

**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 DARTMOUTH**

Tuesday, December 13, 2011; 10:00 a.m.
Board of Trustees Conference Room
Foster Administration Building
285 Old Westport Road
University of Massachusetts Dartmouth
Dartmouth, Massachusetts

Members Present:

Chair Furman, D. Bogan, D. Gray, S. Hegedus, S. Krumholz, J. Lima, K. Motley, J. Parker, R. Peltz-Steele,
R. Peters, K. Rego, G. Russell, F. Sousa, A. Tio

Absent but listening via telephone

R. King-Shaw

Members Absent:

R. Karam, J. Mello, M. Morrissey, H. Thomas

Administration:

Vice President Connolly

Greenwood/Asher Search Firm:

Jan Greenwood
Shelley Sullivan

Documents Used:

Search Firm notes from input meetings
Leadership Profile
Advertisement
Criteria Questionnaire

The meeting convened at 10:00 a.m. and the Chair welcomed and thanked the committee members for attending the search meeting. The minutes of the November 18, 2011 meeting were approved by the Committee.

The Chair then introduced Jan Greenwood from Greenwood/Asher and Jan went over the search process and work plan. Jan discussed the code of ethics and need for confidentiality. Chair Furman suggested that General Counsel Heatwole review and draft the Code of Ethics forms to bring to the next meeting for all search members to sign since it is extremely important to be confidential during the search process. Ms. Greenwood reviewed the advertisement and communication plan the search firm will use for recruiting candidates for the Chancellor position. She discussed the application and nomination process of candidates.

Chair Furman mentioned that materials are on the UMass Dartmouth Search website and is open to the public to view. Ms. Greenwood stated a secure website would be activated on the search firm site for committee members to review confidential applications/nominations.

Ms. Greenwood reviewed the future meeting timeline and discussed upcoming meetings scheduled to take place. There may be a possible executive session on Jan. 18th and possibly on Feb. 15th to conduct a preliminary review of candidates. Ms. Greenwood discussed attracting diversity candidates and mentioned they are tracking applications in several categories.

Chair Furman and Ms. Greenwood discussed whether there would be handouts for the application reviews or if the candidate material could be viewed on screen during a meeting. Ms. Greenwood discussed the process for reviewing preliminary candidates. Chair Furman discussed the interviews and stated they may be held in the Boston.

Ms. Greenwood discussed the reference feedback meeting and that it was very important for members to attend. Chair Furman and Ms. Greenwood reviewed with the members the advertisement that would be placed in print and online. The Leadership Profile was reviewed and will be finalized as soon as possible in order to publicize and send the Profile to potential candidates.

Ms. Greenwood reviewed the Criteria Questionnaire and discussed the importance of the questions to potential candidates. The firm would like the Committee to consider these questions and whether they should be sent to prospects.

Chair Furman discussed the day long open forums held on December 7th and the importance of these sessions. The search firm handed out notes they took from these session to the committee members.

Ms. Greenwood discussed the recruitment and qualification process and Chair Furman stated her view that we need to be open to all candidates and not just ones with higher education experience.

Some committee members expressed their view that they did not want to recruit business leaders but feel we should have a candidate with higher education background even if not necessarily a Ph.D. Ms. Greenwood stated the prospect review meeting would narrow the pool of potential candidates.

The meeting was adjourned at 12:05 p.m.