



South Carolina

Vice President for Student Affairs and Academic Support

Search Committee Meeting Minutes

Monday, May 23, 2022

1:30 p.m. – 4:30 p.m.

Osborne Administration Building, 107C and Microsoft Teams

Members in Attendance: Michelle Bryan (co-chair), Doug Foster (co-chair), Christian Anderson, Amber Fallucca, Tayloe Harding, Jed Lyons, Silvia Patricia Rios Husain, Drew Newton, Reedy Newton, Lee Augenblick

Administrative Support Staff in Attendance: Stacy Fritz and Melody Boland

Academic Search Representatives in Attendance: Tom Shandley (virtual), Bill Kibler (virtual), and Lauren Merriam (virtual)

Guest: Michelle Hardee

Call to Order and Opening Comments

Michelle Bryan, co-chair, called the meeting to order and welcomed everyone in attendance. Dr. Bryan stated notice of the meeting had been posted and a quorum was present to conduct business.

Reviewed Status of the Search to Date

Tom Shandley and Bill Kibler, Academic Search consultants, confirmed they have sourced more than 2,500 prospective candidates from across the country to include current vice presidents and associate vice presidents from other higher education institutions. The deadline for applications to be submitted for full consideration is June 6, 2022. The consultants anticipate an increase in applications the week leading up to the deadline.

Lauren Merriam, Academic Search consultant, introduced herself to the team and provide an overview of her role in the search process. Lauren will be managing inquiries, applications, and website content for Academic Search.

Introduction of the Confidential Search Committee Website – Lauren Merriam, Academic Search

Michelle Bryan, co-chair, made a motion for the search committee to enter executive session to discuss candidates for the vice president for student affairs and academic support position. Doug Foster, co-chair, seconded the motion to enter executive session. A vote was taken, and it was unanimous. Guests exited the room for executive session.

Doug Foster, co-chair, made a motion for the search committee to exit executive session. Jed Lyons, search committee member, seconded the motion to exit executive session. A vote was taken, and it was unanimous. Guests reentered the room after the search committee exited executive session.

Appropriate Interview Questions and Protocols

Bill Kibler, Academic Search consultant, reviewed guidelines the search committee must follow during semifinalist interviews, to include:

- General principles for interviewing
- Questions to avoid
- Questions and topics that are illegal to ask in an interview

Introduction to the Candidate Review Exercise and Candidate Rating Form

Bill Kibler, Academic Search consultant, reviewed the components of the confidential candidate rating form that search committee members can use to assess applications. The search committee reviewed the sections of the confidential candidate rating form which were created using language from the vice president for student affairs and academic support position profile. Confidential candidate rating forms completed by search committee members are subject to Freedom of Information Act (FOIA) requests.

Credential Review and Discussion of Candidate #1's Application Materials - Tom Shandley, Academic Search consultant and Search Committee Members

Michelle Bryan, co-chair, made a motion for the search committee to enter executive session to discuss candidates for the vice president for student affairs and academic support position. Christian Anderson, search committee member, seconded the motion to enter executive session. A vote was taken, and it was unanimous. Guests exited the room for executive session.

Doug Foster, co-chair, made a motion for the search committee to exit executive session. Michelle Bryan, co-chair, seconded the motion to exit executive session. A vote was taken, and it was unanimous. Guests reentered the room after the search committee exited executive session.

Review of Search Timetable and Next Steps

Bill Kibler, Academic Search consultant, shared the following timetable and deadlines:

- Deadline for full consideration of applications is June 6, 2022
- Search committee members will submit their top candidates of interest by June 8, 2022 at noon
- Search committee members will meet on June 9, 2022 to select semifinalists

Other Items

No other items for discussion.

Training on Evaluating Diversity Statements

Michelle Bryan, Associate Vice President for Diversity, Equity, and Inclusion, and search committee co-chair and Michelle Hardee, Program Manager in the Center for Teaching Excellence, reviewed the guidelines and practices search committee members must follow when evaluating diversity statements, to include:

- What is diversity, equity, inclusion, and belonging, and why do they matter?
- The value of search committee discussion on Diversity, Equity, Inclusion, and Belonging
- Aspects of diversity statements to be considered
- A rubric for evaluating the diversity statements in applications for the vice president for student affairs and academic support position
- Calibration exercise
- Search committee members shared recommendations for improving the rubric for evaluating diversity statements. Michelle Bryan and Michelle Hardee will revise the rubric to reflect the committee's recommendations.

Michelle Bryan, co-chair, adjourned the meeting