MASSACHUSETTS BAY COMMUNITY COLLEGE PRESIDENTIAL SEARCH COMMITTEE

Minutes of the December 10, 2015 Presidential Search Committee meeting – Alumni Board Room (219), Wellesley Hills Campus

Committee members present: Sylvia Beville, Trustee and Search Committee Vice Chair; Brittni Booth, Student Government President; Amanda Cataldo, Student Trustee; Lynne Davis, Dean Health Sciences; Ken Der, Board Vice Chair; Michael Lyons, Chief Information Officer; Shamsi Moussavi, Adjunct Faculty, STEM; Joe Nee, Duplicating and Printing Operator and AFSCME Union Stewart; Tom Peisch, Board Chair; Emmett Price, Trustee and Search Committee Chair; Lisa Slavin, Assistant Vice President of Enrollment Management; Robert Tarutis, MCCC Union President

Staff Liaisons present: Karen Britton, Assistant to the President; Robin Nelson-Bailey, Vice President of Human Resources and Affirmative Action Officer

Board of Higher Education members present: Sean Nelson

ACCT consultant on phone: Laurie Savona

Call to Order and Approval of Prior Meeting Minutes – Committee Chair Emmett Price called the meeting to order at 8:01 a.m.

MOTION: Trustee Beville made the motion to approve the minutes of the November 12, 2015 Committee meeting. Committee member Lyons seconded, and the motion passed unanimously.

RESPONSIBILITIES OF THE SEARCH COMMITTEE

Chair Price reviewed the document entitled “Responsibilities of the Presidential Search Committee”. He stressed the importance of following the timetable and regular communication with the MassBay Community by email and the web site. He also stressed the importance of there being stability on campus.

REVIEW OF REVISED PRESIDENTIAL PROFILE

There were a total of ten Town Halls on all three campuses, consisting of robust conversations and great participation from faculty and staff as well as Search Committee members. People are invested in the process and appreciate being included. One common positive theme was how much MassBay has to be proud of, and one common concern was the disconnection Ashland and Framingham feel. Chair Price reviewed additions and revisions to the profile based on these Town Halls. An Addendum is also being posted to the web site showing the traits people are looking for in a President, for which the Committee will be held accountable. Discussion ensued about further revisions to the profile, including the use of the word “financial manager”, which remained in the text. The new version based on Committee member input will be posted onto the web site.

OVERVIEW OF SEARCH PROCESS

Laurie Savona from ACCT reviewed the search process, stressing that confidentiality is of utmost importance. Applications will be shared on a portal, which members will access with individual passwords. An automatic alert/trigger of sign-in information will be sent to all members, and everyone will need to test the link and password. All information is confidential (including reference checks, which are handled by ACCT in an extensive manner), and all conversations must stay inside the room.
Ms. Sanova then reviewed the document entitled “Ground Rules for MassBay Community College Presidential Search Committee Meetings”. She emphasized that everything stays in the room; the focus is on experience and skill set; the group will end up narrowing the candidates to the middle because those at the top and bottom are immediately obvious. The goal is to interview eight to ten candidates initially (likely by Skype), and the hope is to capture as wide a pool as possible.

Ms. Sanova then reviewed the “Draft Timeline – Presidential Search”. The target date for applications is January 19. The profile will drive recruitment, and most activity will be right around this date. For the meetings where applications are discussed, members can join by phone but everyone must be present for interviews. All were asked to look at calendars and send Staff Liaison Britton their schedules for February and March, making an effort to be as accommodating as possible, and she will send a Doodle poll with possible dates for interviews.

Lastly, Ms. Sanova reviewed the documents “Interviewing and Evaluating Candidates” and “Evaluating the Four Essential Factors”. She acknowledged that everyone has natural biases but must focus on experience and skills. Chair Price inquired if the profile can include a reference to time commitment in an effort to stress and seek commitment and stability. Ms. Sanova indicated that the average tenure for a President is three to four years now and that we can ask about this in the interviews, though there is never a guarantee. Chair Price asked if MassBay is prepared for a new President, and also into how much depth ACCT/Ms. Sanova goes about MassBay’s history. ACCT/Ms. Sanova is prepared for typical questions about the last President, the Board, enrollment and finances. The Search Committee knows the College the best and will likely be asked about the three campuses. Board Chair Peisch stated the Committee should get a wide range of applicants, including candidates who have no experience with Community Colleges.

Trustee Der asked if canvassing has begun yet. The pipeline is being fed, and Committee members will get snapshot information of candidates in advance.

Q & AND NEXT STEPS

Chair Price reiterated that the revised position description, addendum and timeline will be posted on the web site. “Massachusetts” instead of “Mass” will be used in the profile and search as we are the only college in Massachusetts with the full state in its name, and this should capture attention.

It was again noted by Chair Price that attendees at the Town Halls appreciated having an awareness of and being involved in the process (“being heard” in a “nondefensive manner”) and it is important the Search Committee keeps the Community updated. This is the beginning of “healing” and displaying that MassBay is one college with three campuses, not three separate schools. Board Chair Peisch asked about numbers at the Town Halls, and Karen Britton indicated that attendance was close to 100 between all ten.

Committee member Moussavi noted a lack of faculty participation on Committee, which Chair Price acknowledged this, as well as that MCCC union non-faculty are not represented. Staff Liaison Robin Nelson-Bailey explained that members were chosen from the group who expressed interest.

SCHEDULING

The Committee will be relatively quiet until January 19, after which will be a very intense and busy period. A discussion about members’ availability followed, and the next meeting date was set for Monday February 1 at 2:00PM. Depending on the number of candidates, it could last several hours. If necessary, members can be on the phone or Skype, but in-person attendance was encouraged. Committee member Tarutis noted that flexibility due to the winter weather will be needed, and Committee member Lyons will
share ways of meeting virtually with the Chair and Co-Chair.

**ADJOURNMENT**

**MOTION:** Committee member Nee made the motion to adjourn. Committee member Davis seconded, and the motion passed unanimously.

Thomas E. Peisch 3/7/19
Chair
Board of Trustees

David Podell 3/7/19
President
MassBay Community College