

Westfield

STATE UNIVERSITY

President Search Committee Meeting

Thursday, August 27, 2020

3:00 p.m. – 5:00 p.m.

Virtual Meeting via Zoom

A live stream of the meeting for public viewing will take place on YouTube
at the following link: <http://www.westfield.ma.edu/live>

Agenda

1. Welcome and introductions
2. Role of the search committee / Chair's perspective on the search
 - Charge
3. Procedural matters
 - Code of ethics
 - Contact information
4. WittKieffer introduction and search firm overview
 - Roles and responsibilities
 - Search process and timeline
 - Overview of constituent intake sessions – including survey for input and nominations
 - Profile and advertisement and position profile
 - Application sorting/WorkZone organization
5. Affirmative action, legal issues and search committee best practice
 - Massachusetts Board of Higher Education's *Guidelines and Procedures for the Search, Selection, Appointment and Removal of State University and Community College Presidents*
 - Massachusetts Open Meeting Law
 - Massachusetts Public Records Law (relevant provisions)
6. Discussion of the opportunity
 - Agenda for the next president
 - Desired qualities and characteristics
7. Communication plan
 - Index of documents to list on website
8. Next steps/adjourn

Attachments

- Charge
- Code of Ethics
- WittKieffer team profile
- WittKieffer contact information
- Survey – Draft
- Timeline – Draft
- BHE guidelines
- Open meeting law guide
- Public records law guide
- Index of documents to list on website