

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

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

Conference Room A  
University of Massachusetts President's Office  
225 Franklin Street, 33<sup>rd</sup> Floor, Boston, MA 02110  
Thursday, October 6, 2011

Members Present:

Chair P. Johnston, R. Grasso, M. Williams

Absent: J. Kennedy\*, M. Mangaliso \*

\* (listening via telephone)

Chair Johnston welcomed the sub-committee members to discuss the firms for the search for the next Chancellor of the Amherst campus. Chair Johnston informed the sub-committee that two members of the search committee, J. Kennedy and M. Mangaliso, would be listening to the meeting via telephone but would not be permitted to comment or participate in the meeting.

Chair Johnston introduced Senior Vice President Gray who provided an overview of the procurement process the Central Administrative Services Procurement office conducted for a search firm. Vice President Gray reviewed the solicitation for bids which were sent to nineteen search firms; no questions were submitted by any of the firms during the bidder question period. Eight written responses were received in response to the RFP. Vice President Gray informed the members that evaluation committee of President's office employees was formed by the Director of Administration and Procurement which reviewed the proposals on several criteria, including: experience conducting similar searches, track record of successful searches, staff assigned to the search, costs/fees, and references. Phone interviews were conducted by the internal evaluation committee with the firms that they identified as having the best proposals

Personnel from the two firms which had been identified by the Director of Procurement and the internal evaluation committee as having the strongest proposals. . Each firm was asked to discuss the following topics:

History of searches of like institutions

Lead staff proposed for this search

Secure electronic resources for confidential information

Timeline for this search

Process for engaging campus constituencies and external constituencies

Past experiences and demonstrated success in recruiting a diverse pool of candidates

Each firm responded to these topics, described their experiences, and described how they intended to staff and conduct the UMass Amherst search.

The Chair then asked each firm to provide references which the committee could contact.

After interviewing each firm, the committee discussed their views of the proposals and agreed that both firms had strong credentials. The committee then agreed to delegate responsibility to the Chair to contact the references for each firm, and to make the final determination of which firm to select and invite that firm to attend the next meeting of the full search committee. .

The meeting was adjourned at 1:23 p.m.