

**Minutes of  
EXECUTIVE DIRECTOR SEARCH COMMITTEE  
August 26, 2015, 8:00 a.m.  
SC Commission on Higher Education Offices  
Columbia, South Carolina**

**Search Committee Members Present**

Ms. Allison Dean Love, Chair  
Mr. Gary Glenn  
Mr. Tim Hofferth  
Ms. Dianne Kuhl  
Mr. Clark Parker  
Ms. Terrye Seckinger

**CHE Staff Present**

Ms. Camille Brown  
Mr. Gary Glenn  
Ms. Marian Jones  
Dr. John Lane  
Ms. Beth Rogers

**Search Committee Members Absent**

None

**Others Present**

Ms. Amy Hill, Sowell Gray Stepp & Laffitte LLC

**Advisory Committee Members Present**

Dr. Ronnie Booth  
Dr. Sandra Jordan (phone)  
Mr. Austin Smith

**Advisory Committee Members Absent**

Mr. Chip Jackson  
Mr. Ted Pitts

**1. Welcome and Introductions**

**2. Compliance with SC FOIA**

The meeting was called to order at 8:00 a.m., after which it was affirmed that the meeting was in compliance with the Freedom of Information Act (FOIA).

**3. Consideration of July 12 Meeting Minutes**

A **motion** was made (Booth), **seconded** (Hofferth) and **carried** to approve the minutes of the August 12 Executive Director Search Committee meeting.

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

Mr. Gary Glenn reported on the RFP for solicitation of a professional search firm that was in process should those services be needed. He stated that responses from prospective vendors had been received and that the next step in the process is to assemble an evaluation panel. Mr. Glenn reminded the committee members that the RFP was written not only for the Executive Director Search, but also for other senior leadership positions within the CHE. Following brief discussion, it was decided that that Commissioner Hofferth and Mr. Glenn would serve as the evaluation panel along with a representative of the State Materials Management Office (MMO).

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

Commissioner Love delivered information which had been provided to her via email by Ms. Kim Aydlette of the Office of Human Resources. She stated that to date, 69 applications for the position had been received.

Ms. Marian Jones recommended that reference checks be conducted after the initial Skype interviews had taken place and that background checks be limited to the finalist candidates. She also provided information on the processes of conducting reference checks and background checks.

Commissioner Love commented on the Commission's recent retreat meeting, stating she was encouraged that the consultant from the Association of Governing Boards (AGB) who facilitated the retreat had provided very positive remarks about how well this Executive Director Search was progressing. Commissioner Seckinger expressed thanks to the members of the Advisory Group component of the Search Committee, Dr. Ronnie Booth, Dr. Sandra Jordan, Mr. Austin Smith, Mr. Chip Jackson, and Mr. Ted Pitts, for their insight and support of the committee's work. She also expressed thanks for the leadership of Ms. Love, the Committee's Chair. Commissioner Love reported that practice Skype sessions had taken place with all the candidates to be interviewed later during Executive Session. She also reported that Commissioner Kuhl had drafted a thank you letter to be sent to all the candidates.

## **6. Executive Session for the Purposes of Personnel Matters Related to the CHE Executive Director Search**

At 8:18 a.m., a **motion** was made (Hofferth), **seconded** (Seckinger), and carried for the meeting to go into Executive Session for the purpose of considering personnel matters related to the CHE Executive Director Search.

At approximately 7:45 p.m., a **motion** was made (Booth), **seconded** (Parker) and **carried** for the meeting to return to open session.

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

Commissioner Love instructed Ms. Beth Rogers to coordinate with Ms. Marian Jones to begin the background check process on some of the candidates with the goal of having all the background checks preferably completed by Tuesday, September 1 in order they may be considered by the Search Committee at its next meeting. She also asked Ms. Rogers to assist her with scheduling of phone calls during which she would be checking with the candidates' references.

## **8. Next Steps**

Commissioner Love stated that the next meeting of the Search Committee would take place on Wednesday, September 2, at 3:00 p.m., the purpose of which will be to discuss personnel matters related to the CHE Executive Director search during Executive Session. Commissioner Love stated that she had asked all members of the Search Committee to get to her no later than 5:00 p.m. on Monday, August 31, any recommendations they may have regarding process related to the Committee's path forward. These recommendations will be compiled and ready for consideration at the September 2 meeting. Commissioner Love also stated that she had asked the members of the Search Committee to continue to consider whether a search firm would be needed for this search process.

## **10. Other Business**

There was no other business to consider.

## **11. Adjournment**

A **motion** was made (Smith), **seconded** (Hofferth), and **carried** to adjourn the meeting at 7:58 p.m.

Respectfully submitted,  
Beth B. Rogers  
Recording Secretary