

**UNIVERSITY OF MASSACHUSETTS  
AMHERST•BOSTON•DARTMOUTH•LOWELL•MEDICAL SCHOOL•UMASSONLINE**

**MINUTES OF THE CHANCELLOR'S SEARCH COMMITTEE  
FOR UMASS DARTMOUTH**

**Friday, September 30, 2016; 12:00 p.m.  
University of Massachusetts Dartmouth  
285 Old Westport Road  
Dartmouth, MA 02747**

**Committee Members present:**

Chair Peters, C. Cummings, K. Delaney, P. Dias, P. Filippone, M. Furman, P. He, S. Jenkins, J. Karam, J. Miller, M. Morrissey, C. Flynn, L. Pedroso, M. Roy (joined meeting at 1:11 pm), J. Sheehan, G. Silva

**University Administration:**

President Meehan; Board Chair Woolridge (attended remotely); General Counsel Heatwole, Vice President J. Cournoyer

**Guests:**

Carl Valvo, Esq.; Gale Merseth and (Greg Esposito) of Isaacson, Miller

**Documents Used:**

- C. Valvo Open Meeting power point presentation
- Position posting

Chair Peters called the meeting to order at 12:07 p.m.

Chair Peters welcomed the group and thanked the members for their willingness to serve. He noted that the Search and Screen Committee will play a critical role in the selection of the next Chancellor of UMass Dartmouth. He described the steps in the search and had the group introduce themselves.

Trustee Woolridge then charged the Committee via telephone. He spoke of having two or three candidates of quality, character, and accomplishment for the position, and he also spoke of the need for the candidate to grow enrollment and fundraising. The work of the Committee must be transparent, deliberate, and confidential. It is the responsibility of the Committee to convey a slate of well-qualified candidates. The final candidates' names will be published, and they will meet with the campus community. We need a strong leader to carry out our campus mission.

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Trustee Woolridge also spoke about the importance of the confidentiality of the work of the Committee.

President Meehan thanked the group for their willingness to serve and how they were selected for their passion for UMass Dartmouth. He stated that there will be a national, open, and transparent Search. President Meehan expects candidates from around the country. There will be differences of opinion, so the group must be collaborative, respectful, and keep an open mind. The Committee should provide three, maybe four, candidates capable of leading UMass Dartmouth. President Meehan indicated his confidence in the Committee for strong, collaborative leadership. Isaacson, Miller has been identified to assist with the search.

Attorney Heatwole stated that the Committee is a committee of the Board of Trustees and must comply with state laws. Ms. Heatwole then introduced Carl Valvo, of the firm of Cosgrove, Eisenberg and Kiley, to advise the Committee about their obligations to comply with the law.

Attorney Valvo spoke about the balance between transparency and the need for maintaining confidentiality. The Open Meeting Law draws a line between screening candidates and the recommendation of finalists.

The Search Committee is a public body that is, along with any sub-committee, subject to the Open Meeting Law. Public meetings will be posted and advertised to the public not less than 48 hours before the meeting. The Open Meeting Law restricts remote participation. Mr. Valvo cautioned the members that a “meeting” under the Open Meeting Law is any communication among a quorum (9 members) of the Committee on a matter within its jurisdiction. Members should not discuss the business of the Committee outside the deliberations of the Search Committee.

Executive Sessions can be held only for specified purposes in the statute. A roll call to go into Executive Session is required. The Chair will advise if the Committee will reconvene in Open Session. In Executive Session, a remote participant has to say there is no one else present that can hear. All votes in Executive Session must be taken and recorded as roll call and included in the Minutes.

Attorney Heatwole asked Mr. Valvo to advise the members about the status of the Committee members’ own notes. Attorney Valvo stated members may take notes that are confidential to them for their own memory purposes. These notes are not public.

Vice President for Communications Cournoyer then spoke about ensuring that the public and media have access to information on what is happening during the search process. We want public information to be accessible, but also confidential. He spoke of agendas and information that will be posted on the website. The primary spokesperson for the Committee is the Chair.

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Chair Peters stated that Committee members must sign the Confidentiality Form and return it to Ms. Kelly before they leave today's meeting.

The group then reviewed the draft employment ad to be placed in higher education publications. A suggestion was made to add "We welcome traditional and non-traditional candidates." A concern arose about the paragraph focusing on having a background in academia. The search firm will provide modifications to the ad and circulate it to all members. A comment was made that a diverse pool of candidates is needed.

Two representatives of Isaacson, Miller then spoke about the work they have done with other colleges and universities. Mr. Merseth distributed an overview of their ideas on how to work with the Search Committee. Isaacson, Miller is looking for leaders from a variety of backgrounds to lead the institution. Typically, applicants are drawn through their recruiting. The Committee was asked to suggest names of people who could be very good for the position. Public meetings on the campus will be held on October 13 and October 14. A suggestion was made to have a session for the unions. Mr. Merseth stated that an Interview Guide will be provided to the group with the types of questions that can and cannot be asked. They expect several days of interviews of candidates and it is important that all members attend all interviews. Mr. Merseth indicated that they hoped to have finalists by March or April.

Members were then asked what they felt were important qualifications for the next Chancellor. Suggestions included:

- Focusing on candidates' strong attributes, having a candidate with a strong financial side;
- A hard worker who is truly committed to the job;
- Someone who can communicate clearly to multiple stakeholders and has experience in an area similar to the SouthCoast;
- Candidate with a proven track record of commitment to diversity and will support faculty of color;
- Experience managing a complex, diverse institution;
- A strong, collaborative leader;
- Inspirational, good communicator;
- A new vision for growth—particularly in enrollment;
- An ambassador of the institution—communicate with stakeholders and understand struggle of immigrants coming here;
- Must be able to work with Legislators;
- Ability to bring people together—be a fighter for students, university, and the community.

The meeting was adjourned at 2:10 p.m.