

MINUTES
MEDICAL UNIVERSITY OF SOUTH CAROLINA
BOARD OF TRUSTEES
February 7, 2013

The Board of Trustees of the Medical University of South Carolina convened Thursday, February 7, 2013 with the following members present: Thomas L. Stephenson, Esquire, Chairman; Dr. James E. Wiseman, Jr., Vice Chairman; Dr. Stanley C. Baker, Jr.; Mr. William H. Bingham, Sr.; Dr. Cotesworth P. Fishburne, Jr.; Dr. Harold W. Jablon; Dr. Donald R. Johnson II; Mr. William B. Hewitt; Dr. E. Conyers O'Bryan, Jr.; Dr. Thomas C. Rowland, Jr; Mr. Charles W. Schulze; The Honorable Robin M. Tallon and Dr. Charles B. Thomas, Jr.

The following administrative officials were present: Dr. Raymond S. Greenberg, President; Dr. Mark Sothmann, Vice President for Academic Affairs and Provost; Dr. Etta Pisano, Vice President for Medical Affairs, and Dean, College of Medicine; Ms. Lisa Montgomery, Executive Vice President for Finance and Operations; Mr. Kester Freeman, Interim Vice President for Clinical Operations and Executive Director, MUHA; Dr. Frank Clark, MUHA; Vice President for Information Technology and CIO, Mr. Jim Fisher, Vice President for Development.

Item 1. Call to Order-Roll Call.

There being a quorum present, Chairman Stephenson called the meeting to order. Ms. Celeste Jordan called the roll.

Item 2. Secretary to Report Date of Next Meeting.

The date of the next regularly scheduled meeting is Friday, April 12, 2013.

Item 3. Approval of Minutes of the Regular Meeting of the Medical University of South Carolina Board of Trustees of December 14, 2012.

Board Action: It was moved that the Minutes be approved. The motion was seconded, voted on and unanimously carried.

RECOMMENDATIONS AND INFORMATIONAL REPORTS OF THE PRESIDENT.

OLD BUSINESS: None.

NEW BUSINESS:

Item 4. General Informational Report of the President.

Dr. Greenberg distributed his report of activities since the last meeting and reported that it has been a very busy period with the general assembly gearing up. At the December meeting, the board approved the awarding of a number of honorary degrees and everyone has accepted the offer. As a reminder, two of the degrees are in connection with philanthropy. One is to Dr. Bruce Pratt who has been a generous donor to the Storm Eye Institute and Ms. Kelly O'Quinn who has been a significant donor and an emeritus member on the Foundation Board. Two political degree recipients are Senator Paul Campbell and Senator Thomas Alexander. The commencement speaker is Representative Donna Christensen from the Virgin

Islands and a physician who has been very involved with MUSC in health disparities. That concluded the President's report.

Recommendations of Administration: That the report be received as information.

Board Action: Received as information.

Item 5. Other Business. None.

RESEARCH AND INSTITUTIONAL ADVANCEMENT COMMITTEE. CHAIRMAN: DR. COTESWORTH P. FISHBURNE, JR. (Detailed committee minutes are attached to these minutes).

OLD BUSINESS: None.

NEW BUSINESS:

Item 6. General Report of the Associate Provost for Research.

Statement: Report presented to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 7. General Report of the Vice President for Development.

Statement: Report presented to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 8. Naming of the Carolyn E. Reed Pavilion in the Hollings Cancer Center.

Statement: Dr. Fishburne asked for approval of naming the Carolyn E. Reed Pavilion in the Hollings Cancer Center.

Recommendation of Administration: That this request be approved.

Recommendation of Committee: That this request be approved.

Board Action: a motion was made, seconded and unanimously voted to approve the naming of the Carolyn E. Reed Pavilion in the Hollings Cancer Center.

Item 9. General Report of the CEO of the MUSC Foundation.

Statement: Report presented to committee.

Recommendation of Administration: That the report be received as information.

Recommendation of Committee: That the report be received as information.

Board Action: Received as information.

Item 10. General Report of the Executive Director of the MUSC Foundation for Research Development.

Statement: Report presented to committee.

Recommendation of Administration: That the report be received as information.

Recommendation of Committee: That the report be received as information.

Board Action: Received as information.

Item 11. Other Business. None

EDUCATION, FACULTY AND STUDENT AFFAIRS COMMITTEE. CHAIRMAN: Dr. E. Conyers O'Bryan. (Detailed committee minutes are attached to these minutes).

OLD BUSINESS: None.

NEW BUSINESS:

Item 12. General Report of the Vice President for Academic Affairs and Provost.

Statement: Report presented to Committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information

Board Action: Received as information.

Item 13. Other Committee Business.

Statement: Dr. O'Bryan asked for approval of the following items that were not previously included in the consent agenda but were approved by committee:

- Awarding of Posthumous Doctor of Medicine Degree

Statement: At the request of the Dean of the College of Medicine (request attached), administration presents for approval, the awarding of a posthumous Doctor of Medicine Degree to **Lauren Baldwin Baccari**, effective February 7, 2013.

Recommendation of Administration: That the request for the awarding of a posthumous Doctor of Medicine Degree to Lauren Baldwin Baccari be approved.

- Faculty Appointments

Statement: At the request of the Deans of the Colleges of Health Professions and Medicine, administration presents for approval the following faculty appointments:

Richard L. Segal, Ph.D., as Professor with tenure, in the College of Health Professions, Department of Health Professions, Division of Physical Therapy, effective August 15, 2013

Dr. Segal will serve as Chair of the Department of Health Professions.

John W. Gnann, M.D., as Professor with tenure, on the Academic Clinician track, in the Department of Medicine, Division of Infectious Diseases, effective February 18, 2013

Vincent D. Pellegrini, Jr., M.D., as Professor, on the Clinician Educator track, in the Department of Orthopaedic Surgery, effective April 1, 2013

Hai Yao, Ph.D., as Research Associate Professor in the College of Dental Medicine, Department of Craniofacial Biology, effective January 1, 2013

Recommendation of Administration: That these faculty appointments be approved.

- Changes in Faculty Status

Statement: At the request of the Dean of the College of Medicine, administration presents the following changes in faculty status:

Maria V. Gibson, M.D., from Associate Professor to Clinical Associate Professor in the Department of Family Medicine, retroactive to May 26, 2012

Peter M. Miller, Ph.D., from Professor to Professor Emeritus, in the Department of Psychiatry and Behavioral Sciences, effective July 1, 2013

Recommendation of Administration: That these changes in faculty status be approved.

- Appointment of Endowed Chairs

Statement: At the request of the Dean of the College of Medicine, administration presented for approval, the following endowed chair, effective February 8, 2013:

Raymond F. Anton, Jr., M.D., as the Strom Thurmond Wellness and Fitness Endowed Chair.

Recommendation of Administration: That Dr. Raymond F. Anton, Jr., be appointed as the Strom Thurmond Wellness and Fitness Endowed Chair.

Recommendation of Committee: That the items presented in Other Committee Business regarding the Posthumous Degree; the Faculty Appointments; the Changes in Faculty Status and the Appointment of Endowed Chairs be approved as presented.

Board Action: A motion was made, seconded and unanimously voted to approve all items listed above in Other Committee Business Item 13.

Item 14. Faculty Appointments (Consent Item).

Statement: At the request of the Dean of the College of Medicine, administration presented the following faculty appointment:

Graham W. Warren, M.D., Ph.D., as Associate Professor, on the Clinician Educator track, in the Department of Radiation Oncology, effective January 1, 2013

Recommendation of Administration: That this faculty appointment be approved.

Recommendation of Committee: That this faculty appointment be approved.

Board Action: A motion was made, seconded and unanimously voted to approve the faculty appointment.

Item 15. Changes in Faculty Status (Consent Item).

Statement: At the request of the Dean of the College of Medicine, administration presented the following changes in faculty status:

Horst Rieke, M.D., Ph.D., from Visiting Professor to Professor, on the Clinician Educator track, in the Department of Anesthesia and Perioperative Medicine, effective December 1, 2012

primary faculty appointments to be transferred from the Department of Medicine, Division of Biostatistics and Epidemiology to the Department of Public Health Sciences as of January 1, 2013. This move will facilitate the creation of the new

Department of Public Health Sciences.

Anthony J. Alberg, Ph.D., M.P.H., Professor
Kent E. Armeson, M.S., Research Associate
Nathaniel L. Baker, M.S., Research Instructor
Holly Battenhouse, M.S., Research Associate
Frank C. Clark, Ph.D., Professor
Joan E. Cunningham, Ph.D., Research Assistant Professor
Valerie L. Durkalski, Ph.D., Associate Professor
Jordan J. Elm, Ph.D., Research Assistant Professor
Marvella E. Ford, Ph.D., Associate Professor
Lydia D. Foster, M.S., Research Associate
Elizabeth Garrett-Mayer, Ph.D., Professor
Mulugeta G. Gebregziabher, Ph.D., Associate Professor
Raymond S Greenberg, M.D., Ph.D., Professor
Elizabeth G. Hill, Ph.D., Associate Professor
Kelly J. Hunt, Ph.D., Associate Professor
Jaemyung Kim, M.B.A., Research Instructor
Rebecca G. Knapp, Ph.D., Professor Emerita
Jeffrey E. Korte, Ph.D., Assistant Professor
Andrew B. Lawson, Ph.D., Professor
Nicole Marguerite Marlow, M.S.P.H., Research Associate
Renee H. Martin, Ph.D., Assistant Professor
Cathy L. Melvin, Ph.D., M.P.H., Associate Professor
Joyce Nicholas, Ph.D., Associate Professor
Paul J. Nietert, Ph.D., Professor
Yuko Y. Palesch, Ph.D., Professor
Elisabeth Pickelsimer, D.A., Research Associate Professor
Viswanathan Ramakrishnan, Ph.D., Professor
Anbesaw W. Selassie, Dr.P.H., Associate Professor
Stephanie R. Shaftman, M.Sc., M.S., Research Associate
Jaime Lynn Speiser, M.S., Research Associate
Katherine R Sterba, Ph.D., Assistant Professor
Amy Elizabeth Herrin Wahlquist, M.S., Research Instructor
Kristin Wallace, Ph.D., Assistant Professor
Dulaney A. Wilson, Ph.D., Research Associate
Bethany Jacobs Wolf, Ph.D., Assistant Professor
Qi Angela Wu, M.S., Research Associate
Sharon D. Yeatts, Ph.D., Assistant Professor
Wenle Zhao, Ph.D., Research Associate Professor
David G. Hoel, Ph.D., Distinguished University Professor
Emily Kistner-Griffin, Ph.D., Assistant Professor
Robert F. Woolson, Ph.D., Professor Emeritus
Jane G. Zapka, Sc.D., Research Professor
John B. Dunbar, D.M.D., Dr.P.H., Professor Emeritus
Julian E. Keil, Dr.P.H., Professor Emeritus
Chan F. Lam, Ph.D., Professor Emeritus
Carol J. Lancaster, Ph.D., Professor Emerita

Philip F. Rust, Ph.D., Professor Emeritus
Lori Hoffman Schwacke, Ph.D., Research Associate
Elizabeth H. Slate, Ph.D., Adjunct Professor
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secondary faculty appointments to be transferred from the Department of Medicine, Division of Biostatistics and Epidemiology to the Department of Public Health Sciences as of January 1, 2013. This move will facilitate the creation of the new Department of Public Health Sciences.

Matthew J. Carpenter, Ph.D., Associate Professor
John R. Feussner, M.D., M.P.H., Distinguished University Professor
Thomas C. Hulseley, Sc.D., Professor
Daniel T. Lackland, Dr.P.H., Professor
Marilyn Poland Laken, PhD, RN, PhD, Professor
Kathryn M. Magruder, Ph.D., Professor
Arch G. Mainous, Ph.D., Professor
Patrick Mauldin, Ph.D., Associate Professor
Lawrence C. Mohr, M.D., Professor
Martina Mueller, Ph.D., Research Assistant Professor
Susan G. Reed, D.D.S., Dr.P.H., Associate Professor
Joseph Romagnuolo, M.D., M.Sc., Professor
Kit N. Simpson, Dr. P.H., M.P.H., Adjunct Assistant Professor
Olivia M. Thompson, Ph.D., M.P.H., Adjunct Assistant Professor
Robert P. Turner, M.D., M.S.C.R., Associate Professor

Recommendation of Administration: That the change in faculty status be approved.

Recommendation of Committee: That the change in faculty status be approved.

Board Action: A motion was made, seconded and unanimously voted to approve the change in faculty status.

Item 16. Master of Science in Oral Sciences (Consent Item).

Statement: At the request of the Dean of the James B. Edwards College of Dental Medicine, administration presented for approval the Program Planning Summary for the Master of Science in Oral Sciences, effective February 8, 2013.

Recommendation of Administration: That the Master of Science in Oral Sciences Program Planning Summary be approved.

Recommendation of Committee: That the Master of Science in Oral Sciences Program Planning Summary be approved.

Board Action: A motion was made, seconded and unanimously voted to approve the Master of Science in Oral Sciences.

Item 17. Endowed Chair Appointment (Consent Item).

Statement: At the request of the Dean of the College of Medicine, administration presented for approval, the following endowed chair, effective February 8, 2013:

Mark S. George, M.D., as the Layton McCurdy Endowed Chair in Psychiatry

Recommendation of Administration: That Dr. Mark S. George be appointed as the Layton McCurdy Endowed Chair in Psychiatry.

Recommendation of Committee: That Dr. Mark S. George be appointed as the Layton McCurdy Endowed Chair in Psychiatry.

Board Action: A motion was made, seconded and unanimously voted to approve the endowed chair appointment.

FINANCE AND ADMINISTRATION COMMITTEE. CHAIRMAN: MR. CHARLES W. SCHULZE.
(Detailed committee minutes are attached to these minutes).

OLD BUSINESS: None.

NEW BUSINESS:

Item 18. Update on Responsibility Center Management (RCM).

Statement: Report provided to committee.

Recommendation of Administration: Received as information.

Recommendation of Committee: Received as information.

Board Action: Received as information.

Item 19. Change to Zero Tolerance to Workplace Violence Policy.

Statement: Mr. Schulze requested approval of a change to the Zero Tolerance to Workplace Violence Policy from a Board of Trustees policy to an administrative policy.

Recommendation of Administration: That the change be approved.

Recommendation of Committee: That the change be approved.

Board Action: A motion was made, seconded and unanimously voted to approve the change to the policy from a Board Policy to an administrative policy.

Item 20. Financial Status Report of the Medical University of South Carolina.

Statement: Report presented to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 21. Financial Status Report of MUSC Physicians.

Statement: Report presented to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 22. Financial Status Report of the MUSC Foundation for Research Development.

Statement: Report presented to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 23. Other Committee Business. None.

UNIVERSITY PHYSICAL FACILITIES COMMITTEE. CHAIRMAN: MR. WILLIAM H. BINGHAM, SR. (Detailed committee minutes are attached to these minutes).

OLD BUSINESS: None.

NEW BUSINESS: In Mr. Bingham's absence, Dr. Rowland chaired the committee.

Item 24. Update on Projects.

Statement: Report presented to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 25. Other Business:

Statement: Mr. Bingham presented the following project for approval:

- CSB 7th Floor Orthopaedic Surgery Office Renovation Phase I. Total estimated budget: \$350,000.

Recommendation of Administration: That the project be approved.

Recommendation of Committee: That the project be approved.

Board Action: A motion was made, seconded and unanimously voted to approve the project as presented.

Item 26. Facilities Contracts Awarded (Consent Item).

Statement: The facilities contracts awarded since the last meeting were presented for information.

Recommendation of Administration: That the report be received as information.

Recommendation of Committee: That the report be received as information.

Board Action: Received as information.

MEDICAL UNIVERSITY OF SOUTH CAROLINA AUDIT COMMITTEE. CHAIRMAN: MR. WILLIAM B. HEWITT (Detailed committee minutes are attached to these minutes).

OLD BUSINESS: None.

NEW BUSINESS:

Item 27. Update on Sensitive Data Security.

Statement: Report provided to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 28. Compliance Update.

Statement: Report provided to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 29. Audit Committee Self-Evaluation.

Statement: Report provided to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 30. External Auditor Evaluation.

Statement: Report provided to committee.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 31. Report of the Office of Internal Auditor.

Statement: A report had been provided to the Board members by Ms. Susan Barnhart, the Director of Internal Audit.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action: Received as information.

Item 32. Other Committee Business None

OTHER BUSINESS FOR THE BOARD OF TRUSTEES:

Item 33. Approval of Consent Agenda.

Statement: Approval of the University Consent Agenda was requested.

Recommendation of Administration: That the consent agenda be approved.

Board Action: It was moved, seconded and unanimously voted that the consent agenda be approved.

Item 34. New Business for the Board of Trustees.

Statement: Mr. Stephenson asked the board if they preferred to continue the current format where all the board members attend all committee meetings or if they preferred for some committees to meet concurrently. The members preferred the current format and attending all the committee meetings.

Dr. Wiseman stated the recent meeting in Charleston with the legislators was very successful and he hoped those would be continued at least every two years. Everyone agreed it had been a highly successful time to update the legislators on the University and Hospital Authority.

Item 35. Report from the Chairman.

Mr. Stephenson asked for an executive session to receive information on a contractual matter. At the conclusion of the session and with no action being taken and there being no further business, the meeting of the University Board of Trustees was adjourned.

Respectfully submitted,



Hugh B. Faulkner III
Secretary

HBf:wcj
Attachments

EDUCATION, FACULTY AND STUDENT AFFAIRS COMMITTEE. CHAIRMAN: DR. CONYERS O'BRYAN
February 7, 2013

Minutes

Item 12. General Report of the Vice President for Academic Affairs

Statement:

Student Reports – James B. Edwards College of Dental Medicine

Dr. Jack Sanders introduced Brandon Hagan and Jean Wingate, students in the College of Dental Medicine, who talked briefly about their personal and educational backgrounds, their reasons for choosing MUSC, and their positive experiences at the Medical University of South Carolina and in Charleston.

College of Health Professions

Dean Lisa Saladin gave a compelling report on the College of Health Professions. She discussed the goals and accomplishments, and the overall growth of the College to include the quality and size of their applicant pool, source revenue, development, academic programs, research and philanthropic support.

Regular and Consent Agendas

All items on the Regular, Addendum, and Consent Agendas were recommended for approval.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information

Board Action:

Item 13. Other Committee Business

A. Awarding of Posthumous Doctor of Medicine Degree

Statement: At the request of the Dean of the College of Medicine (request attached), administration presents for approval, the awarding of a posthumous Doctor of Medicine Degree to **Lauren Baldwin Baccari**, effective February 7, 2013.

Recommendation of Administration: That the request for the awarding of a posthumous Doctor of Medicine Degree to Lauren Baldwin Baccari be approved.

B. Item 14. Faculty Appointments

Statement: At the request of the Deans of the Colleges of Health Professions and Medicine, administration presents for approval the following faculty appointments:

Richard L. Segal, Ph.D., as Professor with tenure, in the College of Health

Professions, Department of Health Professions, Division of Physical Therapy, effective August 15, 2013

Dr. Segal will serve as Chair of the Department of Health Professions.

John W. Gnann, M.D., as Professor with tenure, on the Academic Clinician track, in the Department of Medicine, Division of Infectious Diseases, effective February 18, 2013

Vincent D. Pellegrini, Jr., M.D., as Professor, on the Clinician Educator track, in the Department of Orthopaedic Surgery, effective April 1, 2013

Hai Yao, Ph.D., as Research Associate Professor in the College of Dental Medicine, Department of Craniofacial Biology, effective January 1, 2013

Recommendation of Administration: That these faculty appointments be approved.

C. Item 15. Changes in Faculty Status

Statement: At the request of the Dean of the College of Medicine, administration presents the following changes in faculty status:

Maria V. Gibson, M.D., from Associate Professor to Clinical Associate Professor in the Department of Family Medicine, retroactive to May 26, 2012

Peter M. Miller, Ph.D., from Professor to Professor Emeritus, in the Department of Psychiatry and Behavioral Sciences, effective July 1, 2013

Recommendation of Administration: That these changes in faculty status be approved.

D. Item 17. Appointment of Endowed Chairs

Statement: At the request of the Dean of the College of Medicine, administration presented for approval, the following endowed chair, effective February 8, 2013:

Raymond F. Anton, Jr., M.D., as the Strom Thurmond Wellness and Fitness Endowed Chair.

Recommendation of Administration: That Dr. Raymond F. Anton, Jr., be appointed as the Strom Thurmond Wellness and Fitness Endowed Chair.

**EDUCATION, FACULTY AND STUDENT AFFAIRS COMMITTEE. CHAIRMANDR.
CONYERS O'BRYAN
February 8, 2013**

CONSENT AGENDA

Item 14. Faculty Appointments

Statement: At the request of the Dean of the College of Medicine, administration presented the following faculty appointment:

Graham W. Warren, M.D., Ph.D., as Associate Professor, on the Clinician Educator track, in the Department of Radiation Oncology, effective January 1, 2013

Recommendation of Administration: That this faculty appointment be approved.

Recommendation of Committee: That this faculty appointment be approved.

Board Action:

Item 15. Changes in Faculty Status

Statement: At the request of the Dean of the College of Medicine, administration presented the following changes in faculty status:

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primary faculty appointments to be transferred from the Department of Medicine, Division of Biostatistics and Epidemiology to the Department of Public Health Sciences as of January 1, 2013. This move will facilitate the creation of the new Department of Public Health Sciences.

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Nicole Marguerite Marlow, M.S.P.H., Research Associate
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Joyce Nicholas, Ph.D., Associate Professor
Paul J. Nietert, Ph.D., Professor
Yuko Y. Palesch, Ph.D., Professor
Elisabeth Pickelsimer, D.A., Research Associate Professor
Viswanathan Ramakrishnan, Ph.D., Professor
Anbesaw W. Selassie, Dr.P.H., Associate Professor
Stephanie R. Shaftman, M.Sc., M.S., Research Associate
Jaime Lynn Speiser, M.S., Research Associate
Katherine R Sterba, Ph.D., Assistant Professor
Amy Elizabeth Herrin Wahlquist, M.S., Research Instructor
Kristin Wallace, Ph.D., Assistant Professor
Dulaney A. Wilson, Ph.D., Research Associate
Bethany Jacobs Wolf, Ph.D., Assistant Professor
Qi Angela Wu, M.S., Research Associate
Sharon D. Yeatts, Ph.D., Assistant Professor
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Robert F. Woolson, Ph.D., Professor Emeritus
Jane G. Zapka, Sc.D., Research Professor
John B. Dunbar, D.M.D., Dr.P.H., Professor Emeritus
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Chan F. Lam, Ph.D., Professor Emeritus
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Philip F. Rust, Ph.D., Professor Emeritus
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Marilyn Poland Laken, PhD, RN, PhD, Professor
Kathryn M. Magruder, Ph.D., Professor
Arch G. Mainous, Ph.D., Professor
Patrick Mauldin, Ph.D., Associate Professor
Lawrence C. Mohr, M.D., Professor
Martina Mueller, Ph.D., Research Assistant Professor
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Olivia M. Thompson, Ph.D., M.P.H., Adjunct Assistant Professor
Robert P. Turner, M.D., M.S.C.R., Associate Professor

Recommendation of Administration: That these changes in faculty status be approved.

Recommendation of Committee: That these changes in faculty status be approved.

Board Action:

Item 16. Master of Science in Oral Sciences

Statement: At the request of the Dean of the James B. Edwards College of Dental Medicine, administration presented for approval the Program Planning Summary for the Master of Science in Oral Sciences, effective February 8, 2013.

Recommendation of Administration: That the Master of Science in Oral Sciences Program Planning Summary be approved.

Recommendation of Committee: That the Master of Science in Oral Sciences Program Planning Summary be approved.

Board Action:

Item 17. Appointment of Endowed Chairs

Statement: At the request of the Dean of the College of Medicine, administration presented for approval, the following endowed chair, effective February 8, 2013:

Mark S. George, M.D., as the Layton McCurdy Endowed Chair in Psychiatry

Recommendation of Administration: That Dr. Mark S. George be appointed as the Layton McCurdy Endowed Chair in Psychiatry.

Recommendation of Committee: That Dr. Mark S. George be appointed as the Layton McCurdy Endowed Chair in Psychiatry.

Board Action:



HOLLINGS CANCER CENTER

A National Cancer Institute Designated Cancer Center

Office of the Director
86 Jonathan Lucas St.
Ste. HO124J
MSC 250955
Charleston, SC 29425
(843) 792-8284 (p)
(843) 792-9456 (f)
hcc.musc.edu

January 17, 2013

Mr. Jim Fisher
Vice President for Development and Alumni Affairs
Medical University of South Carolina
261 Calhoun Street Suite 306
MSC 182
Charleston, SC 29425

Dear Jim,

Please consider this letter a formal request from the MUSC Hollings Cancer Center to the MUSC Board of Trustees to name the Cancer Center's first floor welcome pavilion in honor of Dr. Carolyn E. Reed. Her efforts to see that this building was erected included working with Sen. Hollings for funding, providing input into the design, and collaborating with departments across campus to ensure its completion.

The pavilion was space that Dr. Reed was particularly excited about since it serves as a hub for patients, clinicians and scientists.

Dr. Reed's significant contributions to MUSC included her stellar service as director of Hollings from 2000-2004, followed by her role as director for medical affairs from 2004-2012. It is safe to say that without Dr. Reed's vision and leadership, we would not have the excellent facility we have now, and we are forever indebted to her for that and many other things.

The Hollings leadership feels naming the pavilion for Dr. Reed is a meaningful way to honor her. Thank you for your consideration of our request. Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Andrew S. Kraft".

Andrew S. Kraft, MD
Director, Hollings Cancer Center
William H. Folk, MD Chair in Experimental Oncology
Professor of Medicine

1. Cover Page

a. Proposing Institution:

Medical University of South Carolina

b. Master's of Science (M.S.) in Oral Sciences

c. Submission Date:

February 15, 2013

d. Program Contact:

Keith L. Kirkwood, D.D.S., Ph.D.

Associate Dean for Research

Professor and Chair of Craniofacial Biology

Professor of Microbiology and Immunology

Director, MUSC Center for Oral Health Research

Diplomate, American Board of Periodontology

2. Classification

a. Program Title:

Master's of Science in Oral Science

b. Concentrations, options and tracks:

There will be two tracks within the MS in Oral Sciences program: Thesis and Non-thesis. Thesis track students will complete a minimum of 30 credit hours of coursework including at least 10 credit hours of independent research. Students in the non-thesis track will be required to take additional course work in lieu of completing a full research project but will be required to complete a condensed research project and present their findings in an oral presentation and in writing. Both tracks will require oral qualifying examinations.

c. Designation, type and level of degree:

Successful completion of the proposed program will lead to a Master's of Science degree in Oral Sciences.

d. Proposed date of implementation:

Fall 2014

e. The program does not qualify for supplemental Palmetto Fellows Scholarship or LIFE Scholarship awards.

f. Delivery mode:

MS in Oral Sciences students will receive focused formal (course/credit hours) didactic training in oral health related topics, training in research methodology, conduct of research, research ethics, data analysis and writing/defending original research.

3. Justification:

The Department of Craniofacial Biology was established in 2008 and currently provides administrative housing for the MUSC Board of Trustee-designated MUSC Center for Oral Health Research (COHR). Currently, the COHR provides the umbrella for research services as well as training for PhD, DMD/PhD, and postdoctoral fellows through T-COHR (Training in Craniofacial and Oral Health Research). In addition, T-COHR currently supports an undergraduate research experience during the summer through the MUSC Summer Undergraduate Research Program (SURP).

The proposed MS in Oral Sciences program will augment and strengthen existing academic programming within the T-COHR program and College of Dental Medicine (CDM). While T-COHR provides DMD/PhD, PhD and postdoctoral training as well as short-term summer undergraduate training, there is not a MS program. The Master of Science in Dentistry (MSD) program is restricted to dentists enrolled in clinical specialty training and is therefore not open to students with bachelor's or foreign dental degrees.

There are no similar programs offered by institutions of higher education in the State of South Carolina. Similar programs, however, are offered in other academic health centers/Schools of Dentistry in many other states.

CDM is one of six colleges within MUSC, an academic health center in the State of South Carolina, and has active collaborations with the Colleges of Medicine, Nursing, and Graduate Studies with joint academic and research programs. In addition to the courses offered within CDM, the MS in Oral Sciences will take advantage of some excellent courses offered through the College of Graduate Studies and offer research opportunities through other MUSC colleges for partial fulfillment of requirements of the proposed program.

4. Program demand and productivity:

The duration of the MS in Oral Sciences program is anticipated to be 24 months. This time is adequate for candidates to complete the requirements for the MS in Oral Sciences program including the completion of a research project and writing and defense of an original thesis. The program will only be offered to students who have obtained a bachelor's degree with coursework in the field of biology or a dental degree (DDS, DMD or BDS). Only full-time students will be registered in the program.

The proposed program will be fully operational within a two-year period with an expected average of 4-6 graduates per year. As the number of faculty the department increases and becomes more nationally and internationally recognized, it is anticipated that the number of enrolled students and graduates will increase.

Anticipated enrollment	
Year	Students
2014-2015	2*
2015-2016	5**
2016-2017	8***
2017-2018	11****

* Students accepted to program in first year

** Includes 2 students in second year plus 3 new first-year students

*** Includes 5 first-year students and 3 students in their second year

****Includes 5 second-year students and 6 first-year students

5. Employment opportunities for graduates:

The proposed Master's of Science in Oral Sciences program will train personnel for careers in basic, translational and clinical research methodologies in the field of oral health, complement existing training opportunities and well as provide new programing in order to help establish a stable pipeline into both the PhD in Craniofacial Biology program and the DMD/PhD (Dentist Scientist Training Program) in the College of Graduate Students. With this MS in Oral Science program, there is an opportunity to recruit foreign dentists (having DDS or BDS degrees) into this program for basic and translational research training. These potential trainees would be able to apply for both programs in the future increasing existing program candidate pools. Also, this program will provide an opportunity for students to receive additional training and experience in oral health-related research before or after they apply to dental school at MUSC or other U.S. institutions. Foreign dental graduates with an MS in Oral Sciences will have a competitive edge in earning faculty positions in their home countries. Likewise, graduates who remain in the U.S. will likely be competitive for acceptance in additional programs including PhD programs and dental school.

6. Curriculum:

The MS in Oral Sciences curriculum will require successful completion of 30 credit hours of coursework and research for completion of the degree. Students will be able to select either a thesis or non-thesis track. Students electing to enter the thesis track will be required to complete at least ten credit hours of independent research while students choosing the non-thesis track will be required to complete at least 22 credit hours of didactic coursework. All students will be required to register for craniofacial biology journal club and research seminars in craniofacial biology each semester. In addition, students in both thesis and non-thesis tracks will be required to complete courses in research design, research ethics and biostatistics. The MS in Oral Sciences program will

offer three foundational courses, Mineralized Tissues, Oral Immunobiology and Biochemical Aspects of Oral Biology, to provide enrolled students with a broad background in the biological sciences and oral biology. Students in the thesis track will be required to take and pass two of the three foundational courses while students selecting the non-thesis track will be required to complete all three foundational courses. Elective courses will be selected following discussion with the student's graduate committee, and typically cover the area of research pertinent to the student's thesis work or specific research interests. Before completion of the second semester, all students will be required to select a graduate examination committee and pass an oral qualifying exam covering the general oral sciences. Students choosing the thesis option will be required to write and defend a thesis describing the independent research that they performed prior to completion of the program. Students choosing to complete the non-thesis option will be required to submit a written report of their research project to the graduate examination committee and present their research findings orally to the program faculty in the last semester of the program.

7. Articulation and inter-institutional cooperation:

MUSC and Clemson University have an active collaborative relationship in the area of bioengineering. The CDM faculty actively collaborate with Clemson faculty on research projects, mentoring of students, and serve on students' thesis committees currently. MS of Oral Science students will be allowed to take Clemson Bioengineering courses and work directly with Clemson faculty who conduct research in the areas of oral and craniofacial bioengineering.

8. Estimate of costs:

The MS in Oral Sciences program will be implemented with existing faculty and staff resources. Partial faculty and staff salary compensation is needed to fully commit and implement this program along with partial salary compensation for the program director.

Anticipated Annual Expenses	
Director (partial time commitment)	33,000
Staff	20,000
Printing/program marketing	3,480
IT support	6,200
Outcomes assessments	5,000
Library/office supplies	5,000
Total Annual	72,680
Anticipated Non-recurring Expenses	
Consultant	3,000
Faculty retreat	1,000
Total Non-recurring	4,000

Medical University of South Carolina

RESEARCH AND INSTITUTIONAL ADVANCEMENT COMMITTEE

MINUTES

February 7, 2013

Committee Members Present: Dr. Cotesworth P. Fishburne, Jr., (Chair), Dr. Harold W. Jablon, Dr. Thomas C. Rowland, Jr., The Honorable Robin Tallon, Dr. James E. Wiseman, Jr.

Other Trustees Present: Dr. Stanley C. Baker, Mr. William H. Bingham, Sr., Mr. William B. Hewitt, Dr. Donald R. Johnson, Dr. Conyers O'Bryan, Jr., Mr. Charles W. Schulze, Thomas L. Stephenson, Esq., Dr. Charles B. Thomas, Jr.

University Officers and Committee Staff Present: Dr. Pat Cawley, Dr. Phillip Costello, Mr. Robert Donato, Mr. Jim Fisher, Ms. Robyn Frampton, Dr. Raymond S. Greenberg, Dr. Stephen Lanier, Ms. Lisa Montgomery, Dr. Etta Pisano, Dr. Lisa Saladin, Dr. Darlene Shaw, Dr. Mark Sothmann, Dr. Gail Stuart, Dr. Joann Sullivan

Meeting Time: 10:40 – 11:10 am

Regular Agenda

Item 8. General Report of the Associate Provost for Research

Dr. Stephen Lanier presented the research activities report and a graph comparing extramural funding from NIH, ARRA funds and other sources. He noted that extramural awards were up by 5%. For the period ending December 31, 2012, \$114.3 million in awards were received, compared to FY2011 year-to-date of \$108.9 million. NIH funding is also ahead of last year (\$50M vs \$48M), as is corporate funding (\$18M vs \$16.7M).

Dr. Lanier introduced Mr. Patrick Wamsley who reported that a new Facilities & Administrative (F&A) Rate Agreement was negotiated with the Department of Health and Human Services. The current rate of 47.5% remains in effect for FY12, but in FY13 it increases to 49%, and for FY14-16 the rate is 49.5%, which is very impressive during these times of budget reductions. Mr. Wamsley noted that each percentage point translates to ~\$700,000, based upon our current level of federal research funding. Mr. Wamsley introduced Ms. Velma Stamp, Director of Contracts and Grants Accounting, and Ms. Paula White from the cost accounting group, noting that their collective experience was a key factor in the rate negotiation which was conducted by teleconference this past December.

Dr. Lanier reported that two new \$4 million SmartState Centers of Economic Excellence proposals were submitted this past November in Personalized Cancer Medicine and Translational Biomedical Informatics. The proposals will be reviewed in May. He also noted that \$2 million in state endowment drawdowns are pending.

Recommendation of Administration: That the report be received as information.

Recommendation of Committee: That the report be received as information.

Board Action:

Item 9. General Report of the Vice President for Development

Mr. Fisher reported that through December 31, 2013, we received more than \$37.1 million in new gifts and pledges. Progress to date compares very favorably to our results for this same time period last year of \$30.6 million. This places us at 21.5% ahead of last year's pace.

Mr. Fisher reported on several recent gifts. Mr. and Mrs. Bill Baker made a gift of \$500,000 to support the Institute for Applied Neurosciences. (Mr. Baker is a former member of the MUSC Foundation Board of Directors and currently sits on the Neurosciences Advisory Board. Mrs. Baker currently sits on the Storm Eye Institute's Advisory Board.) The Abney Foundation, located in Anderson, SC, provided a \$400,000 gift designated for The Abney Foundation Emerging Scholars Program at Hollings Cancer Center. Nobel Biocare contributed products valued at \$300,000 to the College of Dental Medicine. The Mercedes Benz golf tournament at Bull's Bay raised more than \$287,000 for the Children's Hospital. The Helene Fuld Health Trust completed its pledge of \$600,000 for nursing student scholarships. The Donaldson Charitable Trust made a \$250,000 gift to the HCC. Berchtold Corporation pledged \$100,000 for a new hybrid operating room in ART. Johnson Management made a gift of \$50,000 to support the Department of Neurosurgery. Athene Annuity & Life Assurance Company completed a \$100,000 pledge for the HCC's SmartState center in cancer stem cell biology and therapy. The Children's Hospital benefitted from Clear Channel's hosting of an Evening with Stars, and from a planned gift of \$100,000 by one their board members.

Mr. Fisher reported that the first and second quarters of the new fiscal year reflect aggregate alumni association memberships of all six colleges at 27%.

Mr. Fisher reported on personnel updates noting that Toni McHugh, Director of Development for the Storm Eye Institute, has retired, and Rachel Smith, Director of Development for the HCC, has had a career change.

As the final item of business, Mr. Fisher reported that Dr. Andrew Kraft, Director of the Hollings Cancer Center, has requested that the first floor pavilion area in the Hollings Cancer Center be named in memory of the late Dr. Carolyn Reed in recognition and acknowledgement of her stellar service and contributions to the Hollings Cancer Center and MUSC. The Committee approved the request.

Recommendation of Administration: That this request be approved.

Recommendation of Committee: That this request be approved.

Board Action:

Item 10.

General Report of the CEO of the MUSC Foundation

Ms. Robyn Frampton, the foundation's Chief Financial Officer, reported for Mr. Tom Anderson, noting that the Foundation's market performance at 12/31/12 is ahead of the benchmarks. The Foundation increased total assets by \$36 million or 9.1% to a record \$433 million.

Ms. Frampton noted that the MUSC Foundation will be recommending a 4.25% endowed payout rate for the university in 2013-2014, which is comparable to the NCUBO peer average of 4.1% for the 2012-2013 year. The Foundation Board will approve the payout rate at its February 15 meeting.

Ms. Frampton reported that the selection process for the Master Developer for the Horizon Redevelopment Project is proceeding with receipt of proposals from the RFP solicitation.

Ms. Frampton reported on our NACUBO standings. As of June 30, 2012, we moved up in our rankings from 250 to 238 out of 843 reporting institutions (28th percentile).

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action:

Item 11. General Report of the Executive Director of the MUSC Foundation for Research Development

Mr. Robert Donato noted that the FRD is undertaking a risk review of factors that might effect the sustainability of the FRD. He also noted that through a new collaboration, the SCRA will be contributing funds for MUSC discoveries. Mr. Donato reported that the number of invention disclosures has set a new record, as well as the number of new patents, as a result of additional staff who are providing technology consultations on a regular basis.

Recommendation of Administration: That this report be received as information.

Recommendation of Committee: That this report be received as information.

Board Action:

COMMITTEE ON FINANCE AND ADMINISTRATION
February 7, 2013
Minutes

Attendees:

Mr. Charles W. Schulze, Chair	Dr. Pat Cawley
Dr. Stanley C. Baker, Jr.	Dr. Phil Costello
Mr. William H. Bingham, Sr.	Ms. Annette Drachman
Dr. Cotesworth P. Fishburne, Jr.	Ms. Susie Edwards
Mr. William B. Hewitt	Mr. Jim Fisher
Dr. Harold W. Jablon	Ms. Lisa Montgomery
Dr. Donald R. Johnson II	Ms. Jody O'Donnell
Dr. E. Conyers O'Bryan, Jr.	Dr. Etta Pisano
Dr. Thomas C. Rowland, Jr.	Ms. Gina Ramsey
Thomas L. Stephenson, Esquire	Dr. Mark Sothmann
The Honorable Robin M. Tallon	Mr. Steve Valerio
Dr. Charles B. Thomas, Jr.	Mr. Patrick Wamsley
Dr. James E. Wiseman, Jr.	
Dr. Raymond S. Greenberg	
Ms. Susan H. Barnhart	
Mr. John Cooper	

Mr. Schulze called the meeting to order.

REGULAR Items

Item 18 Update on Responsibility Centered Management (RCM).

Ms. Lisa Montgomery and Dr. Mark Sothmann provided an update on RCM. They reported the University went live July 1 to change the budgeting system and the transition has gone smoothly. The University now has a P&L statement for each department and will be able to forecast five years out. Dean Gail Stuart has been appointed Chair of the Cost and Services Committee which has been formed to determine how to reduce infrastructure cost 5% next year.

Mr. Schulze commended the change and stated that this is a giant step forward for the University and the timing of the implementation is critical.

Recommendation of Committee: That this report be received as information

Item 19 Change to Zero Tolerance to Workplace Violence Policy.

Ms. Montgomery presented a request to change the current "Zero Tolerance to Workplace Violence Policy" from a Board of Trustees policy to an administrative policy.

Recommendation of Committee: That policy be changed to an administrative policy as requested.

Item 20 Financial Status Report of the Medical University of South Carolina.

Patrick Wamsley presented the December 31, 2012 Interim University Financials. He reported that at December 31st the University had 76 Days of Operating Cash and a Change in Net Assets of \$3.5 million, which mirrored the amount from December 31, 2011. He also reported a Current Funds margin of -.32%. Mr. Wamsley explained that the major factors affecting net assets for December were the comparable reductions in Capital Grants and Gifts as well as Additions to Endowment. On a positive note, he reported that MUSC had seen a material gain in investments compared to a year ago.

Recommendation of Committee: That this report be received as information

Item 22 Financial Status Report of the MUSC Physicians.

Ms. Gina Ramsey presented a report on the financial status of MUSC Physicians. She reported on the financials as of 12/31/12 with Total operating revenues of \$136,528,971 and total expenses of \$122,212,052. She reported collections are flat; days in AR are down; days cash on hand is down to 43 due to purchase of real estate.

Recommendation of Committee: That this report be received as information

Item 19 Financial Status Report of the MUSC Foundation for Research Development

Ms. Deanne Lucas presented a report on the financial status of the MUSC Foundation for Research Development. As of 11/30/2012 she reported Total Assets of \$1.8 million; Total Liabilities of \$639,904; Total Revenues of \$654,218 and Total Expenses of \$460,956.

Recommendation of Committee: That this report be received as information

Item 20 Other Committee Business.

Ms. Lisa Montgomery stated that John Malmrose would be retiring after 15 years as MUSC's Chief Facilities Officer. She thanked him for his served and applauded his honesty and integrity in that role. Mr. Bingham stated it had been a pleasure working with John and also thanked him for his good work.

CONSENT AGENDA

None.

There being no further business, the meeting was adjourned.

**Medical University of South Carolina
Board of Trustees
Policies and Procedures**

POLICY NAME: ZERO TOLERANCE TO WORKPLACE VIOLENCE			
APPROVED DEAN OR DEPARTMENT CHAIR	DATE		
APPROVED VICE PRESIDENT	DATE		
APPROVED PRESIDENT	DATE		
APPROVED BOARD OF TRUSTEES <i>Shirley C. Lusk</i>	DATE <i>8/11/00</i>		
EFFECTIVE DATE: AUGUST 11, 2000	PAGE 1	SECTION: DEVELOPMENT, PUBLIC RELATIONS, EXTERNAL AFFAIRS, AND PERSONNEL COMMITTEE - ITEM NUMBER 42.	POLICY NUMBER: N/A

I. POLICY

The Medical University of South Carolina is committed to creating and maintaining a working, learning, and patient care environment, which is free from violence. Understanding and mutual respect toward all individuals are essential elements to excellence in teaching and learning, to the existence of a safe and healthy workplace, and to the maintenance of a campus culture and Medical Center environment which serves the needs of the community. **The University prohibits violent acts or threats of violence.** Any employee, student or visitor who commits a violent act, or threatens to commit a violent act, is subject to disciplinary action and/or civil or criminal prosecution as appropriate. (Refer to Human Resources Policy #45, Disciplinary Action, and Medical Center Policy Manual, A-52)

The Medical University of South Carolina has zero tolerance for violence against any member of the workforce, any other persons in the workplace, or its property. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on university property shall be subject to removal from the premises as quickly as safety permits. For the purpose of this policy, violence and threats of violence include but are not limited to:

- any act that is physically abusive or
- any physical or verbal threat, behavior, or action which is interpreted by a reasonable person to carry the potential
 - to harm or endanger the safety of others;
 - to result in an act of aggression; or
 - to destroy or damage property.

II. PROCEDURES

Reporting

Each allegation of violence or threat of violence will be taken seriously. Individuals (including students) are responsible for reporting acts of violence, threats of violence, or any other behavior, which by intent, act, or outcome could harm another person or property. Reports shall be made to Public Safety (2-4196) and the most appropriate of the following:

**Medical University of South Carolina
Board of Trustees
Policies and Procedures**

POLICY NAME: ZERO TOLERANCE TO WORKPLACE VIOLENCE			
APPROVED DEAN OR DEPARTMENT CHAIR			DATE
APPROVED VICE PRESIDENT			DATE
APPROVED PRESIDENT			DATE
APPROVED BOARD OF TRUSTEES			DATE
EFFECTIVE DATE	PAGE 2	SECTION	POLICY NUMBER:

- Immediate supervisor,
- Medical Center Security, or
- Appropriate College Dean.

The Director of the Department of Human Resources (792-2121) should be contacted immediately if you anticipate that the actions of anyone in your area have the potential or the appearance of creating an environment that could cause or contribute to an act of violence. The information will be kept confidential to the maximum extent possible. The following are examples of warning signs, symptoms, and risk factors, which may indicate an employee's, student's, or visitor's potential for workplace violence:

- Dropping hints about knowledge of firearms.
- Making intimidating comments, threats, or allusions to violence against others in the organization.
- Possessing at work reading or video material with themes of violence, revenge and harassment.
- Acting out either verbally or physically.
- Expressions of excessive bitterness by disgruntled employee or ex-employee.
- Preferring always to work alone or on the night shift and isolating oneself from fellow workers.
- Having a corroborating history of interpersonal conflict or police record for violence or threats of violence.
- Expressions of intense anger, lack of empathy.
- Having the risk factor of domestic problems; unstable/dysfunctional family situation.
- Exhibiting brooding, depressed, strange behavior.
- Displaying physical signs of hard breathing, reddening of complexion, menacing stare, loudness, fast profane speech.

The role of the Public Safety Department, in regards to workplace violence, is to provide an immediate response to a critical situation, not only by dispatching public safety officers but also by requesting and coordinating fire department, city police, or any other authorities deemed necessary. The Department will provide physical security for threatened or at-risk persons; enforce applicable laws; and thoroughly document all incidents and actions. Supervisors, faculty, students and staff, are encouraged to contact Public Safety or Medical Center Security when issues regarding workplace or personal security arise. The Public Safety Department will fill out the official MUSC incident report out describing the situation. Once

**Medical University of South Carolina
Board of Trustees
Policies and Procedures**

POLICY NAME: ZERO TOLERANCE TO WORKPLACE VIOLENCE			
APPROVED DEAN OR DEPARTMENT CHAIR			DATE
APPROVED VICE PRESIDENT			DATE
APPROVED PRESIDENT			DATE
APPROVED BOARD OF TRUSTEES			DATE
EFFECTIVE DATE	PAGE 3	SECTION	POLICY NUMBER:

an incident has been identified, the Director of Public Safety or the Manager of Medical Center Security will notify the Workplace Violence Prevention Committee of the occurrence.

The Workplace Violence Prevention Committee

The Workplace Violence Prevention Committee is established to design, formalize, implement, and revise the policies and procedures needed to prevent and resolve threats of or violent acts in the workplace. Once the committee is notified of the occurrence of a workplace violence incident, the Workplace Violence Prevention Committee will determine if additional resources are necessary to resolve the matter. The members of this committee represent all aspects of MUSC, including the medical center, academics, and administration. The committee also serves as the oversight committee for the Threat Assessment Team (see below) and the Workplace Violence training function.

Sub-functions of the Workplace Violence Committee

The Threat Assessment Team is a subgroup of the Workplace Violence Prevention Committee. The Threat Assessment Team's primary function is to assess the workplace and identify the risks associated with threats and/or violence in the work areas. The Team is also responsible for assisting the Workplace Violence Prevention Committee with situations involving threats or violence. The Workplace Violence Prevention Committee assigns members to the Team based on their expertise in threat assessments and workplace analysis.

Training

In order to eliminate and/or minimize the risks involved with violence in our workplace, the training division of Human Resources Management is responsible for scheduling workplace violence prevention or recognition training for MUSC faculty, students, Medical Center staff, and employees. Public Safety and the Medical Center Security staffs are responsible for designing and implementing the training. The Workplace Violence Prevention Committee will review the training programs annually to ensure they are compliant with OSHA guidelines and are appropriate for MUSC. All employees, regardless of their level of risk, will receive the following training:

- Techniques for recognizing the potential for violence.

**Medical University of South Carolina
Board of Trustees
Policies and Procedures**

POLICY NAME: ZERO TOLERANCE TO WORKPLACE VIOLENCE			
APPROVED DEAN OR DEPARTMENT CHAIR			DATE
APPROVED VICE PRESIDENT			DATE
APPROVED PRESIDENT			DATE
APPROVED BOARD OF TRUSTEES			DATE
EFFECTIVE DATE	PAGE 4	SECTION	POLICY NUMBER:

- Procedures, policies and work environment arrangements developed to control the risk of violence to workers.
- Proper use of security devices (i.e., burglar alarms, panic buttons, etc.).
- The appropriate response to incidents of or potential threats of violence, including emergency and hostage situations.
- How to obtain medical assistance and follow-up.
- Procedures for reporting, investigating and documenting threats and incidents of violence.
- Travel safety.
- Cash and other asset handling procedures.

Workers with job tasks that place them at higher risk for violence will be provided specialized training in addition to those topics outlined above. Training will be designed to deal with the nature of the risk. Managers and supervisors will undergo the same training as outlined above in addition to training that will enable them to recognize potentially hazardous situations.

**Medical University of South Carolina
Physical Facilities Committee
February 7, 2013
Minutes**

Attendees:

Mr. William H. Bingham, Chair	Dr. Frank Clark
Dr. Stanley C. Baker	Ms. Annette Drachman
Dr. Cotesworth P. Fishburne, Jr.	Mr. Dennis Frazier
Mr. William B. Hewitt	Mr. Jim Fisher
Dr. Harold W. Jablon	Mr. John Malmrose
Dr. Donald R. Johnson II	Mr. Bob Marriott
Dr. E. Conyers O'Bryan, Jr.	Ms. Lisa Montgomery
Dr. Thomas C. Rowland, Jr.	Dr. Etta Pisano
Mr. Charles W. Schulze	Dr. Darlene Shaw
Thomas L. Stephenson, Esquire	Ms. Reece Smith
The Honorable Robin M. Tallon	Dr. Mark Sothmann
Dr. Charles B. Thomas, Jr.	Mr. Patrick Wamsley
Dr. James E. Wiseman, Jr.	
Dr. Raymond S. Greenberg	

Mr. Bingham called the meeting to order.

REGULAR Items

Item 24 Update on Projects.

Mr. John Malmrose provided an update on various University projects.

Recommendation of Committee: Received as information.

Item 25 Other Committee Business.

Mr. Malmrose presented the following project for approval:

- CSB 7th Floor Orthopaedic Surgery Office Renovation Phase I. Total estimated budget: \$350,000.

Recommendation of Committee: Approve the project as presented.

CONSENT Items for Information:

Item 26 Facilities Contracts Awarded

The facilities contracts since the last board meeting were presented for information.

Recommendation of Committee: That this report be received as information.

With no further business, the meeting was adjourned.

Respectfully submitted,

Celeste Jordan

FACILITIES
ACADEMIC
ESTABLISH PROJECT
FOR APPROVAL

February 7, 2013

PROJECT TITLE: CSB 7th Floor Orthopaedic Surgery Office Renovation Phase I

PROJECT NUMBER: To Be Determined

TOTAL ESTIMATED BUDGET: \$ 350,000

SOURCE(S) OF FUNDS: College of Medicine Dean's Reserves

JUSTIFICATION: The College of Medicine has hired a new Chair for the Department of Orthopaedic Surgery, Dr. Vincent Pellegrini, who will be starting on April 1, 2013. Dr. Pellegrini will be recruiting nine additional faculty to fill mission-critical roles in the department. To ensure the success of these hires, the department's offices will need significant renovation. The additional faculty hired into the Department of Orthopaedic Surgery will create an additional significant revenue source for the College of Medicine and MUHA.

McMillan Pazdan and Smith Architecture has recently completed a feasibility study to address an immediate renovation of the Chair's office in preparation for his April 1st arrival, renovation of a group of faculty offices to provide for expansion of the faculty, and a renovation of the administrative offices to compress them into a smaller space while providing for additional faculty and a Department meeting room. Phase I of this project will address the first two elements of the overall renovation. Authorization to proceed with Phase II of this project may be requested next fiscal year.

The architect's estimate for Phase I is \$350,000. This project will be funded by the College of Medicine Dean's Reserves.

The arrival of Dr. Pellegrini is an opportunity to jump start the Department of Orthopaedic Surgery, and the College of Medicine would like to ensure he has the facilities needed to maximize the opportunity for success.

Approval to create this Phase I renovation project for \$350,000 is requested.

**Medical University of South Carolina
Audit Committee
February 7, 2013
Minutes**

Attendees:

Mr. William B. Hewitt, Chair	Ms. Susan H. Barnhart
Dr. Stanley C. Baker	Dr. Frank Clark
Mr. William H. Bingham, Sr.	Dr. Phil Costello
Dr. Cotesworth P. Fishburne, Jr.	Ms. Annette Drachman
Dr. Harold Jablon	Mr. Jim Fisher
Dr. Donald R. Johnson II	Ms. Lisa Montgomery
Dr. E. Conyers O'Bryan, Jr.	Dr. Etta Pisano
Dr. Thomas C. Rowland, Jr.	Dr. Darlene Shaw
Mr. Charles W. Schulze	Dr. Mark Sothmann
Thomas L. Stephenson, Esquire	Mr. Patrick Wamsley
The Honorable Robin M. Tallon	
Dr. Charles B. Thomas, Jr.	
Dr. James E. Wiseman, Jr.	
Mr. Hugh B. Faulkner	
Dr. Raymond S. Greenberg	

Mr. Hewitt called the meeting to order.

REGULAR Items

Item 27. Update on Sensitive Data Security.

Dr. Frank Clark provided an update on sensitive data security issues.

Recommendation of Committee: That the report be received as information.

Item 28. Compliance Update.

Ms. Reece Smith, Compliance and Privacy Officer, provided a HIPAA Update which included a 2012 report of breaches.

Recommendation of Committee: That the report be received as information.

Item 29. Audit Committee Self-Evaluation.

Mr. Hewitt reviewed the results of the Audit Committee self-evaluation. A summary follows:

Category	Avg. Score 5=Very Strong; 1=Needs Improvement 2 responses	Items indicated "N/A"
Composition and Quality	4.69	
Roles and Responsibilities	4.77	
Ethics and Compliance	4.88	
Understanding Business and Risks	4.88	Committee reviewed significant control deficiencies identified by auditors and management's corrective action plan (50%) Discussions with CIO (50%)
Processes, Procedures and Information Access	5.00	
Oversight of Audit Processes	5.00	
Overall Evaluation	4.50	

Recommendation of Committee: Received as information.

Item 30. External Auditor Evaluation.

Mr. Hewitt reviewed the results of the annual evaluation of the performance of the external auditor. A summary of the results are as follows:

- **Survey of KPMG's performance of the FY12 financial statement audit**
 - 7 responses (5 - MUSC management; 2 - MUHA staff)
- **Favorable Results.**
 - Completed timely (100% for financial statement audit)
 - Organized (86%)
 - Conducted professionally (100%)
 - Adequate scope (75%)
 - KPMG is knowledgeable of the organization and industry (100%)
 - KPMG appeared objective and independent (100%)
- **Comments related to weak communication; scope and fee increases; duplicate/unnecessary requests for information; failure to provide requested assistance; concern re: relationship with management.**

Recommendation of Committee: That the report be received as information.

Item 31. Report of the Office of Internal Audit.

Ms. Susan Barnhart had distributed the results of internal audit reports and there being no questions, the reports were received as information.

Recommendation of Committee: That the report be received as information

Item 32. **Other Committee Business.** None

Respectfully Submitted,

Celeste Jordan