



Presidential Search Committee Meeting

Tuesday, March 23, 2021
2:00 p.m. – 4:00 p.m.

Via Zoom

Agenda

1. Welcome
2. Review and approval of Open Session minutes from March 16-18, 2021, meetings
3. Discussion of finalist interview structure and format
4. Executive Session pursuant to Open Meeting Law, G.L. Chapter 30A, Section 21(a) #8
 - a) Review and approval of Executive Session minutes from March 16-18, 2021, meetings
 - b) Identify candidates for additional consideration and referencing
5. Adjournment from Executive Session without reconvening in Open Session

Attachments

- Open and Executive Session Minutes from March 16, 2021, meeting – Draft
- Open and Executive Session Minutes from March 17, 2021, meeting – Draft
- Open and Executive Session Minutes from March 18, 2021, meeting – Draft



BOARD OF TRUSTEES
Presidential Search Committee

March 16, 2021
Minutes

Meeting held virtually via Zoom

In accordance with Massachusetts Gov. Charlie Baker’s Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

A live stream of the open session of the meeting for public viewing also took place on YouTube.

MEMBERS PARTICIPATING REMOTELY: Dr. Robert Martin, Chair, Melissa Alvarado (joined at 8:10 AM), Vice Chair, Dr. Claudia Ciano-Boyce, Junior Delgado, George Flevotomos, Dr. Brian Jennings, Ron'na J'Q Lytle, Lydia Martinez-Alvarez, Dr. Juline Mills (joined at 8:05 AM), Thalita Neves, Thomas Simard, Stephen Taksar, Dr. Gloria Williams, and also Dr. Jalisa Williams, ex officio resource to the committee and Jean Beal, secretary to the committee.

Also participating remotely from the presidential search firm WittKieffer were Lucy Leske, senior partner, Robert Luke, consultant, and Christine Pendleton (who joined toward the end of the executive session.)

Trustee Robert Martin, chair of the committee, called the meeting to order at 8:01 AM and announced each of the committee members participating remotely as listed above (all except Melissa Alvarado and Dr. Juline Mills at this time).

It was announced that only the open session portion of the meeting was being livestreamed, and, as a result will be captured as recorded.

At 8:03 AM, **MOTION** made by Ron’na Lytle, seconded by George Flevotomos, to approve the open session portion of the minutes of the March 3, 2021 Presidential Search Committee meeting.

There being no discussion, **ROLL CALL VOTE** taken:

Melissa Alvarado	Not in meeting	Lydia Martinez-Alvarez	Yes
Dr. Claudia Ciano-Boyce	Yes	Dr. Juline Mills	Not in meeting
Junior Delgado	Yes	Thalita Neves	Yes
George Flevotomos	Yes	Thomas Simard	Yes
Dr. Brian Jennings	Yes	Stephen Taksar	Yes
Ron'na J'Q Lytle	Yes	Dr. Gloria Williams	Yes
Motion passed unanimously.		Dr. Robert Martin	Yes

Dr. Juline Mills joined the meeting at 8:05 AM.

Preparation for Candidate Interviews.

- Instructions and suggestions for asking the candidate questions was shared by WittKieffer with a reminder that the committee is recruiting these candidates to be the next president.
- There will be approximately ten minutes allowed for each of the six themes.
- Melissa Alvarado joined the meeting at 8:10 AM.
- If candidates have questions, committee members with expertise in that area should answer.
- Candidates are aware that there are a few themes to be discussed, that they will have 4-5 minutes to respond to each question, and that they will be allowed to ask questions at the end if there is remaining time. All candidates have seen the same information, consisting of the search committee website, Strategic Plan, BHE Equity Agenda, and the status of negotiations with faculty. All candidates are eager to see the University Efficiency Analysis Advisory Committee (UEAAC) report and have received a general sense of the objectives and where the University is in the UEAAC recommendation process.
- At the end of today’s interviews, there will be additional committee discussion in executive session to identify an additional candidate to interview.

Executive Session. Trustee Martin stated the committee would be going into executive session for the purpose of discussing candidates pursuant to Open Meeting Law, G.L. Chapter 30A, Section 21(a) #8, as holding these discussions in an open session would have a detrimental effect on the University’s ability to attract qualified applicants. Once in executive session, the live stream will end. The committee will adjourn from executive session and not reconvene in open session.

At 8:22 AM, **MOTION** made by Ron’na Lytle, seconded by Lydia Martinez-Alvarez, to enter into executive session.

There being no discussion, **ROLL CALL VOTE** taken:

Melissa Alvarado	Yes	Lydia Martinez-Alvarez	Yes
Dr. Claudia Ciano-Boyce	Yes	Dr. Juline Mills	Yes
Junior Delgado	Yes	Thalita Neves	Yes
George Flevotomos	Yes	Thomas Simard	Yes
Dr. Brian Jennings	Yes	Stephen Taksar	Yes
Ron'na J'Q Lytle	Yes	Dr. Gloria Williams	Yes
Motion passed unanimously.		Dr. Robert Martin	Yes

The committee entered executive session and did not reconvene in open session.

Attachments presented at this meeting:

- Open Session Minutes from March 3, 2021 meeting – Draft

Secretary’s Certificate

I hereby certify that the foregoing is a true and correct copy of the approved open session portion of minutes of the Westfield State University Presidential Search Committee meeting held on March 16, 2021.

Jean Beal, Secretary

Date



BOARD OF TRUSTEES
Presidential Search Committee

March 17, 2021
Minutes

Meeting held virtually via Zoom

In accordance with Massachusetts Gov. Charlie Baker's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.8: c. 30A, § 20 dated March 12, 2020.

A live stream of the open session of the meeting for public viewing also took place on YouTube.

MEMBERS PARTICIPATING REMOTELY: Dr. Robert Martin, Chair, Melissa Alvarado, Vice Chair, Dr. Claudia Ciano-Boyce, Junior Delgado, George Flevotomos, Dr. Brian Jennings, Ron'na J'Q Lytle, Dr. Juline Mills, Thalita Neves, Thomas Simard, Stephen Taksar, Dr. Gloria Williams (joined at 8:29 AM), and Jean Beal, secretary to the committee

MEMBERS EXCUSED: Lydia Martinez-Alvarez and Dr. Jalisa Williams, ex officio resource to the committee

Also participating remotely from the presidential search firm WittKieffer were Lucy Leske, senior partner, and Robert Luke, consultant.

Trustee Robert Martin, chair of the committee, called the meeting to order at 8:12 AM and stated the committee has identified a fourteenth candidate to interview. There will be five candidates interviewed today. He announced all committee members participating remotely as listed above (all except Dr. Gloria Williams at this time).

It was announced that only the open session portion of the meeting was being livestreamed, and, as a result will be captured as recorded.

Executive Session. Trustee Martin stated the committee would be going into executive session for the purpose of discussing candidates for the position of president, pursuant to Open Meeting Law, G.L. Chapter 30A, Section 21(a) #8, as holding these discussions in an open session would have a detrimental effect on the University's ability to attract qualified applicants. Once in executive session, the live stream will end. The committee will adjourn from executive session and not reconvene in open session.

At 8:14 AM, **MOTION** made by Dr. Brian Jennings, seconded by Stephen Taksar, to enter into executive session.

There being no discussion, **ROLL CALL VOTE** taken:

Melissa Alvarado	Yes	Lydia Martinez-Alvarez	Not in meeting
Dr. Claudia Ciano-Boyce	Yes	Dr. Juline Mills	Yes
Junior Delgado	Yes	Thalita Neves	Yes
George Flevotomos	Yes	Thomas Simard	Yes
Dr. Brian Jennings	Yes	Stephen Taksar	Yes
Ron'na J'Q Lytle	Yes	Dr. Gloria Williams	Not in meeting
Motion passed unanimously.		Dr. Robert Martin	Yes

The committee entered executive session and did not reconvene in open session.

Attachments presented at this meeting:

- a. None

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved open session portion of the minutes of the Westfield State University Presidential Search Committee meeting held on March 17, 2021.

Jean Beal, Secretary

Date



BOARD OF TRUSTEES
Presidential Search Committee

March 18, 2021
Minutes

Meeting held virtually via Zoom

In accordance with Massachusetts Gov. Charlie Baker’s Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20 dated March 12, 2020.

A live stream of the open session of the meeting for public viewing also took place on YouTube.

MEMBERS PARTICIPATING REMOTELY: Dr. Robert Martin, Chair, Melissa Alvarado, Vice Chair (joined at 1:58 PM), Dr. Claudia Ciano-Boyce, Junior Delgado, George Flevotomos, Dr. Brian Jennings, Ron'na J'Q Lytle, Dr. Juline Mills, Thalita Neves, Thomas Simard, Stephen Taksar, Dr. Gloria Williams, and also Dr. Jalisa Williams, ex officio resource to the committee, and Jean Beal, secretary to the committee.

MEMBERS EXCUSED: Lydia Martinez-Alvarez

Also participating remotely from the presidential search firm WittKieffer were Lucy Leske, senior partner, and Robert Luke, consultant. Christine Pendleton, senior associate, joined at 6:05 PM, while in executive session.

Trustee Robert Martin, chair of the committee, called the meeting to order at 1:48 PM and announced all committee members participating remotely as listed above (all except Melissa Alvarado at this time).

Executive Session. Trustee Martin stated it is the committee’s third day of interviews and they would be going into executive session for the purpose of discussing candidates for the position of president, pursuant to Open Meeting Law, G.L. Chapter 30A, Section 21(a) #8, as holding these discussions in open session would have a deleterious effect on the University’s ability to attract qualified applicants. Once in executive session, the live stream recording will end. The committee will adjourn from executive session and not reconvene in open session.

At 1:53 PM, **MOTION** made by Dr. Brian Jennings, seconded by Dr. Gloria Williams, to enter into executive session.

There being no discussion, **ROLL CALL VOTE** taken:

Melissa Alvarado	Not in meeting	Lydia Martinez-Alvarez	Not in meeting
Dr. Claudia Ciano-Boyce	Yes	Dr. Juline Mills	Yes
Junior Delgado	Yes	Thalita Neves	Yes

George Flevotomos	Yes	Thomas Simard	Yes
Dr. Brian Jennings	Yes	Stephen Taksar	Yes
Ron'na J'Q Lytle	Yes	Dr. Gloria Williams	Yes
Motion passed unanimously.		Dr. Robert Martin	Yes

The committee entered executive session and did not reconvene in open session.

Attachments presented at this meeting:

- a. None

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved open session portion of minutes of the Westfield State University Presidential Search Committee meeting held on March 18, 2021.

Jean Beal, Secretary

Date