

**SC Commission on Higher Education  
1122 Lady Street, Suite 300  
Columbia, South Carolina 29201**

**Minutes of  
EXECUTIVE DIRECTOR SEARCH COMMITTEE  
October 8, 2015, 4:00 p.m.  
By Teleconference**

**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

**Search Committee Members Absent**

None

**Others Present**

Ms. Donna Ayers

**Advisory Committee Members Present**

Dr. Sandra Jordan  
Mr. Calvin Jackson

**Advisory Committee Members  
Absent**

Dr. Ronnie Booth  
Mr. Ted Pitts  
Mr. Austin Smith

**1. Welcome and Introductions  
2. Compliance with SC FOIA**

The meeting was called to order at 4:00 p.m., after which it was affirmed that the meeting was being held in compliance with the S.C. Freedom of Information Act (FOIA). In opening the meeting, Chair Allison Dean Love commented on the recent historical events, extending thoughts and prayers to those affected by the flood. She then expressed her appreciation for accommodations in rescheduling the meeting from October 6 to today's meeting by teleconference, noting that she did not anticipate a long meeting and that it was important to meet to touch base.

**3. Consideration of September 30, 2015 Meeting Minutes**

A **motion** was made (Parker), **seconded** (Jordan) and **carried** to approve the minutes of the September 30, 2015 Executive Director Search Committee meeting.

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

Chair Love called on Ms. Carullo to provide an update on the status of the CHE RFP for securing a professional search firm. Ms. Carullo reported that proposals had been received and that the award had not yet been made as they were in the review process. She stated that presently State Procurement has convened a scoring panel which has met once and was anticipated to meet on Friday pending a likely rescheduling of the meeting should state offices be closed. She commented that once the scoring process was completed, State Procurement would then consider the scoring, perform its responsibility checks, and issue a notice of award after which the award would become final, anticipated the next day unless a protest was issued. She explained that at this stage there was no information that could be shared with regard to vendor proposals received and information would be available once the award is announced by State Procurement.

Mr. Hofferth requested that information be provided relative to the performance of the contract and financial obligations in moving forward with a search firm. Ms. Carullo explained that the conditions were outlined in the RFP that was advanced and the RFP included provisions that the pricing required was to be based on a percentage of the first year salary of a successfully recruited candidate and that the scope of work included provisions to enable CHE to fill the position without the use of the engaged search firm. A discussion of the members followed about current efforts and conducting those in parallel with a firm that may be engaged shortly.

Chair Love then commented that on June 18<sup>th</sup> the Commission had created the search committee and in its charge included that assistance with State human resources, other entities, staff, and or a search firm as may be determined were available to the committee. She commented that the committee members had received a copy of the RFP and reviewed it before it was released, but there had not been a specific action item by the committee regarding the use of the firm. After speaking with Counsel Amy Hill, Chair Love indicated that today's meeting was to receive an update on the RFP not to provide any direction and that it would be prudent to consider an action item related to the use of a search firm in the process.

She asked that a motion be entertained related to the hiring of a search firm. It was **moved (Kuhl), seconded (Jackson) and carried** to approve the following motion: *In accordance with the charge of the Commission, the CHE Executive Director Search Committee authorizes the hiring of a firm to supplement its ongoing recruitment efforts.*

#### **5. Division of State Human Resources, Department of Administration**

Ms. Adylette was not available for the rescheduled meeting. Chair Love commented that there had been 86 applicants. She then proceeded to agenda item 6 and requested an update from Commissioners Hofferth and Seckinger.

#### **6. Report from Review Subcommittee**

Commissioners Hofferth and Seckinger stated that there were no updates at this time. Commissioner Hofferth further stated that he believed there were 3-4 applications that had been received recently to be reviewed and a review would be accomplished in the next few days so that the applications could be advanced as appropriate to committee.

#### **7.) Executive Session for the purpose of discussion of personnel matters related to the CHE Executive Director Search**

Chair Love stated that she would entertain a motion to go into executive session if desired by the committee. It was **moved (Parker) and seconded (Seckinger) and carried** that the committee go into executive session which it did at approximately 4:30 pm. Chair Love requested that those not on the committee disconnect from the call, indicating they could reconnect once the committee returned to public session.

At approximately 5:09 p.m. the committee returned from Executive Session. Chair Love stated that there were no action items for consideration. Commissioner Parker asked about the possibility of getting the salary range changed. Following a brief discussion regarding the level of the salary and the possibility of seeking an upwards adjustment, Chair Love commented that next steps would be to receive an update on the RFP and that the search committee would meet within the next 10 days or so. She then encouraged members to continue their recruitment efforts.

#### **6. Adjournment**

A **motion** was made (Parker), **seconded** (Seckinger), and **carried** to adjourn the meeting at 5:20 p.m.

Respectfully submitted, Julie Carullo, Recording Secretary