

MEMORANDUM

Date: November 2, 2016

To: The College Community

From: Selina M. Boria, Secretary, Board of Trustees

Re: Summary of Actions of the Special Meeting of the Board of Trustees -
Tuesday, November 1, 2016, 4:30pm, Room 107A

Trustees Present: Susan Mailman, Chair, Miguel Lopez, Vice Chair, Matilde Castiel, Linda Cavaioli, Juan Gomez, Geraldine Herlihy, John Lafleche, Ethan O'Connell, Kristina Spillane
Absent: Edward Moore & Tammy Murray

Also present: President Gail Carberry, Executive Assistant to the President Selina Boria, Academic Search Consultants – Eric Richtmyer & Shirley Pippins, Search Committee Member Maureen Binienda

By the request of Board Chair Mailman and with approval by the Trustees, OTHER BUSINESS on the agenda were presented out of order in order to conduct school business prior to the presidential search agenda.

OTHER BUSINESS:

a. Approval of the Minutes of the June 8, 2016 and October 4, 2016 meetings:

The minutes of these meetings were emailed to the Trustees for review and distributed at this meeting. No edits were suggested. Ms. Boria shared that moving forward, all draft meeting minutes will be emailed to Trustees within 10 days of the meeting, to prevent waiting to review minutes, due to long gaps between meetings.

Upon Motion duly made, the Board of Trustees voted to approve the minutes of the June 8, 2016 and October 4, 2016 meetings.

Note: Trustee Gomez abstained from the approval of both meeting minutes due to absence from the meetings. Trustee Lafleche abstained from the approval of the October 4, 2016 meeting due to absence.

b. Approval of Presidential Merit Increase:

Based on President Carberry's exemplary evaluation for 2015-2016, the Board discussed the recommendation to Commissioner Santiago for a merit increase for the President. The original letter to Commissioner Santiago, dated October 5, 2016

stated, "the Board is pleased to recommend that Dr. Carberry be awarded the full merit increase, the maximum allowable increase this year." President Carberry explained that with the Board approving the max percentage increase of 5% then she would be assured 2.5% from the Trustees and up to 2.5% from the Department of Higher Education. If the Board approves a max increase of 2% then 1% would come from the Trustees and 1% from the DHE. The merit increase will be retro-active to July 1, 2016.

Upon Motion duly made, the Board of Trustees voted to approve the recommendation of the max merit increase for President Carberry of 5%.

NOTE – President Carberry excused herself from the discussion with the Presidential Search Consultants as she did not want her presence to bias the conversation.

Worcester Public Schools Superintendent joined the meeting at this point.

1. WELCOME AND INTRODUCTIONS:

All Trustees present and the consultants introduced themselves and the consultants shared their background and experience with presidential searches. It was noted that Eric Richtmyer has been lead consultant for 8 searches, 4 of which were for community colleges. This is Shirley Pippins first presidential search, however she is a 3 time college president, twice at community colleges. Mr. Richtmyer and Dr. Pippins shared their experiences at QCC thus far, noting they did tours downtown and on the main campus and attended the All College Forum and had a meeting with Faculty Senate leadership. The next day consultants will meet with Foundation members, community partners, Deans, VP's, Assistant VP's and the Search Committee.

2. ROLE of SEARCH FIRM:

They discussed their **role** with the search and the **purpose** of this visit is to hear what the college is looking for in their next president, unique qualities and desired characteristics.

The consultants also reviewed their **guarantee** which states that if the newly hired president leaves within a year, they will conduct a new search at no cost. Their goal is to hear our needs and develop a strong pool.

The **Trustees gave their feedback** of the college sharing their opinions that QCC is truly a 'community' college with a commitment to the community and partnerships, Gail's personality and inspiration have developed a warmth and ability to relate to

people which they want maintained. Additionally, they want to see a continuation of the entrepreneurial spirit and attitude, the activities and good work in Southbridge, as well as high school pipelines and community outreach. It was shared that Gail made QCC a household name and has been a true Ambassador in large part due to her passion for Worcester which they desire in the next president – someone who will be passionate about or become passionate about Worcester. It is important for the next president to maintain an open door policy with students and to also be data-driven. As far as students, it was shared by Mr. Richtmyer that during an open listening session scheduled for the student senate and student leadership today, no students showed up. Some reasons shared for this were many of the same challenges our students face daily such as life situations, work obligations, classes etc. Mr. Richtmyer wanted it noted that this could be an issue when bringing potential candidates/finalists to the campus as they will want to meet students. Student Trustee O’Connell will discuss this with the Student Senate and Trustee Lopez offered to attend a Student Senate meeting as well to stress the importance of having students involved in the search process.

Consultant Richtmyer shared the **search process is designed to develop enthusiasm on the campus by:** maintaining communication throughout the process, share periodic updates on the search process, announce the finalists as soon as possible and when their visit to campus will occur, seek feedback and conduct forums to build goodwill throughout process, and encourage inviting community partners. Consultant Pippins shared that transparency and openness during the process are important. As Chair, Sue Mailman is the spokesperson and the official voice of the search and committee. The campus community needs to be made to feel comfortable to express their opinions and ideas throughout the search and with their desires for qualification in a new president.

A Presidential Search link will go up on the QCC website which will have the committee members, profile, updates and a survey link as a feedback mechanism.

3. TIMELINE:

It was discussed that the timeline is established to allow a decision by the end of March. The initial goal is to launch the search in 3 weeks, allowing time for the development of the presidential profile. A draft will be sent to the committee with ultimate approval by the Board (OK for Executive Committee to approve). January 21, 2017 will be the deadline for applications. In December, there will be a check-in meeting with consultants and Search Committee to review process, any applicants, and review of application preview process. It was noted that on average 40% of applications are received in the last week of a search window.

4. AD CONSTRUCTION AND PLACEMENT

The advertising for the position will begin nationwide on or about 11/21/16 in multiple publications. Once the profile is approved by the Trustees (or Executive Committee) it will be used to advertise the position. It was stressed that besides the typical placement of ads in the Chronicle of Higher Education or Community College Weekly (plus many more), it will be advertised in many diversity publications.

5. DISCUSSION OF PRESIDENTIAL SEARCH PROFILE AND QUALIFICATIONS:

The Trustees shared the characteristics they desire in the next president assuring to include in the profile: proof of accomplishments/proven track record, and experience in diverse environments. There was much discussion around the level of degree of the candidates and the importance of posting minimum requirements versus a preferred requirement. Having an earned doctorate is the preference. The consultants stressed that minimum requirements are what we can't be without, while desired or preferred requirements are what they would like. All Trustees agreed that success or a proven track record in education is important, as well as understanding data and technology, diversity, and a background with budget/finance experience.

Additional notes from the consultants: Academic Search will not make any decisions, but will assist with screening applicants and determining if candidates meet QCC's requirements, and Academic Search will conduct 5 reference checks on each finalist in addition to several off-list reference checks (people that work above or below the candidate who are not listed on their reference list). They also noted that the semi-finalist stage is confidential and interviews are not open to the public, however the finalist stage is open and involves a 2 day campus visit and screening of each candidate. Any internal candidates will be treated exactly like external candidates and there will be no special preferential treatment. If they meet the preferred qualifications and the search committee decides, then a semi-finalist interview will be granted.

With no additional items to come before the Board, upon motion duly made, the meeting was adjourned at 6:00 p.m.

Respectfully submitted,



Selina M. Boria, Executive Assistant to the President