product our agency must/may provide	Tuition waivers
58	Proviso 1A.40	State	FY 2018-19 Proviso	STEM centers that provide professional development and science programming to teachers and students are to be included in the state's STEM strategic plan	Yes	No - But relates to sources of funding for one or more agency deliverables		
59	Proviso 1A.47	State	FY 2018-19 Proviso	Specifies a periodic evaluation of any institution currently hosting a Teaching Fellows program	Yes	Yes	Other service or product our agency must/may provide	Appropriate evaluative documents requested by the Center for Educator Recruitment, Retention and Advancement
60	Proviso 1A.55	State	FY 2018-19 Proviso	Directs CERRA to develop educational, professional development and incentives and to publish eligibility criteria for higher ed institutions to provide services to support rural teacher recruitment and retention	Yes	Yes	Other service or product our agency must/may provide	Educational services
61	Proviso 3.1	State	FY 2018-19 Proviso	Requires state agencies receiving lottery funds develop and implement procedures to monitor expenditures of the funds	No	Yes	Report our agency must/may provide	
62	Proviso 3.4	State	FY 2018-19 Proviso	All institutions of higher education receiving lottery funds must collect and retain the SUNS number of students that was assigned in high school.	Yes	Yes	Report our agency must/may provide	
63	Proviso 3.6	State	FY 2018-19 Proviso	States appropriated Lottery funding and allocations to institutions of higher education	No	Yes	Other service or product our agency must/may provide	Technology repair and maintenance
64	Proviso 11.3	State	FY 2018-19 Proviso	Requires higher ed institutions to cooperate with CHE in providing service for the GEAR-UP program	Yes	Yes	Other service or product our agency must/may provide	Teacher ed programs to reach disadvantaged middle school students
65	Proviso 11.4	State	FY 2018-19 Proviso	Creates an executive committee for EPSCoR with representation from research institutions and four-year teaching universities	No	Yes	Board, commission, or committee on which someone from our agency must/may serve	
66	Proviso 11.7	State	FY 2018-19 Proviso	Specifies an in-state tuition rate for military and veterans who participate in the Troop to Teachers program	Yes	Yes	Other service or product our agency must/may provide	Business/Accounting services
67	Proviso 11.8	State	FY 2018-19 Proviso	Additional need-based funding provided to foster youth attending higher educational institutions	Yes	Yes	Other service or product our agency must/may provide	Financial Aid and Business/Accounting services
68	Proviso 11.9	State	FY 2018-19 Proviso	Waives the age restriction for children of certain war veterans to be admitted to higher education with free tuition	Yes	Yes	Other service or product our agency must/may provide	Financial Aid and Business/Accounting services
69	Proviso 11.10	State	FY 2018-19 Proviso	Mandates that institutions certify that students are meeting all requirements for their declared major and are eligible programs making progress toward completion if they are receiving LIFE or Palmetto Fellows Enhancement stipends	Yes	Yes	Report our agency must/may provide	
70	Proviso 11.12	State	FY 2018-19 Proviso	Require that students with disabilities use all other sources of funding before college transition need-based grants are provided	Yes	Yes	Other service or product our agency must/may provide	Financial Aid and Business/Accounting services
71	Proviso 11.13	State	FY 2018-19 Proviso	Authorizes the use of Palmetto Fellows and LIFE scholarship awards in the summer	Yes	Yes	Other service or product our agency must/may provide	Financial Aid and Business/Accounting services
72	Proviso 11.14	State	FY 2018-19 Proviso	Requirement that requests for full-time equivalent positions be covered by sufficient revenue to fund the salary, fringe, future pay increases, and health insurance adjustments	No	No - But relates to manner in which one or more agency deliverables is provided		
73	Proviso 11.15	State	FY 2018-19 Proviso	Requirement to report to the Commission on Higher Education metrics associated with out of state abatements and fee waivers	Yes	Yes	Report our agency must/may provide	
74	Proviso 11.16	State	FY 2018-19 Proviso	Requirement to report on institutional debt to the Chariman of the Senate Finance Committee, the Chairman of the House Ways and Means Committee and the Commission on Higher Education	Yes	Yes	Report our agency must/may provide	
75	Proviso 11.17	State	FY 2018-19 Proviso	Requires a logitudinal report from CHE showing 5 year trends in tuition and fees for public colleges and universities in the State and for all SREB states during the same time period	Yes	Yes	Report our agency must/may provide	
76	Proviso 11.19	State	FY 2016-17 Proviso	Authorizes the use of Palmetto Fellows and LIFE scholarship awards in the summer	Yes	Yes	Other service or product our agency must/may provide	Financial Aid and Business/Accounting services
77	Proviso 11.21	State	FY 2018-19 Proviso	Requires that all institutions take into consideration the definition of anti-Semitism when reviewing, investigating and determining if conduct on campus is in violation of anti-discrimination policies	No	Yes	Other service or product our agency must/may provide	Judicial reviews of conduct

78	Proviso 11.25	State	FY 2016-17 Proviso	Requirement that requests for full-time equivalent positions be covered by sufficient revenue to fund the salary, fringe, future pay increases, and health insurance adjustments	No	No - But relates to manner in which one or more agency deliverables is provided		
79	Proviso 11.29	State	FY 2016-17 Proviso	Requirement to report to the Commission on Higher Education metrics associated with out of state abatements and fee waivers	Yes	Yes	Report our agency must/may provide	
80	Proviso 11.30	State	FY 2016-17 Proviso	Requirement to report on institutional debt to the Chariman of the Senate Finance Committee, the Chairman of the House Ways and Means Committee and the Commission on Higher Education	Yes	Yes	Report our agency must/may provide	
81	Proviso 11.42	State	FY 2016-17 Proviso	Authorizes the reimbursement of loss tuition associated with differential charges to out-of-state veteran students	Yes	No - But relates to sources of funding for one or more agency deliverables		
82	Proviso 61.2	State	FY 2018-19 Proviso	Restricts the use of appropriate funds for Defence of Indigents as compensation to any state employee providing services	Yes	No - But relates to sources of funding for one or more agency deliverables		
83	Proviso 83.6	State	FY 2018-19 Proviso	Requires state agencies to enter into data sharing agreements with the Department of Employment and Workforce to track employment training outcomes	Yes	Yes	Report our agency must/may provide	
84	Proviso 91.25	State	FY 2018-19 Proviso	Requires the immediate furnishing of any information related to the institution when requested by the President Pro Tempore of the Senate or the Speaker of the House of Representative in the manner requested.	Yes	Yes	Report our agency must/may provide	
85	Proviso 93.14	State	FY 2018-19 Proviso	Requires that the conditions and amount of supplemental pay made to CEO of a college or university be set by the Board of Trustees and be reported to the Department of Administration	Yes	Yes	Report our agency must/may provide	
86	Proviso 93.15	State	FY 2018-19 Proviso	Limits compensation increases to classified and unclassified employees to the ratio of that employee's base salary is paid from appropriated funds	Yes	Yes	Other service or product our agency must/may provide	HR / Payroll services
87	Proviso 93.17	State	FY 2018-19 Proviso	Permits employees who are serving on active military service as a result of an emergency or conflict to use a specified amount of annual leave and up to 90 days of sick leave as if it were annual leave per calendar year	Yes	Yes	Other service or product our agency must/may provide	HR / Payroll services
88	Proviso 93.20	State	FY 2018-19 Proviso	Requires institutions to provide evidence when requested that cyber security policies and standards meet or exceed those set by the state	No	Yes	Report our agency must/may provide	
89	Proviso 93.21	State	FY 2018-19 Proviso	Specifies when holidays are to be observed when they fall on a Saturday or Sunday. Directs the payment of any bills or promissory notes that fall due on observed holidays to be payable on the day following the holiday	No	Yes	Other service or product our agency must/may provide	Business/Accounting services
90	Proviso 97.2	State	FY 2018-19 Proviso	Requires agencies to follow accounting policy directives issued by the State Comptroller General in conformance with Generally Accepted Accounting Principles (GAAP)	No	Yes	Other service or product our agency must/may provide	Business/Accounting services
91	Proviso 98.8	State	FY 2018-19 Proviso	Restricts new enrollments into the SC tuition prepayment program for the year and limits the tuition increase for students in the prepayment program to 7% of the tuition and fee level of 2006-07. Mandates that tuition and fee levels above 7% not be passed on to the students but rather be covered by a fee waiver	Yes	Yes	Other service or product our agency must/may provide	Financial Aid and Business/Accounting services
92	Proviso 102.5	State	FY 2018-19 Proviso	Authorizes state agencies such as institutions of higher education to provide services to the Revenue and Fiscal Affairs Office in an effort to promote efficient and economical operations	Yes	Yes	Other service or product our agency must/may provide	Business/Accounting services
93	Proviso 104.2	State	FY 2016-17 Proviso	Authorizes the State Fiscal Accountability Authority to remove any permanent position in a state agency that remains vacant for more than 12 months	No	No - But relates to manner in which one or more agency deliverables is provided		
94	Proviso 104.9	State	FY 2018-19 Proviso	Limits the salary of agency heads to rates established by the Agency Head Salary Commission and mandates the State Fiscal Accounting Authority to conduct a study of agency head and technical college president compensation every 4 years with the costs of the study being shared by participating agencies	No	No - Does not relate directly to any agency deliverables		
95	Proviso 105.1	State	FY 2018-19 Proviso	Requires that the costs of an annual audit of federal funds received contracted to a nationally recognized CPA firm be covered in equitable portion by each state agency	No	Yes	Distribute funding to another entity	
96	Proviso 108.6	State	FY 2018-19 Proviso	Specifies an employer premium increase of 7.4% and a subscriber increase of 0% for the State Health plan and authorizes the Public Employee Benefit Authority to adjust the plan and benefits to ensure fiscal stability of the plan	Yes	Yes	Other service or product our agency must/may provide	HR and Business/Accounting services
97	Proviso 117.5	State	FY 2018-19 Proviso	Mandates all state agencies to provide a list of their employees who are competent to serve as court examiners to the Judicial Department and for courts to use state employees whenever feasible and for state employees to receive no additional compensation for performing such services.	No	Yes	Report our agency must/may provide	
98	Proviso 117.8	State	FY 2018-19 Proviso	Requires the remittance of all revenues and income collected, except fees received as tuition, matriculation and registration, to the State Treasurer. Requires that fees levied to be used to fulfill the purpose for which the fee was levied and that such fees not be charged in excess of the amount necessary to supply the service for which the fee was charged.	No	Yes	Other service or product our agency must/may provide	Business/Accounting services
99	Proviso 117.9	State	FY 2018-19 Proviso	Authorizes the transfer of appropriations within programs and within the agency with notification to the Executive Budget Office and Comptroller General. Limits transfer to not exceed 20% of the program budget.	No	Yes	Report our agency must/may provide	
100	Proviso 117.11	State	FY 2018-19 Proviso	Directs the fixation of student fees applicable to student housing, dining halls, health services, parking, and personal subsistence by the appropriate Board of Trustees	No	No - But relates to sources of funding for one or more agency deliverables		
101	Proviso 117.13	State	FY 2018-19 Proviso	Requires State Agencies to report filled vacant positions broken out by race and gender by October 31st to the State Human Affairs Commission.	No	Yes	Report our agency must/may provide	
102	Proviso 117.14	State	FY 2018-19 Proviso	Authorizes the Executive Budget Office to monitor FTE employee positions at state agencies and to reduce the number of authorized positions when agencies are carry an excess of positions. Requires agencies to update FTE employee information with the Executive Budget	No	Yes	Report our agency must/may provide	
103	Proviso 117.15	State	FY 2018-19 Proviso	Provides for a housing allowance to presidents of state institutions of higher learning and establishes compensation restrictions	No	Yes	Other service or product our agency must/may provide	Business/Accounting services

104	Proviso 117.20	State	FY 2018-19 Proviso	Establishes conditions and rates for reimbursement of travel and subsistence expenses for state employees and relocation expenses for new employees	No	Yes	Other service or product our agency must/may provide	Business/Accounting services
105	Proviso 117.21	State	FY 2018-19 Proviso	Requires that institutions that provide appropriate funds to another organization collect a report that includes an accounting of how the funds were spent and the outcome measures used to determine success of goals. Agencies receiving the report must forward the information to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee	No	Yes	Report our agency must/may provide	
106	Proviso 117.23	State	FY 2018-19 Proviso	Authorizes the carrying forward of unspent general fund appropriations from the prior fiscal year to the current fiscal year. Limits the carry forward to a maximum of 10% of the original general fund.	No	No - But relates to sources of funding for one or more agency deliverables		
107	Proviso 117.25	State	FY 2018-19 Proviso	Requires agencies to first consider contracting for services or purchasing goods and services through the Department of Corrections Prison Industries Program when procuring goods and services.	No	Yes	Other service or product our agency must/may provide	Procurement Services
108	Proviso 117.26	State	FY 2018-19 Proviso	Mandates the reporting of the top 10%, not to exceed 25 employees who have incurred travel expenses along with a brief summary of the type of travel incurred	No	Yes	Report our agency must/may provide	
109	Proviso 117.28	State	FY 2018-19 Proviso	Requires institutions that operate a day-care center charge fees comparable to those charged by private entities and to not set lower rates for faculty, staff, or students of the institution	Yes	Yes	Other service or product our agency must/may provide	Business/Accounting services
110	Proviso 117.29	State	FY 2018-19 Proviso	Requirement to identify key program area descriptions and expenditures and to link these to key financial and performance measures in an Annual State Accountability Report	No	Yes	Report our agency must/may provide	
111	Proviso 117.30	State	FY 2018-19 Proviso	Allows for the collection of service charges to cover costs associated with processing and collecting of unpaid balances due to dishonored instruments or electronic payments.	No	Yes	Other service or product our agency must/may provide	Business/Accounting services
112	Proviso 117.34	State	FY 2018-19 Proviso	Mandates the reporting of outstanding amounts due to an institution and methods used to collect that debt	No	Yes	Report our agency must/may provide	
113	Proviso 111.41	State	FY 2018-19 Proviso	Mandates agencies to purchase of recycled steel when it can be acquired at a competitively reasonable price	No	No - Does not relate directly to any agency deliverables		
114	Proviso 117.42	State	FY 2018-19 Proviso	Authorizes the waiver of all provisions that require additional general fund appropriations except those specified for LIFE and Palmetto Fellows Scholarships	No	Yes	Other service or product our agency must/may provide	Financial Aid and Business/Accounting services
115	Proviso 117.45	State	FY 2018-19 Proviso	Provides an exception for universities and colleges to a provision preventing an increase in parking fees	No	Yes	Other service or product our agency must/may provide	Parking services and Business/Accounting services
116	Proviso 117.47	State	FY 2018-19 Proviso	Authorizes the use of insurance reimbursement to offset expenses related to a claim, permitting the funds to be retained, expended and carried forward	No	Yes	Other service or product our agency must/may provide	HR and Business/Accounting services
117	Proviso 117.48	State	FY 2018-19 Proviso	Requires all state agencies to furnish to the Human Resources Division an organizational chart showing all authorized positions, class title, class code, position number and indications as to whether such positions are filled or vacant	No	Yes	Report our agency must/may provide	
118	Proviso 117.50	State	FY 2018-19 Proviso	Mandates that state agencies actively pursue cost savings through collaborative efforts and where feasible to combine administrative support functions to maximize efficiency and effectiveness.	No	No - But relates to manner in which one or more agency deliverables is provided		
119	Proviso 117.55	State	FY 2018-19 Proviso	Permits state agencies to spend state, federal, and other sources of revenue to provide lump sum bonuses, not to exceed \$3,000 per year. Limits bonuses to employees earning under \$100,000.	No	Yes	Other service or product our agency must/may provide	HR and Business/Accounting services
120	Proviso 117.58	State	FY 2018-19 Proviso	Requires the submission of annual audited financial statements to the State Auditor's Office	No	Yes	Report our agency must/may provide	
121	Proviso 117.65	State	FY 2018-19 Proviso	Authorizes the use of state, federal and other sources of revenue to provide lump sum bonuses to recruit or retain workers in critical needs jobs. Bonuses cannot exceed \$10,000 per year and must be based on the State Human Resources guidelines. Also per its paid educational leave of employees in FTE positions deemed critical.	Yes	Yes	Other service or product our agency must/may provide	HR and Business/Accounting services
122	Proviso 117.68	State	FY 2018-19 Proviso	Authorizes agency heads to institute voluntary employee furlough programs of not more than 90 days per fiscal year	No	Yes	Other service or product our agency must/may provide	HR and Business/Accounting services
123	Proviso 117.70	State	FY 2018-19 Proviso	Mandates compliance with antidiscrimination laws in the event of a reduction in force	No	Yes	Other service or product our agency must/may provide	HR and Business/Accounting services
124	Proviso 117.71	State	FY 2018-19 Proviso	Requires that the agency head take 5 days furlough in the current fiscal year in the event of a reduction in force.	No	Yes	Other service or product our agency must/may provide	HR and Business/Accounting services
125	Proviso 117.72	State	FY 2018-19 Proviso	Waives the requirement to submit printed copies of reports mandated by Sections 2-47-40, 2-47-50, and 59-103-110 of the 1976 Code of Laws and to submit documents electronically. Waives submission of reports required by Sections 59-101-350, 59-103-30, 59-103-45(4), and 59-103-160(D) for the current fiscal year with exception of student pass rates on professional examinations and data elements required by the Commission on Higher Education Management Information System.	No	Yes	Report our agency must/may provide	
126	Proviso 117.74	State	FY 2018-19 Proviso	Requires that a report be made available to the public on the institution's website showing aggregate amounts of fines and fees that were charge and collected in the prior fiscal year	No	Yes	Report our agency must/may provide	
127	Proviso 117.75	State	FY 2018-19 Proviso	Requires mandatory furloughs and establishes guidelines for implementation in the event general funds appropriated to a state agency are less than the general funds appropriated for the agency in the prior fiscal year. The requirement includes situations where there is a midyear across-the-board reduction	No	No - But relates to manner in which one or more agency deliverables is provided		
128	Proviso 117.76	State	FY 2018-19 Proviso	Establishes guidelines for implementation of furloughs in the event general funds appropriated to a state agency are less than the general funds appropriated for the agency in the prior fiscal year and when there is a reduction in force.	No	Yes	Other service or product our agency must/may provide	HR and Business/Accounting services
129	Proviso 117.77	State	FY 2018-19 Proviso	Requires that state agencies realize a cost savings of at least 25% in the aggregate when managing positions that become vacant due to retirements. Requires agencies to review salaries of such positions and to consider the possibility of delay before filling such vacant positions.	No	Yes	Other service or product our agency must/may provide	HR and Business/Accounting services

130	Proviso 117.80	State	FY 2018-19 Proviso	Prevents state agencies from dismissing, suspending, demoting, or reducing the compensation of an employee solely because of sworn testimony regarding alleged wrongdoing given to a legislative committee	No	Yes	Other service or product our agency must/may provide	HR / Payroll services
131	Proviso 117.81	State	FY 2018-19 Proviso	Mandates that state agencies operate within approved limits and to avoid operating deficits for the fiscal year.	No	Yes	Other service or product our agency must/may provide	Business/Accounting services
132	Proviso 117.84	State	FY 2018-19 Proviso	Requires state agencies to provide a link online to monthly reports containing substantially all information contained in the monthly state procurement card statements. Stipulates what must and must not be on the website.	No	Yes	Report our agency must/may provide	
133	Proviso 117.85	State	FY 2018-19 Proviso	Requires tht any proposal or regulation that levies or increases a fee, fine or that otherwise generates revenue be titled to indicate the fee, fine or revenue source	No		No - But relates to manner in which one or more agency deliverables is provided	
134	Proviso 117.88	State	FY 2018-19 Proviso	Requires state agencies to pay from recovered monies the cost associated with the State Fiscal Accountability Authority contracting with firms to conduct recovery audits of payments made by state agencies to vendors for good and services.	No		No - But relates to manner in which one or more agency deliverables is provided	
135	Proviso 117.91	State	FY 2018-19 Proviso	In the event of a base reduction, agencies are to first institute payroll management strategies such as furloughs, employee compensation reduction and hiring freezes; followed by eliminating administrative overhead costs; and as a last resort, reducing programmatic funding	No		No - But relates to manner in which one or more agency deliverables is provided	
136	Proviso 117.92	State	FY 2017-18 Proviso	Stipulates how to manage agency reductions in the event agencies are assessed a base reduction.	No	Yes	Other service or product our agency must/may provide	HR / Payroll services
137	Proviso 117.98	State	FY 2018-19 Proviso	Requires agencies to provide either a separate audit of federal expenditures or a schedule of all federal program expenditures to the Office of the State Auditor bo later than August 15th each year.	No	Yes	Report our agency must/may provide	
138	Proviso 117.101	State	FY 2018-19 Proviso	Allows higher education institutions to use state aircraft for the purpose of athletic recruitment provide the institution fully reimburses all costs using non-general funds.	No		No - But relates to sources of funding for one or more agency deliverables	
139	Proviso 117.102	State	FY 2017-18 Proviso	Allows higher education institutions to use state aircraft for the purpose of athletic recruitment provide the institution fully reimburses all costs using non-general funds.	No		No - But relates to sources of funding for one or more agency deliverables	
140	Proviso 117.05	State	FY 2018-19 Proviso	Mandates the conditions and details of disclosure of any breach of security of data systems.	Yes	Yes	Report our agency must/may provide	
141	Proviso 117.106	State	FY 2017-18 Proviso	Mandates the conditions and details of disclosure of any breach of security of data systems.	Yes	Yes	Report our agency must/may provide	
142	Proviso 117.112	State	FY 2018-19 Proviso	Mandates all state agencies to submit an information technology plan and an information security plan to the Department of Adminisration by August 1st of the fiscal year and to submit any changes or updates to the plans as they occur.	No	Yes	Report our agency must/may provide	
143	Proviso 117.113	State	FY 2017-18 Proviso	Mandates all state agencies to submit an information technology plan and an information security plan to the Department of Adminisration by August 1st of the fiscal year and to submit any changes or updates to the plans as they occur.	No	Yes	Report our agency must/may provide	
144	Proviso 117.122	State	FY 2018-19 Proviso	Allowance for state employees to donate annual or sick leave to specific state employees in the event of a medical emergency rather than to a leave pool account. Establishes conditions for such transfers.	No	Yes	Other service or product our agency must/may provide	HR / Payroll services
145	Proviso 117.124	State	FY 2017-18 Proviso	Allowance for state employees to donate annual or sick leave to specific state employees in the event of a medical emergency rather than to a leave pool account. Establishes conditions for such transfers.	No	Yes	Other service or product our agency must/may provide	HR / Payroll services
146	Proviso 117.131	State	FY 2016-17 Proviso	Authorizes funds allocated for proviso 118.16 of Act 286 of 2014 be redirected for the purpose of energy efficiency repair and maintenance	No		No - But relates to sources of funding for one or more agency deliverables	
147	Proviso 117.148	State	FY 2018-19 Proviso	Directs the Department of Administration (DOA) to implement updated policies to protect mobile technologies such as cellular phone, tablets and laptops and to consolidate all existing protection plans in effect at state agencies. The DOA is to implement a statewide contract for protecting all state owned mobile devices.	No		No - But relates to manner in which one or more agency deliverables is provided	
148	Proviso 117.153	State	FY 2018-19 Proviso	Directs state agencies to emplay guidelines established bu the State Fiscal Authority for contracts exceeding \$50,000 in which the agency takes into consideration a prospective contactor's record of promptly paying its employees when considering a new or renewal of existing contracts.	No	Yes	Other service or product our agency must/may provide	Procurement Services
149	Proviso 117.155	State	FY 2018-19 Proviso	Specifies the creation of a SC Industry, Workforce and Education Data Warehouse and oversight committee to link industry, workforce and education data. Procedures shall be developed for the sharing of personal information currently held by state agencies.	Yes	Yes	Board, commission, or committee on which someone from our agency must/may serve	
150	Proviso 118.1	State	FY 2018-19 Proviso	Mandates that state agencies submit all fiscal documents and electronic workflow for accounts payable transactions to the Office of Controller General by July 12, 2019 for the 2018-19 fiscal year.	No	Yes	Report our agency must/may provide	
151	Proviso 118.6	State	FY 2018-19 Proviso	Prohibits institutions from using general appropriated funds to compensate employees engaged in lobbying on behalf of the institution or from using state funds to enter into contracts for lobbying services	No		No - But relates to manner in which one or more agency deliverables is provided	
152	§ 11-35-10	State	Statute	Specifies procedures for procurement of goods and services	Yes	Yes	Other service or product our agency must/may provide	Procurement Services
153	11-35-20	State	Statute	Specifies procedures for procurement of goods and services	Yes	Yes	Other service or product our agency must/may provide	Procurement Services
154	11-35-25	State	Statute	Specifies procedures for procurement of goods and services	Yes	Yes	Other service or product our agency must/may provide	Procurement Services
155	11-35-30	State	Statute	Specifies procedures for procurement of goods and services	Yes	Yes	Other service or product our agency must/may provide	Procurement Services

Service/Product Provided to Customers	Customer Segments	Specify only for the following Segments: (1) Industry: Name; (2) Professional Organization: Name; (3) Public: Demographics.	Divisions or Major Programs	Description
Instruction and academic advising for students in pursuit of associate and baccalaureate	General Public	Age: 17 and older Gender: All Economic Requirements: All incomes Other Required Conditions: Student demographics include new freshmen, continuing, and nondegree students, as well as other more specialized and limited enrollment categories such as transient students. In addition to the students counted in USCL's official headcount, academic divisions also provide services to Palmetto College and BSN students	Academic Divisions	Academic Divisions are comprised of faculty in three academic areas: Humanities; Math, Science, Nursing, and Public Health; and Business, Behavioral Sciences, Criminal Justice, and Education
Dual enrollment provides opportunities for eligible high school students to earn college credit while taking courses that also count toward high school graduation requirements	School Districts	Age: 16-19 Gender: All Economic Requirements: All incomes Other Required Conditions: Students must be enrolled in SC high schools	Dual Enrollment	Coordinates services between Academic Divisions and SC high schools for educational credit
Provides assistance to students and parents in admissions and registration	General Public	Age: 16 and older Gender: All Economic Requirements: All incomes	Admissions	Enrollment services
Provides co-curricular activities, from sports to clubs to special programs to both enrich and enhance students' collegiate experience	General Public	Age: 16 and older Gender: All Economic Requirements: All incomes Other Required Conditions: Students must be enrolled at USCL	Student Affairs	Comprehensive services in support of student life, including travel study, athletics, disability and veteran services, and counseling services
Provides academic advising, tutoring, college transfer assistance to current students, and motivation and support to help high school students transition successfully into college	General Public	Age: 16 and older Gender: All Economic Requirements: All incomes Other Required Conditions: Students must be enrolled at USCL or area high schools	TRIO Programs	TRIO Programs at USCL consist of several student support services, including Opportunity Scholars and Upward Bound
Provides career counseling, resume assistance, and job search strategies to students, in addition to maintaining a listing of local job opportunities for students	General Public	Age: 16 and older Gender: All Economic Requirements: All incomes Other Required Conditions: Students must be enrolled at USCL	Career Services	Support services for students in their career and job search choices
Affordable textbooks for classes and supplies for lab classes	General Public	Age: All Gender: All Economic Requirements: All incomes Other Required Conditions: Open to the public	Campus Bookstore	On campus facility selling textbooks and supplies to students, as well as USCL apparel to students and community
Acquires, organizes, makes accessible, maintains and preserves information resources, and educates users about the library's services, resources, and access	General Public	Age: All Gender: All Economic Requirements: All incomes Other Required Conditions: Open to the public	Medford Library	Collections in books, electronic resources and databases, audio visuals, periodicals, and government documents to support the teaching and scholarship endeavors of USC Lancaster, as well as the general community
Provides access to general exercise equipment and other fitness facilities, such as raquetball and handball, in addition to classes in swimming, tennis, Zumba, indoor cycling, yoga, and others	General Public	Age: All Gender: All Economic Requirements: All incomes Other Required Conditions: Students, staff, and faculty receive free membership; community members pay for quarterly or monthly memberships	Gregory Health and Wellness Center	Community health and fitness programs and facilities
Offers visitors the opportunity to view the single largest collection of Catawba Indian pottery in existence; study primary and secondary texts on Native Americans in the Southeast; participate in educational classes and programs; and observe archaeology, language, and folklore and oral history labs	General Public	Age: All Gender: All Economic Requirements: All incomes Other Required Conditions: Open to the public	Native American Studies Center	A comprehensive center for the study of South Carolina's Native American peoples, their histories, and their cultures
Provides students with a variety of resources to support their academic pursuits, including one-on-one tutoring, computer assisted instruction (CAI), instructional video tapes, supplementary handbooks and texts, and workbooks	General Public	Age: 16 and older Gender: All Economic Requirements: All incomes Other Required Conditions: Students must be enrolled at USCL	Academic Success Center	Tutoring services and support to help USC Lancaster students attain academic success
Provides a range of community health resources, including a diabetes self-management education program, as well as services through the Lucy Graybill Morton Cancer Rehabilitation Clinic, the John Morrison White Cardiac Rehabilitation Clinic, and The Dr. W.L. McDow Physical Therapy Clinic	General Public	Age: 18 and older Gender: All Economic Requirements: All incomes Other Required Conditions: Open to the public	USCL Health Services	Health education services facility
Provide use of university facilities for meetings, conferences, weddings, and other special events	General Public	Age: 18 and older Gender: All Economic Requirements: All incomes Other Required Conditions: Facilities must be reserved and persons and entities renting space must provide a certificate of general liability insurance coverage	Facilities Rental	Facilities to accommodate business and special occasion needs in the local community

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Partner Template

Name of Partner Entity	Type of Partner Entity	Description of Partnership	Associated Goal(s)
University of South Carolina	Higher Education Institute	Partner with USC Columbia campus, including the President and Board of Trustees, to provide associate and four year degree completion programs to students across the state of South Carolina	All
Palmetto College	Higher Education Institute	Partner with regional two-year Palmetto College campuses to provide four-year degree completion programs such as the Bachelor of Liberal Studies and the Bachelor of Organizational Leadership	All
SC Four-Year Universities	Higher Education Institute	Partner with universities such as USC Beaufort and others to provide four-year degree completion programs such as hospitality management	1
York Technical College	Higher Education Institute	Shares resources and faculty to provide a collaborative two-year nursing program for students	1
Educational Foundation of USC Lancaster	Private Business Organization	Solicits, receives, manages and disburses funds for the advancement of the interests of the University of South Carolina Lancaster	1, 2, 5
Lancaster County Commission for Higher Education	Private Business Organization	Responsible for providing USCL with a campus and necessary buildings, for the maintenance of facilities, for contracts and agreements with the University of South Carolina, for solicitation of funds and acceptance of donations, for negotiations with the Lancaster County Council, the Lancaster County Delegation and other governmental bodies and for long-range planning for the total needs of the University of South Carolina Lancaster	All
Founders Federal Credit Union	Private Business Organization	Provides donations for facilities and equipment, most notably contributions to the newest USCL classroom building, Founders Hall	5
J. Marion Sims Foundation	Non-Governmental Organization	Provides grant funds directly to USCL and partners in providing community health and wellness programs and initiatives	1, 2, 3, 4
MUSC Health: Lancaster Medical Center	Private Business Organization	Partners in providing health and wellness to the Lancaster community	1, 3, 4
Private scholarship donors	Individual	Many individuals donate funds to contribute to scholarship funds and to endowed scholarships, in addition to corporate donors	1
Duke Energy	Private Business Organization	Provides funding for campus programs and facilities, including for example a large donation for the establishment of the USCL Native American Studies Center	3, 5
Comporium	Private Business Organization	Provides funding for campus programs and facilities, such as monitors and tablets for displays in the Native American Studies Center	1, 3, 5
US Department of Education	Federal Government	Provides funding for TRIO programs for student support	1, 2
Commission on Higher Education	State Government	Provides oversight and advocacy for South Carolina higher education institutions	All
Governor and General Assembly	State Government	Provides funding for campus programs and facilities	All
Southern Association of Colleges and Schools	Higher Education Institute	Reviews and accredits USCL's degree offerings in conjunction with USC Columbia programs	All
Accreditation Council for Business Schools and Programs	Higher Education Institute	Reviews and accredits USCL's two-year Associates in Business degree	1
Arts and Humanities Organizations, Commissions, and Grant Funding Agencies	Professional Association	Provide campus and community arts programming in partnership with arts organizations such as the National Endowment for the Arts, as well as local and regional organizations such as the South Carolina Arts Commission, the Lancaster County Council for the Arts, and the SC Humanities Council. Includes support in particular for the Native American Studies Center and the USCL theatre program	All
SC County School Districts	K-12 Education Institute	Partners in providing educational activities for area students, including for example Honors Day for area high school students, and dual enrollment programs throughout the state	1
City of Lancaster	Local Government	Provides funding for campus programs and facilities	All
Lancaster County Council	Local Government	Provides funding for campus programs and facilities	All
Lancaster County Chamber of Commerce	Professional Association	Helps promote campus activities and events	All
Academic Honor Societies	Professional Association	Partners with professional student organizations such as Kappa Pi Delta and Rotaract to recognize excellence in education and provide students with service opportunities in the community	1, 4
Rotary	Professional Association	Sponsors programming to develop professional and leadership skills and to provide opportunities for community service	1, 4

Boys and Girls Clubs	Non-Governmental Organization	Provide educational opportunities for area students	1, 4
Charlotte Area Education Consortium	Higher Education Institute	Charlotte Area Educational Consortium (CAEC), which includes twenty-five colleges and universities in the Charlotte area and 1 allows full-time undergraduate students at USC Lancaster to enroll in an additional course on a space available basis at a member school at no additional academic fee charge	1
Olde English Consortium	Professional Association	Collaborates in promoting excellence in education to improve education, economic development, and the quality of life in the region and throughout the state	1, 4
Sun City Carolina Lakes	Non-Governmental Organization	Partners in providing educational programming to an active adult community	1, 4
Upper Palmetto YMCA	Non-Governmental Organization	Partners in providing health and wellness program sand education to campus and community	1, 3, 4

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Report and External Review Template

Item	Is this a Report, Review, or both?	Report or Review Name	Name of Entity Requesting the Report or Conducting Review	Type of Entity	Reporting Frequency	Current Fiscal Year: Submission Date or Review Timeline (MM/DD/YYYY)	Summary of Information Requested in the Report or Reviewed	Method to Access the Report or Information from the Review
1	External Review only	SC OMB A-133 Reports	Elliott Davis Decosimo CPA	Outside Organization	Annually	07/01/2017-6/30/2018	Audit of amounts and disclosures in the financial statements, including evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements	https://www.sc.edu/about/offices_and_divisions/controller/financial_reporting/financial_statements/index.php
2	External Review only	USC Cola & Regionals Financial Statements Audit	Elliott Davis Decosimo CPA	Outside Organization	Annually	07/01/2017-6/30/2018	Independent auditor's report on compliance for each major federal program; report on internal control over compliance; and report on schedule of expenditures of federal awards required by the uniform guidance	https://www.sc.edu/about/offices_and_divisions/controller/financial_reporting/financial_statements/index.php
3	Internal Review and Report	Comprehensive Annual Financial Report	University of South Carolina	State	Annually	07/01/2017-6/30/2018	This report includes the financial statements as well as other data that describes the University's financial position at the end of the year and helps ensure university accountability to the public	https://sc.edu/about/offices_and_divisions/controller/financial_reporting/financial_statements/index.php
4	External Review and Report	Accountability Report	South Carolina Department of Administration, Executive Budget Office	State	Annually	09/15/2019	Report must include a discussion of prior year expenditures and associates expenditures with prospective goals, strategies and objectives to move the agency forward in future years	http://www.admin.sc.gov/budget/agency-accountability-reports
5	Internal Review and Report	Blueprint for Academic Excellence	USC Columbia, for submission to the Southern Association of Colleges and Schools	State	Annually	03/15/2019	Reports on dashboard performance indicators, including enrollment, retention, faculty, community engagement, etc.	https://www.sc.edu/about/offices_and_divisions/provost/planning/blueprints.php (note: Campus report embedded within Palmetto College report)
6	External Review and Report	CHE Placement 301 Report	Commission on Higher Education	State	Annually	07/31/2019	Report on progress of graduates one year after graduation	http://www.che.sc.gov/
7	External Review and Report	Lancaster County Commission for Higher Education Funding Expenditures Report	Lancaster County	Local Govt.	Annually	07/31/2019	Reports tax revenues received from Lancaster County and a breakdown of how those funds were expended	electronic copy available by request from the USCL Office of the Dean
8	External Review and Report	Institutional Effectiveness Report	South Carolina Commission on Higher Education	State	Annually	08/01/2019	Report results of professional examinations for USCL Associate in Nursing Degree graduates, National Council Licensure Exam (NCLEX)	electronic copy available by request from the Office of Academic and Student Affairs
9	External Review and Report	Quality Assurance Report	Accreditation Council for Business Schools and Programs	Outside Organization	Other	09/15/2018 (Bi-Annually, due again 09/15/2020)	Includes information on the business program, including changes within the institution and/or the business programs that alters the status of the business faculty, the business curriculum, the resources in support of the business programs, or other ACBSP accreditation standards. Report is submitted every two years for reaccreditation purposes.	electronic copy available by request from the Office of Academic and Student Affairs
10	External Review and Report	Equity in Athletics Disclosure Act Survey	Department of Education	Federal	Annually	10/15/2019	All co-educational postsecondary institutions that receive Title IV funding (i.e., those that participate in federal student aid programs) and that have an intercollegiate athletics program report information on student athletics participation, coaching staff and salaries, and athletic program revenue and expenses	http://ope.ed.gov/athletics/#/institution/search
11	External Review and Report	Annual Energy Consumption Report	SC Energy Office	State	Annually	09/15/2019	To verify progress made toward state energy conservation goals and to assist in statewide energy planning efforts, providing complete annual energy consumption data (including all sources of energy used in campus buildings)	electronic copy available by request from USCL's Facilities Management
12	External Review and Report	Campus Safety and Security Survey (Clery Act)	U. S. Department of Education	Federal	Annually	10/1/2019	Includes data on any items required by federal government related to crime, discipline, and safety. Typically data is mined from crime stats, Title IX, safety reports and various campus discipline authorities.	https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/law_enforcement_security/campus_security_statistics_reports/index.php

13	External Review and Report	Swimming Pool Permitting and Compliance	South Carolina Department of Health and Environmental Control	State	Quarterly	10/01/2019	Safety inspection of swimming pool in Gregory Health and Wellness Center	https://www.scdhec.gov/
14	External Review and Report	IPEDES Academic Library Report Survey	USC Columbia Office of Institutional Research	Federal	Annually	04/06/2019	A summary of print and electronic materials collections.	Contact Eric Yang, Ph.D. - Director of Institutional Research
15	External Review and Report	State Library Report	South Carolina State Library	State	Annually	01/15/2019	Summary of employee information, staffing, and print and electronic collections.	https://guides.statelibrary.sc.gov/c.php?g=11804&p=529530
16	Internal Review and Report	Review of Recommended Guidelines for Designing and Operating Programs Involving Minors	USC Columbia, Audit & Advisory Service	State	Other	July 10, 2019	This review is conducted at periodical intervals to ensure that any USC Lancaster programs involving minors without chaperones are in compliance with Recommended Guidelines for Designing and Operating Programs Involving Minors.	electronic copy available by request from the USCL Office of the Dean