

Clemson University  
Clemson, South Carolina

MINUTES  
**Policy Governance Advisory Task Force**  
**CLEMSON UNIVERSITY BOARD OF TRUSTEES**

Teleconference/Web  
January 10, 2024  
9:00 a.m.

Call to Order

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

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

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

Trustees: Louis Lynn, Nicky McCarter, and Kim Wilkerson

Trustees Emeriti: J.J. Britton and Allen Wood

Administration: Chip Hood, *General Counsel and Special Advisor to the Board of Trustees*; April Purvis, *Executive Secretary to the Board of Trustees*

Guests: Joe Galbraith, *Marketing and Communications*; Danielle Arrington, *Office of Executive Secretary to the Board of Trustees*; Kevin McKinney, *CCIT*; Lisa Claxton, *Office of the General Counsel*

Media: none

April Purvis called the roll of the committee. She noted a quorum was present.

Discussion of Revised Bylaws Format

Chip Hood provided an overview of the revised bylaws format.

Executive Session

Trustee McKissick stated it was necessary to go into Executive Session to receive legal advice covered by the attorney client privilege regarding Board governance, namely the use of Bylaws.

Trustee Swann moved to go into executive session. Trustee Wilkins seconded the motion. The motion was approved unanimously. The committee entered executive session at 9:14 a.m.

Adjourn

No decisions were made, and no votes were taken. Trustee McKissick adjourned the executive session at 9:43 a.m.

Respectfully submitted,

*April S. Purvis*

\_\_\_\_\_  
April Purvis  
Executive Secretary to the Board of Trustees

*April S. Purvis*

\_\_\_\_\_  
Approved

07/16/24

\_\_\_\_\_  
Date Approved