CALL TO ORDER

Committee Chair Hoag called the meeting to order at 10:00AM.

Trustees in attendance:
Jamie Hoag, Pam Lassiter, Diane Schmalensee (via phone)

Staff in attendance:
Deb Georgopoulos, Executive Assistant to the Vice President for Administration and Finance

OVERVIEW OF 2017 PRESIDENTIAL EVALUATION PROCESS

Diane Schmalensee developed a survey to conduct the President’s evaluation last year. The same process will be followed this year. Chair Hoag noted that the deadline to submit the evaluation is June 30, 2018; however, upon discussion with Trustee Coordinator Matt Noyes, it was determined that the date is not a hard deadline. The Committee decided that completion by the end of July was reasonable and would set that as the deadline.

Trustees discussed the process and decided that the previous form could be easily updated to reflect current topics. The letter from the Commissioner referencing “The Big Three: Statewide Priority Objectives” will again be incorporated into the survey, along with the President’s Agenda.

It was recommended the evaluation criteria include Diversity, Campus Safety and Violence Prevention, and Ensuring Financial Health. NEASC accreditation can be removed as the College has successfully completed this.

Diane Schmalensee will update the form and submit to the Committee for review by Tuesday, May 8, 2018.

Jamie Hoag will reach out to Trustee Coordinator Matt Noyes and ask what other institutions are doing. The Committee will keep “survey fatigue” in mind as they plan for next year’s process.

The list of stakeholders was reviewed, and it was noted SGA did not respond, therefore no student response was taken into account. The timing is difficult, as students generally leave after graduation. A different distribution of students will be considered. Pam Lassiter will reach out to MassBay administrators for a list of 12-15 student leaders who would be likely to participate in the survey. Deb Georgopoulos will send contact information for Julie Schleicher, Liz Blumberg, Bill Raynor, and Michael Gallagher (Student Trustee).

Last year President Podell and Karen Britton came up with external names. Suggestions for external stakeholders could include the Mayors, local Police, and community members. Jamie Hoag noted that Adam Freudberg serves on the Framingham School Committee and might be a good evaluator. It was suggested the Board be asked to submit any suggestions. Tom Peisch may be able to recommend someone from the town of Wellesley.

Pam Lassiter and Jamie Hoag will work on updating the external constituents and student lists.

Deb Georgopoulos and Karen Britton can review and update the faculty list.

It was noted that the process is time sensitive and the Committee will have the process ready to submit to the
Full Board for the May 15, 2018 Meeting. Upon approval of the Board, the survey can be immediately distributed. Commencement is on May 17, 2018.

Suggestions for external evaluators:
- Adam Freudberg (School Committee)
- Ashland, Framingham and Wellesley Mayors
- Chair of MassBay Foundation

NEXT STEPS
Diane Schmalensee will update the form and submit to the Committee for review by Tuesday, May 8, 2018.
Pam Lassiter will work on updating the student list.
Pam Lassiter and Jamie Hoag will work on updating the external constituents.
Deb Georgopoulos and Karen Britton will review and update the faculty list.
Jamie Hoag will prepare cover letters for students, internal constituents, and external constituents.

ADJOURNMENT
The meeting adjourned at 10:48AM.

Jamie Hoag, Committee Chair
Board of Trustees