

**SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
President and Executive Director Search Committee**

Meeting held at
1122 Lady Street, Suite 300
Columbia, S.C. 29201
10:30 a.m.

Minutes of the Meeting
March 7, 2019

Commissioners Attending

Ms. Dianne Kuhl, Chair of Committee
Mr. Wes Hayes, Chair of Commission
Mr. Paul Batson

Mr. Charles Dalton
Ms. Terrye Seckinger

Committee Members Absent

Mr. Charles Munns (excused)

Guests Attending

Mr. Kevin Paul, Division of State Human Resources
Mr. Karen Wingo, Division of State Human Resources

Commission Staff Present

Mr. Mike LeFever
Ms. Laura Belcher

1. Welcome and Introductions

Chair Kuhl convened the meeting at 10:40 a.m. and welcomed all in attendance. It was confirmed that the meeting was being held in accordance with the Freedom of Information Act. Ms. Belcher introduced the guests in attendance.

2. Consideration of February 7, 2019 Meeting Minutes

CHE Chairman Hayes moved, and Commissioner Batson seconded, to approve the minutes of the February 7, 2019, meeting. The motion was unanimously carried, and the minutes were approved.

3. Update on Agency Head Hiring Process and Draft Timeline

Chair Kuhl provided various updates to the Committee. She reported to the Committee that she had collected feedback from the Commissioners and agency staff regarding the President and Executive Director position. She stated that common themes were found including the expectation that the new President would have experience with South Carolina government, be organized and a good communicator; and understand issues with higher education. Chair Kuhl explained to the Committee that even with the feedback incorporated, she was able to reduce the job posting to three pages, and the Division of State Human Resources (DSHR) has reviewed the posting. She announced that staff created a budget for the Search Committee, and that official approval to use an executive search firm was given by DSHR in case the Search Committee chooses to employ one of the three firms on state contract.

Chair Kuhl presented a tentative timeline. She stated that the job posting would be up from March 11-31; applications would be vetted initially by DSHR and then distributed to the Committee for review and scoring every Thursday until the posting closes; and that the Search Committee would tentatively meet on April 3rd to

select candidates for first interviews. She explained that first round interviews would take place in April with the Search Committee to potentially conduct final interviews on May 1 and potentially present the full Commission with one or two final candidates for review on May 2. Referring to confidentiality agreements signed by the Committee members, Chair Kuhl reminded the Committee members that the names of and information provided by the applicants need to be kept confidential. She did state that information regarding the final three candidates would be subject to the Freedom of Information Act (FOIA).

Commissioner Batson asked about the process by which individuals apply, and Chair Kuhl responded that applicants would complete a state application online and include a resume, cover letter and three references. The Committee discussed how the first interviews would be conducted, and Chair Kuhl suggested that they be conducted via video conferencing (such as Skype). Ms. Belcher agreed to check on the ability for Committee members to participate remotely in a video conferencing interview. Mr. LeFever suggested that if the applicant was local, an in-person interview might be a possibility. The Committee discussed the equity of some interviews being conducted through video conferencing as compared to in-person, and the Committee discussed the exposure of candidates through in-person first interviews. Commissioner Batson asked Ms. Wingo and Mr. Paul about the use of video conferencing for agency head interviews. Ms. Wingo replied that the use of the media format is becoming more popular.

4. Executive Session

A **motion** was made (Hayes), **seconded**, (Batson) and **carried** for the meeting to go into Executive Session at approximately 11:00 a.m. A **motion** was made (Seckinger), **seconded**, (Batson), and **carried** for the meeting to return to open session at 11:22 a.m.

A **motion** was made (Hayes), **seconded**, (Batson), and **carried** for the Committee to amend the agenda to add an item: Consideration of Job Posting.

A **motion** was made (Hayes), **seconded**, (Seckinger), and **carried** to approve the job posting as amended by the Committee.

5. Other Business

With no other business to discuss, Chair Kuhl adjourned the meeting at 11:27 a.m.