

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

**Minutes of
EXECUTIVE DIRECTOR SEARCH COMMITTEE
October 29, 2015, 1:55 p.m.**

Search Committee Members Present

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

Search Committee Members Absent

none

Advisory Committee Members Present

none

CHE Staff Present

Ms. Julie Carullo
Mr. Gary Glenn
Mr. Marian Jones
Ms. Beth Rogers
Dr. Karen Woodfaulk

Others Present

Ms. Kim Aydlette, State Human Resources (phone)
Mr. Kevin Paul, State Human Resources (phone)

Advisory Committee Members Absent

Dr. Ronnie Booth
Mr. Calvin Jackson
Dr. Sandra Jordan
Mr. Ted Pitts
Mr. Austin Smith

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

The meeting was called to order at 1:55 p.m., after which it was affirmed that the meeting was being held in compliance with the S.C. Freedom of Information Act (FOIA). Chair Love explained the late start time was due to members of the Search Committee attending the House Higher Education Governance Committee earlier. Ms. Aydlette advised that she and Mr. Paul would have to drop off the phone at approximately 2:30 p.m., after which Commissioner Love explained that some of the meeting's agenda items would be considered out of order due to the necessity that Agenda Item 4, the Search Firm Introduction, would need to occur at 2:30 p.m.

3. Consideration of October 8, 2015 Meeting Minutes

A **motion** was made (Hofferth), **seconded** (Parker) and **carried** to approve the minutes of the October 8, 2015 Executive Director Search Committee meeting.

4. Search Firm Introduction

Commissioner Love stated that the meeting would move to Agenda Item 5 and return to the Search Firm Introduction at approximately 2:30 p.m.

5. Division of State Human Resources, Department of Administration

Ms. Aydlette reported that there were five additional applications since the most recent batch had been distributed to the Search Committee on Monday, October 26, bringing the total number of applicants to date to 102.

At the request of Commissioner Love, Ms. Carullo reported that the engagement of a search firm had been announced on Tuesday, October 27. Ms. Aydlette stated and Commissioner Love affirmed that the Executive Director position posting would remain on NeoGov until notified by the Search Committee that it should be removed. Discussion took place about whether the position should be posted in additional locations, after which Commissioner Love stated that the committee should revisit what had been done in terms of posting thus far to determine whether there are other places to consider posting it.

Commissioner Love recommended that the position be re-advertised on the websites of the three publications where it was originally posted, *The Chronicle of Higher Education*, *Inside Higher Education*, and *Diverse Issues in Higher Education*. Ms. Aydlette suggested that Ms. Jones and Ms. Carullo contact her to discuss other posting options after which additional posting recommendations could be made.

6. Report from Review Subcommittee

Commissioner Seckinger reported that she and Commissioner Hofferth had passed on five additional applications to the full Search Committee for consideration.

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 for the meeting to go into executive session. Commissioner Parker stated that a previous work commitment would require that he drop off the call at 2:30 p.m. At 2:13 p.m., a **motion** was made (**Seckinger**), **seconded (Parker)** and **carried** that the committee go into Executive Session for the purpose of considering matters related to the CHE Executive Director Search.

At approximately 2:30 p.m., the meeting returned to open session. The meeting resumed with the Search Firm Introduction. Following self-introductions of all in the room to Mr. Chris Gomez of David Gomez and Associates, Inc., Mr. Gomez provided information about himself and his background.

In response to Commissioner Seckinger's question about his general plan of action with regard to this search, Mr. Gomez delivered a presentation about the various phases of his firm's search approach, a copy of which may be found in **Attachment I**.

Discussion took place about setting a date for the next meeting of the Search Committee. It was decided that, prior to that date, Mr. Gomez would contact each Search Committee member individually in order to establish a better understanding of the Search Committee and its direction. Commissioner Love reported that, based on the results to date of her survey of the committee members' availability, the possible date for that meeting was projected to be Tuesday, Nov. 10, in the afternoon.

With regard to the possibility of raising the level of the salary range for the CHE Executive Director position, considered at the October 8 CHE Search Committee meeting, Commissioner Love reported she had discussed this with Ms. Donna Foster of the Agency Head Salary Commission. The result of that discussion was that there is no justification for a salary range change due to the fact that there had been no change to the position description.

At 2:57 p.m., a **motion** was made (Hofferth), **seconded** (Seckinger), and **carried** for the meeting to return to Executive Session for the purpose of considering matters related to the CHE Executive Director Search.

At approximately 4:20 p.m., the meeting came out of Executive Session and returned to open session at 4:29 p.m.

8. Action Item (if necessary pending discussion)

Commissioner Love reported that no action had been taken during Executive Session. She also stated that the Committee was not yet at a point where it was necessary to coordinate additional interviews.

9. Next Steps

Commissioner Love encouraged all committee members to respond to the Doodle survey regarding their availability for the next meeting date and to also coordinate with Mr. Gomez in the scheduling of his individual discussions with each of them. She stated that the potential date of the next meeting could be Tuesday, November 10 during the afternoon hours, pending the results of the survey.

10. Other Business

There was no other business to consider.

11. Adjournment

A **motion** was made (Kuhl), **seconded** (Hofferth), and **carried** to adjourn the meeting at 4:35 p.m.

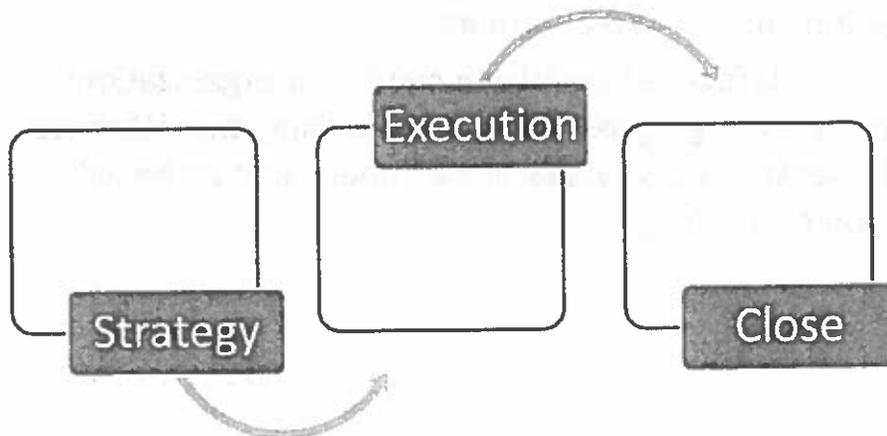
Respectfully submitted,
Beth Rogers,
Recording Secretary

David Gomez & Associates, Inc.

The DG&A Search Approach



David Gomez & Associates Tailored Project Management



David Gomez & Associates

Phase I: Strategy

- Initial Consultation
- Board/Search Committee meets with a DG&A Executive Team Member and Project Lead
- Build the framework for a successful search by conducting a thorough needs analysis.
- Get an understanding of our clients' operations and objectives, culture, and the technical requirements of the role as well as the dimensions for job success, specific experiences, competencies, knowledge, and personal characteristics required to build a thorough candidate pipeline.



David Gomez & Associates

Phase II: Execution

- Successful identification of exception talent requires active investigation and direct recruitment.
- Passive talent is focused on driving results for organizations. We do so by leveraging association networking, the database we built over the last 30 years, social media, and by heavily focusing on cold calling.

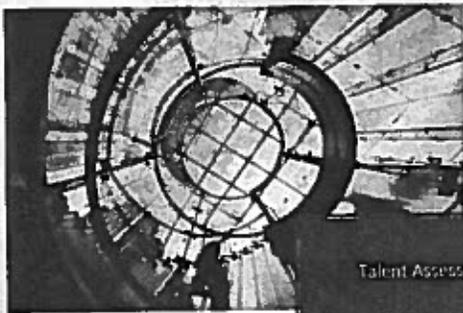
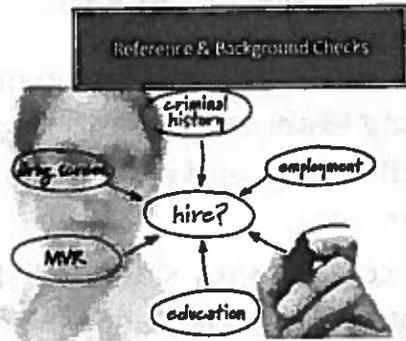


David Gomez & Associates

Phase II: Execution – Candidate Screening



Behavioral Based Interviews



Talent Assessments



Culture Fit Assessments

David Gomez & Associates

Phase II: Presenting Candidates

The candidate matrix allows our clients to see a side by side comparison on how each candidate compares to one another based on the agreed upon qualifications uncovered during the initial consultation.

Search Insights

Insights	Presentation I	Presentation II	Presentation III
Days Open	19	27	54
Candidates Targeted	611	413	214
Candidates Applied	N/A	12	53
Resumes Received	16	16	54
Interviews Conducted	0	14	24
Candidates Presented	4	7	11
Candidates in Offer	0	0	0

Our candidate presentations start by offering our search committees analytics on their search.

Candidate Matrix

	Andrew	Mark	Lang	Andrew
Organization	Best State Insurance Trust 2011-2012 The Public Health Trust - Ambac Health System Executive Director	COBE Director of Asset Services	2011-2012 GATCO Proprietor of Commercial Property Management	Truist Commercial Real Estate Services
Working Title	2011-2012 Director of Best State & Property Management			
Location	Alpharetta, GA Base \$125K	Chattanooga, TN Base \$130K	Wichita, KS Base \$180K	San Antonio, TX Base \$180K
Compensation	12% Bonus	25% Bonus	20% Bonus	15% Bonus
Total Employment (Inv. or Org)	2011-2012 - 300 (Inv)	113 (Inv)	25 (Inv)	40 (Inv)
Subs./Others Director	12011-2012 - 100	65	25	5
Certification	CPA CMA MSP LEED-AP	CCMA - in Progress CPA SMA	CPA CMA SMA	N/A
Language	ES, Business Administration	ES, Business Administration	ES, Business Administration	ES, Spanish
Education	JD	N/A	N/A	N/A
Resume	1	1	1	1
Summary	1	1	1	1
Current Job Title	100000 Sg. Pt Office Insurance Agent	110000 Sg. Pt Office Insurance Agent	120000 Sg. Pt Office Insurance Agent	130000 Sg. Pt Commercial Insurance Agent
Years of Assets Managed	10/10/11	10/10/11	10/10/11	10/10/11
Duration Budget Oversight Qualifications Experience	10/10/11	10/10/11	10/10/11	10/10/11



David Gomez & Associates

Phase II: Close

- We can assist our clients in offer negotiations due to our strong experience in this stage of the process which allows us to effectively and quickly negotiate all components of the offer.
- We counsel both sides with the compensation package, contractual issues, and other specific details of employment, including relocation. We are in an ideal position to counsel both candidate and client regarding any counter-offer the candidate's current employer may extend.



David Gomez & Associates

Phase II: Close – Onboarding Assistance

- Our service extends well beyond the finalized offer. We stay in close contact with all parties during the transition period to address any potential difficulties that may arise as well as to ensure a smooth transition; this occurs with reports at 30, 90, 180, 270, and 365 days after placement.

SERVICE GUARANTEE

In the event any individual hired (from DG&A) voluntarily leaves our clients within twelve (12) months of start date, DG&A will reinitiate a search to fill the position at no additional fee.



David Gomez & Associates

Ideal Timeline

- Strategy
 - October
- Execution
 - November – DG&A Recruiting
 - December - CHE Interviewing
- Close
 - January – Offer Negotiations & Transition
 - February – Start*
 - Through February '2017 - Onboarding

*contingent on holiday travel schedules



David Gomez & Associates

Back Up Timeline

- Strategy
 - October
- Execution
 - November – DG&A Recruiting
 - December - CHE Interviewing
 - January - CHE Interviewing
- Close
 - February – Offer Negotiations & Transition
 - March – Start
 - Through February '2017 - Onboarding

