

**UNIVERSITY OF MASSACHUSETTS
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**MINUTES OF THE MEETING OF THE
CHANCELLOR'S SEARCH COMMITTEE FOR UMASS LOWELL**

June 18, 2015

**University of Massachusetts Lowell
Inn & Conference Center
50 Warren Street
Lowell, MA 01852**

Committee Members present:

Chair Peters, L. Abdallah, L. Carpman, M. Carter, J. Chen, J. Christopher, J. Colella, N. Donahue, R. Giles, A. Greenwood, C. Hoff, M. Koziel, S. Latham, C. Mandell, S. McCarthy, C. McDonough, K. Mitchell, J. Pulichino, D. Skinner, M. Williams, M. Xifaras

Committee Members Attending Remotely:

J. Kennedy, A. Robinson

Members Absent:

K. Subbaswamy

Staff:

General Counsel Heatwole, R. Connolly

Guests:

President Meehan; Board Chair Woolridge; Carl Valvo, Esq.; Gale Merseth and Kathryn Barry of Isaacson, Miller

Documents used:

Open Meeting Law Guide, March 18, 2015

Summary of the Massachusetts Public Records Law and the Open Meeting Law for the UMass Lowell Chancellor Search Committee

The Massachusetts Open Meeting Law, presentation prepared by attorney Valvo

The Search Committee Launch Meeting Discussion Items and the Draft Search Committee Workplan, Chancellor University of Massachusetts Lowell, prepared by Isaacson Miller

Chair Peters called the meeting to order at 9:34 a.m. He thanked Chair Woolridge and President-elect Meehan for the opportunity to serve as Chair on this committee to identify candidates for the UMass Lowell chancellorship and thanked Committee members for their willingness to serve. The Committee will play a critical role in selecting the next leader for UMass Lowell.

Chair Peters noted that the Committee is comprised of an admirable cross-section of the UMass community, including faculty members, students, Trustees and graduates of the Lowell campus. In addition colleagues from Amherst will serve on the committee: Chancellor Kumble Subbaswamy; Vice Chancellor John Kennedy; and Assistant Vice Provost, Clinical and Translational Research at the UMass Medical School, Dr. Margaret Koziel.

Chair Peters also announced that John Pulichino, UMass Lowell alumnus and benefactor, will serve as co-chair of this Committee, and they look forward to working with everyone on this important task. Chair Peters expressed confidence that the Committee would succeed in its quest to identify outstanding finalists for this position.

The Chair then stated that he had determined that Committee members Kennedy and Robinson may participate by telephone today as permitted by 940 CMR section 29.10(5)(e) because they are geographically distant from today's meeting and it would be unreasonably difficult for them to attend in person. Mr. Kennedy and Ms. Robinson confirmed that they were present and that they could hear and be heard. Chair Peters then asked the members to introduce themselves and talk a bit about their relationship to the University.

The Committee then received its charge from Chair Woolridge, who addressed the group via phone.

Chair Woolridge said that all Committee members are passionate about UMass and were critical to this process. The Committee is charged with selecting finalist candidates for the role of Chancellor to continue the track of excellence at UMass Lowell and to continue to grow the University. The group is tasked with providing recommendations for three, unranked, outstanding candidates for the Chancellor position of UMass Lowell to present to the Board of Trustees. The Committee should seek a deliberative and transparent process and convey a slate of well-qualified finalist candidates of quality, who are passionate and committed to research and service endeavors. Chair Woolridge instructed Committee members to keep aspects of this search confidential during the screening phase. Once finalists are selected, their names will become public. Chair Woolridge wished the Committee great success and then he left the meeting.

President-elect Meehan then addressed the Committee. He thanked Chair Peters and Mr. Pulichino, both of whom are great advocates of UMass, and he noted the major financial commitment Mr. Pulichino has made to UMass Lowell. The Pulichino Tong Business Building will be the new home for the Robert J. Manning School of Business. It is critically important to choose the best leader possible, to keep UMass Lowell on a roll. The University is important to the community and has greatly contributed to the economic development of Lowell. It is important to keep this momentum going, and he looks forward to receiving recommendations for the finalists. He is confident that the Committee will have a great process and he looks forward to a smooth transition in leadership. He wished the Committee well with its work and he departed the room.

Chair Peters then explained that the University has a pre-approved list of search firms to use in this search. Isaacson/Miller was identified by staff to assist the Committee with this important search. Isaacson/Miller is a Boston firm with significant experience in higher education searches and worked with the University to fill various senior positions. The Committee then agreed to invite Gale Merseeth and Kathryn Barry to join the meeting, to outline the process and timeline.

Chair Peters instructed the group that there would be training on the Open Meeting Law requirements. General Counsel Heatwole informed the Committee that these Search Committee meetings are subject to open meeting law and she stressed the importance of keeping work regarding this search limited to meeting sessions and members should not discuss their work outside of these meetings.

Attorney Heatwole introduced Attorney Carl Valvo, Partner, Cosgrove, Eisenberg & Kiley, who provided an extensive briefing on the legal aspects of the search and provided training on the Massachusetts Open Meeting Law requirements. Committee members received a copy of guides to the Open Meeting law and Public Records law. After the presentation, Committee members were asked to sign two documents to acknowledge confidential obligations and to confirm receipt of open meeting law materials; these were collected at the end of the meeting.

In response to a question, it was confirmed that, should the Committee present three finalists to the Trustees, and if one or two drop out, it is up to the Board to determine whether the search should be re-opened or not.

Chair Peters introduced Robert Connolly, Vice President Strategic Communications and University Spokesperson, who provided an overview of communications steps that are being taken to make the search accessible to the public and to the press. Mr. Connolly also thanked Jan Brogan, Senior Writer, who was in the audience. Information about the entire search is available to members of the Committee. Mr. Connolly's office delivers advisories and press releases summarizing salient details and they ensure that public documents are made available to the public. He invited any search committee member to contact him or his staff with any questions.

Chair Peters thanked Sue Kelly, of the UMass President's Office and Emily Byrne, Chancellor Meehan's assistant, for their stellar efforts and assistance.

Chair Peters asked Committee members to review the draft advertisement prepared to announce the search, entitled *University of Massachusetts Lowell Chancellor* and to make comments. Members expressed concern that the advertisement did not address the interplay with online education, which has far reaching budgetary effects and increases in teaching loads. It was determined that this type of specific questioning could be addressed by the search firm or during interviews. The search firm will compile a more extensive profile of the position, which will include major challenges that the candidate would need to address, and will share that with the Committee for final approval.

The Chair asked for a motion to approve the advertisement to announce the search for the University of Massachusetts Lowell Chancellor. The motion was seconded and approved. The

Chair asked for Ms. Chandler-Nelson to call the roll with each Committee member asked to vote yes or no.

Chair Peters voted for the motion as did L. Abdallah, L. Carpman, M. Carter, J. Chen, J. Christopher, J. Colella, N. Donahue, R. Giles, A. Greenwood, C. Hoff, J. Kennedy, M. Koziel, S. Latham, C. Mandell, S. McCarthy, C. McDonough, K. Mitchell, J. Pulichino, A. Robinson, D. Skinner, M. Williams, and M. Xifaras.

VOTE: To approve the advertisement as reviewed and amended for the announcement of the search for the University of Massachusetts Lowell Chancellor

The motion passed. Isaacson, Miller will begin the process of posting the ad in the Chronicle of Higher Education, Diverse Issues, Inside Higher Ed and Hispanic Outlook.

Chair Peters then asked the search firm to explain the timeline and process. Mr. Merseth and Ms. Barry distributed a summary of the organization and its work and included biographies of and contact information for Gale Merseth and Kathryn Barry, who will assist the Committee during this search process. Scheduling dates were discussed. On June 24, there will be a lunch and a campus community meeting, to solicit input from the community. Chair Peters will attend these meetings, along with Isaacson, Miller. Members of the Search Committee are invited to attend, but it is not required. Upcoming Committee meetings will be held in Lowell on July 1, beginning at 10 a.m., to hear from Isaacson, Miller on the open forums and to finalize the position description. This will include an executive session to discuss nominations from the Committee. The next meeting will be held on July 15, beginning at 9:30 a.m., when there will be an executive session discussion to identify candidates to interview. Candidate interviews will be held in Boston on July 22 and possibly July 23, depending on the number of candidates in the interview pool. There will be a formal interview process, when all Committee members must be present (no phone participation allowed). After consideration of applicants, the Committee will make recommendations to the Board of Trustees.

Isaacson, Miller will identify people to the Committee that they feel are plausible candidates in relation to the requirements and criteria defined. The search is open to internal and external candidates and any internal candidate would be treated the same as anyone else.

The Committee was asked to provide the firm with information to outline the challenges the Chancellor will face and to provide details to complete the position profile. What have people done that relate specifically to UMass Lowell? What is important to consider, as the search firm finalizes the position profile and begins the recruitment process? What will be important qualifications and qualities of the candidates? Chair Peters asked the Committee to share their thoughts and each Committee member provided input. These comments are summarized below:

The candidates should sustain the leadership commitment and ensure that the campus continues to work in a positive way. The chancellor is the public face of the University. Diversity at UMass Lowell is amazing among students, faculty and staff, but there needs to be more effort, in particular for faculty and staff recruitment. Continue to have a student focus and present students

with a world class education. Community engagement is important and there are numerous partners to consider. There should be a demonstrated ability to work with diverse stake holders. Bring the UMass Lowell brand to a high level. Experience in marketing and brand development would be helpful. Expand public and private partnerships for multiple benefits. The candidate should be able to work well with President Meehan and be a team player. The chancellor needs to be a world class individual who can lead a world class institution. Understand the hallmark of shared governance and support the tripartite mission of research, education and engagement. Engage local and global communities as a societal obligation. Continue to revitalize participation of alumni. Keep costs for students affordable and allow for an accessible education.

Chair Peters thanked the Committee for sharing their thoughts and stated that it was very informative to the search firm in this process.

Public session ended at 11:31 a.m. and the meeting was adjourned.

Amy Chandler-Nelson
Administrative Assistant