

**Minutes of
EXECUTIVE DIRECTOR SEARCH COMMITTEE
September 2, 2015, 3:00 p.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
Ms. Terrye Seckinger

CHE Staff Present

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

Search Committee Members Absent

None

Others Present

Ms. Donna Ayers, Capital Information Associates
(phone)
Mr. Will Jordan, Sowell Gray Stepp & Laffitte LLC

Advisory Committee Members Present

Dr. Ronnie Booth (phone)
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 3:02 p.m., after which it was affirmed that the meeting was in compliance with the Freedom of Information Act (FOIA).

3. Consideration of August 26 Meeting Minutes

A **motion** was made (Parker), **seconded** (Hofferth) and **carried** to approve the minutes of the August 26, 2015 Executive Director Search Committee meeting with corrections as noted by Commissioner Love incorporated.

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

Mr. Gary Glenn provided an update on the RFP for solicitation of a professional search firm should those services be needed. He stated that seven responses from prospective vendors had been received and that the next step in the process will be to have the evaluation panel select and engage one of those vendors. After stating she did not feel it necessary to engage a search firm for the Executive Director search at this point, Commissioner Love asked and Mr. Glenn confirmed that the evaluation team could proceed at a later date, without the involvement of a member of the Search Committee, with engagement of a search firm for the purpose of filling other senior leadership positions within the CHE. It was also determined that, should the Search Committee decide that a search firm was in fact needed for the Executive Director search, the selection and engagement of one could be accomplished within a matter of a few hours.

5. Office of Human Resources, Department of Administration

Commissioner Love delivered information which had been provided to her by Ms. Kim Aydlette of the Office of Human Resources. She stated that, to date, 76 applications for the position had been received. Commissioner Love reported that a thank you note to candidates had been drafted by Commissioner Kuhl and Mr. Glenn reported that work on background checks of candidates was still in process.

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

At 3:15 p.m., a **motion** was made (Parker), **seconded** (Hofferth), 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 6:30 p.m., a **motion** was made (Hofferth), **seconded** (Kuhl) and **carried** for the meeting to return to open session.

7. Discussion of Timeline and Calendar Considerations

8. Next Steps

Commissioner Love stated there were no other motions to be made at this point. She reported that the Search Committee would be providing to the full Commission information on the criteria used in evaluating the candidates before and after their interviews, suggestions on criteria to be used by the full Commission in their evaluation of the candidates and recommendations to the full Commission on some further interviewing questions. She also stated that no additional action by the Search Committee would be taken until of all the background check information had been received. Commissioner Love reported that, pending discussion with the full Commission in Executive Session at the September 3, 2015 CHE meeting, interviews of candidates will be considered and a proposed timeline of other Search Committee actions will be presented.

9. Other Business

There was no other business to consider.

10. Adjournment

A **motion** was made (Parker), **seconded** (Kuhl), and **carried** to adjourn the meeting at 6:35 p.m.

Respectfully submitted,
Beth B. Rogers
Recording Secretary