

**Minutes of
EXECUTIVE DIRECTOR SEARCH COMMITTEE
August 12, 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
Ms. Marian Jones
Ms. Beth Rogers

Search Committee Members Absent

None

Others Present

Ms. Kim Aydlette and Mr. Kevin Paul
Division of Human Resources, SC Department
of Administration
Mr. Rob Tyson, Sowell Gray Stepp & Laffitte LLC

Advisory Committee Members Present

Dr. Ronnie Booth
Mr. Chip Jackson
Dr. Sandra Jordan (phone)
Mr. Ted Pitts
Mr. Austin Smith

Advisory Committee Members Absent

None

- 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. Commissioner Love thanked all committee members for their hard work, stating that much progress had been made and that 64 applications for the position had been received.

3. Consideration of July 27 Meeting Minutes

A **motion** was made (Hofferth), **seconded** (Jackson) and **carried** to approve the minutes of the July 27 Executive Director Search Committee meeting.

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

On behalf of Mr. Gary Glenn who was unable to be present for this meeting, Commissioner Love reported on the RFP for solicitation of a professional search firm that was in process should those services be needed. She stated that the anticipated information on the status of the RFP had not yet been received from the Materials Management Office (MMO). At Commissioner Love's request, Mr. Austin Smith agreed to check on the status of this matter in an effort to assist with accelerating its progress.

5. Office of Human Resources, Department of Administration

Ms. Kim Aydlette provided an update from the Office of Human Resources, reporting that 64 applications for the position had been received to date. Ms. Aydlette recommended that interviews of the candidates the search committee deems most qualified take place before proceeding further with the RFP process. Commissioner Love reported that some interviews had been scheduled for August 26. With regard to the quality of the applicants, Ms. Aydlette stated that there was definitely a large enough pool of highly qualified candidates to begin some valuable interviews. In response to Commissioner Love's request for any advice about interview questions, Ms. Aydlette recommended that all the interviewers have a consensus on what kind of candidate they're hoping to get. She also advised that interviewers ask questions that give the candidates an opportunity to reveal some of their interpersonal skills. Commissioner Love noted the importance that the committee capture and draw into their candidate evaluations information from their previous discussion about leadership qualities. Dr. Sandra Jordan advocated for asking candidates to complete a writing project or do a brief presentation in an effort to help reveal some of the candidate requirements that the committee has established. In response to Commissioner Love's question about the timing of a writing project, Ms. Aydlette stated her preference was to give candidates 15-20 minutes after the interview to complete an essay in order to evaluate their spontaneous communication skills. Mr. Kevin Paul had no additional recommendations to make and stated he agreed with the advice recommended by Ms. Aydlette.

6. Report from Review Subcommittee

Commissioner Seckinger reported that, though the number of applicants had started to dwindle, the quality of applicants had risen. She also stated that an appropriate pool of viable applicants was now in place. Commissioner Hofferth agreed with Commissioner Seckinger's assessment, also commenting on the excellent quality of the applicants' skill sets.

7. Discussion of Executive Director Search

At 10:30 a.m., a **motion** was made (Booth), **seconded** (Seckinger) 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.

The meeting returned to open session at 12:40 p.m. Commissioner Love advised Ms. Rogers she would be giving her the names of some additional candidates to add to the interview schedule.

7. Discussion of Timeline and Calendar Considerations

Commissioner Love stated that the next meeting of the committee would take place on Wednesday, August 26, beginning at 8:00 a.m. just prior to the Skype interviews which will follow at 8:30 a.m. and continue throughout the day. She reported that a practice Skype session would be scheduled prior to the August 26 Skype interviews, preferably no later than Friday, August 21. Brief discussion took place about committee members' participation on August 26 as well as about arrangements for lodging and meals. Commissioner Love stated that a second potential date for Skype interviews would be September 2. With regard to the timeline for the search, Commissioner Love noted there was a mistake on the first page of the timeline document and that the June 26 notation of the date of the Executive Director position posting should be changed to June 19, the actual date of the posting.

8. Next Steps

Commissioner Love reported that on the following day, August 13, the Commission would begin its first day of a two day strategic planning retreat at which she would be delivering a report on the status of the Executive Director search. She also noted that the timeline document reflected a start time of 8:30 a.m. for the August 26 meeting which should be changed to 8:00 a.m.

Brief discussion took place about the timing of background checks. A suggestion was made that background checks be conducted upon completion of the Skype interviews and prior to in-person interviews. Also briefly discussed was the September 14 entry on the timeline document indicating the presentation of 3-5 candidates to the full Commission. Commissioner Love stated this entry was still tentative and that details about it would be determined as the interview process continues to move forward. With regard to additional applications to be reviewed, Commissioner Hofferth stated he and Commissioner Seckinger would review and vet the most recently received batch after which those applicants who have been determined to meet the requirements will be distributed to the full committee for their review.

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 12:55 p.m.

Respectfully submitted,

Beth B. Rogers
Recording Secretary