

**BOARD OF TRUSTEES OF UNIVERSITY OF MASSACHUSETTS
AMHERST•BOSTON•DARTMOUTH•LOWELL•WORCESTER**

**MINUTES OF THE MEETING OF THE SEARCH COMMITTEE
FOR THE CHANCELLOR OF UMASS AMHERST**

Cape Cod Lounge, Student Union
University of Massachusetts Amherst
Amherst, MA 01003
Thursday, October 20, 2011; 8:00 a.m.

Members Present:

Chair Johnston, R. Adrion, J. Bartolomeo, M. Billings, S. Brena, Z. Broughton, P. Clarkson, E. Collins, M. Mangaliso, H. Sun, M. Williams

Members Absent:

Chancellor Jean MacCormack*

Secretary Paul Reville*

*(listening via telephone)

David Fubini

Ronald F. Grasso, Jr.

Eugene M. Isenberg

John F. Kennedy

Victor Woolridge

Administration:

General Counsel Heatwole

Vice President Connolly

Witt/Kieffer Search Firm:

Lucy Leske

John Thornburgh

Documents used:

Draft of proposed advertisement

Two samples of "leadership profiles"

List of proposed sites to post advertisement

Chair Johnston thanked the Committee members for coming and asked the Committee members to introduce themselves again. Chair Johnston informed the Committee that Chancellor MacCormack and Secretary Reville were on the phone to listen but would not be participating in the meeting.

Chair Johnston made a motion to approve the minutes from the first Search Committee Meeting on September 28, 2011. The minutes were approved by a vote of the Committee.

The Chair told the Committee that its sub-committee met to interview two firms and then voted to delegate to the Chair the responsibility to check the references of the firms and make the final decision. The Chair selected Witt/Kieffer and then introduced Lucy Leske and John Thornburgh from Witt/Kieffer to the Committee. Chair Johnston stated that the Committee will be working collaboratively and closely with the Search Firm and will be relying on them.

The Chair then asked Ms. Leske and Mr. Thornburgh to address the Committee. They discussed the process and the roles and expectations of the firm. They stated that the Committee is running the search – the search firm is there to facilitate and provide guidance, give suggestions and encouragement. They stated that the Committee is driving this search and not vice-versa. Their major role is to help recruit candidates.

Ms. Leske stated that they would like to get the Committee to approve the advertisement for the Chancellor position today. A draft of the ad was in the packet that the Committee received. The Committee discussed ideas for the ad and suggested some changes. Ms. Leske rewrote the ad with the Committee's recommendations and the ad was approved by the Committee.

Ms. Leske and Mr. Thornburgh discussed the list of venues for advertising. The Committee discussed the cost and effectiveness of various venues and made some additional recommendations.

Mr. Thornburgh discussed developing the leadership profile. Mr. Thornburgh suggested that the Committee put a template together on the leadership profile. Chair Johnston suggested a sub-committee of the members meet to draft and approve a final layout. Professors Clarkson and Bartolomeo agreed to serve on the sub-committee.

Mr. Thornburgh discussed the outreach to the UMass Amherst community meetings in November. The goal is to give everyone an opportunity for input. He then discussed the recruitment strategy.

Chair Johnston was concerned about competition from other colleges and universities and asked if there were any similar ads out there. Ms. Leske advised that they don't dwell on competition – their job is to find the right person for UMass Amherst. Mr. Thornburgh mentioned that they would cast a wide net. The Chair suggested that they focus on developing a diverse pool of candidates.

Chair Johnston thanked everyone for attending and the meeting was adjourned at 9:45 a.m.