

**Minutes of  
EXECUTIVE DIRECTOR SEARCH COMMITTEE  
July 27, 2015, 10:00 a.m.  
SC Commission on Higher Education Offices  
Columbia, South Carolina**

**Search Committee Members Present**

Ms. Allison Dean Love, Chair  
Mr. Tim Hofferth  
Ms. Dianne Kuhl  
Mr. Clark Parker (phone)  
Ms. Terrye Seckinger

**CHE Staff Present**

Ms. Julie Carullo  
Mr. Gary Glenn  
Ms. Marian Jones  
Dr. John Lane  
Ms. Beth Rogers

**Search Committee Members Absent**

None

**Others Present**

Ms. Robin Crawford, McGuire Woods Consulting  
Ms. Amy Hill, Sowell Gray Stepp & Laffitte LLC  
Mr. Kevin Paul, Division of Human Resources,  
SC Department of Administration

**Advisory Committee Members Present**

Mr. Chip Jackson  
Mr. Austin Smith

**Advisory Committee Members Absent**

Dr. Ronnie Booth  
Dr. Sandra Jordan  
Mr. Ted Pitts

**1. Welcome and Introductions**

**2. Compliance with SC FOIA**

The meeting was called to order at 10:05 a.m., after which it was affirmed that the meeting was in compliance with the Freedom of Information Act (FOIA). Commissioner Love welcomed all and identified those participating by phone, after which all attendees in the room introduced themselves.

**3. Consideration of July 10 Meeting Minutes**

Commissioner Love clarified that no action had been taken during the Executive Session portion of the July 10 Executive Director Search Committee meeting and asked that this information be included in the July 10 meeting minutes.

A **motion** was made (Hofferth), **seconded** (Jackson) and **carried** to approve the minutes of the July 10 Executive Director Search Committee meeting with the adjustment made as requested by Commissioner Love.

**4. Update on RFP for Purposes of Soliciting a Professional Search Firm**

Mr. Gary Glenn provided information about the status of an RFP for solicitation of a professional search firm, should those services be needed. He stated the Materials Management Office (MMO) would complete its work on the RFP this week after which it will be included in SC Business Opportunities (SCBO) newsletter for 15 days. At the conclusion of those 15 days, submitted vendor offers may then be evaluated. Discussion followed about accomplishing this process and keeping it in align with the Search Committee's timeline and meeting schedule. Commissioner Love asked committee members to consider how many qualified candidates would be needed in order for the group to feel comfortable with proceeding without a search firm and to be prepared to make a decision about that at the next Search Committee meeting on August 12. Commissioner Love stated she would consider appointing a subcommittee of the Search Committee to consider the vendor offers, should that

be necessary. She also asked Mr. Glenn to keep her advised of the exact date on which the submitted vendor offers may begin to be evaluated.

## 5. Office of Human Resources, Department of Administration

Mr. Kevin Paul provided an update reporting the process was proceeding well, and 52 applications had been received to date. He stated that he was encouraged at the quality of the candidates who had applied thus far. In response to Commissioner Love's question about giving preference to candidates who applied within the first 30 days of the posting, Mr. Paul stated that the intent of that was to let applicants know the committee would be reviewing applications as soon as possible after they were received. Mr. Paul recommended the Committee begin to consider which of the applicants they might want to interview and to continue to do that on a regular basis. Mr. Paul also recommended that reference checking take place after the interviews have concluded and that the number of people conducting references checks be kept at a minimum in order to maintain the level of confidentiality. He also recommended that the reference checks be conducted by members of the search committee. Background and/or SLED checks were also discussed. After Mr. Paul stated that these are typically conducted through the agency, it was confirmed that CHE already has a process in place to contract for this service in which a choice of the type background items to be reviewed may be determined. Mr. Paul also offered advice on the type of questions to ask during the interview process as he did on evaluation of applicants' responses to questions. Brief discussion took place about all written notes and communication being subject to FOIA.

The Committee proceeded to Agenda Item 6 and then later returned to the topic of background checks at which time Ms. Marian Jones shared additional information about the types of checks that could be conducted. After discussion about the various areas that may be checked, and other related process details about the background and reference checks, a **motion** was made (Hofferth) and **seconded** (Seckinger) to thoroughly vet the finalist candidates for education, criminal, employment, credit, civil litigation, and social media backgrounds.

## 6. Report from Review Subcommittee

For the purposes of clarification, Commissioner Love stated that reference to Commissioners Hofferth and Seckinger as a review subcommittee was not a result of action of the Search Committee at its July 10 meeting, but rather a term that she had used in referring to them. Commissioners Hofferth and Seckinger then provided an update on their work to initially screen the applications, stating it resulted in a good pool of candidates. Discussion took place about acknowledging receipt of applications and whether to notify applicants if they did not meet the minimum qualifications. Commissioner Kuhl read the letter she had drafted, which will be used to acknowledge receipt of applications and provide information about the steps of the search process. After a brief discussion, it was indicated that the letter will be sent to all applicants.

Following further brief discussion about details related to background checks, the **motion** was brought to the table and **carried**.

It was then agreed upon that the start time for the next meeting of the Search Committee on August 12, initially scheduled to begin at 9:00 a.m., would be changed to 10:00 a.m. in order to allow adequate time for the committee members to drive to Columbia from their various locations throughout the state.

## 7. Discussion of Executive Director Search

At 11:15 a.m., a **motion** was made (Seckinger), **seconded** (Hofferth) and **carried** for the meeting to go into Executive Session for the purpose of discussing personnel and legal matters relating to the CHE Executive Director search.

Commissioner Love stated that there a **motion** had been made (Kuhl), **seconded** (Seckinger), and **carried** to come out of Executive Session. The meeting then returned to regular session at 1:55 p.m.

Commissioner Love reminded committee members to keep all names, interview questions, and evaluation information confidential. She stated that there would be a moratorium on any type of reference checking at this point.

**7. Discussion of Timeline and Calendar Considerations**

**8. Next Steps**

Commissioner Love directed committee members to continue to further refine interview questions and evaluation criteria for the interview sessions. She stated that interviews would be scheduled and conducted by Skype on Wednesday, August 26, with as many committee members as possible present. The interviews will begin at 8:30 a.m. and last approximately 1 to 1.5 hours each.

Commissioner Love asked committee members to continue to spread the word about the search to ensure that the best quality candidates are applying for the position. She stated that committee members were to send Ms. Rogers any additional interview question suggestions as well as additional suggestions on evaluation criteria for the interview sessions no later than noon on Monday, August 10. She also stated that additional applications from the review subcommittee should be distributed no later than Friday, July 31.

**10. Other Business**

There was no other business to consider.

**11. Adjournment**

A **motion** was made (Seckinger), **seconded** (Kuhl), and **carried** to adjourn the meeting at 2:00 p.m.

Respectfully submitted,

Beth B. Rogers  
Recording Secretary