APPROVED

Fitchburg State University

Minutes

Board of Trustees Meeting

Fitchburg State University Board of Trustees Meeting

Date and Time
Tuesday November 14, 2023 at 8:15 AM

Location
Presidents' Hall, Mazzaferro Center, 291 Highland Ave., Fitchburg, MA 01420

Notice of a meeting of the Fitchburg State University Board of Trustees on Tuesday, November 14, 2023 at 8:15 a.m.

The meeting will take place in Presidents' Hall, Mazzaferro Center, 291 Highland Ave., Fitchburg, MA 01420

Trustees Present
A. Turner, D. Phillips, D. Tiernan (remote), E. Gregoire, J. Flanagan (remote), K. Spinelli, L. Barrieau, M. Fiorentino, Jr.

Trustees Absent
C. Stimpson, S. King-Goodwin

Ex Officio Members Present
R. Lapidus

Guests Present

A. McClothin, F. Barricelli, G. Doiron, G. Doiron, J. Bry, J. Harvey, J. Murdoch, J. Wolfman, L. Bayless, M. Bruun, P. Marshall, P. McCafferty, R. Toomey, S. Dodd

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I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Phillips called a meeting of the board of trustees of Fitchburg State University to order on Tuesday Nov 14, 2023 at 8:18 AM.

C. Public Comments

D. Approve Minutes from the October 17, 2023 meeting - VOTE (15-23/24)

J. Flanagan made a motion to approve the minutes from Board of Trustees Meeting on 10-17-23.
D. Tiernan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Stimpson	Absent
E. Gregoire	Aye
K. Spinelli	Aye
M. Fiorentino, Jr.	Aye
D. Tiernan	Aye
D. Phillips	Aye
S. King-Goodwin	Absent
J. Flanagan	Aye
A. Turner	Aye
L. Barrieau	Absent

II. Sabbatical Requests

A. Act on President's recommendation for faculty sabbatical requests - VOTE (16-23/24)

The President presented the sabbatical requests for the upcoming year. He noted the brief summaries that were included in the packet. He recommends approval for all of the requests.

L. Barrieau arrived at 8:21 a.m.
E. Gregoire made a motion to grant the faculty sabbatical leaves for the academic year 2024-2025.
J. Flanagan seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

C. Stimpson	Absent
J. Flanagan	Aye
A. Turner	Aye
E. Gregoire	Aye
S. King-Goodwin	Absent
K. Spinelli	Aye
M. Fiorentino, Jr.	Aye
D. Phillips	Aye
L. Barrieau	Aye
D. Tiernan	Aye

III. Academic Affairs Committee- Jennifer Flanagan, Committee Chair, will provide the report.

A. New Academic Program: Creative Arts Enterprise - VOTE (17-23/24)

The President informed the Board that the Academic Affairs Committee met and unanimously voted in support of both new programs.

P. Marshall publicly thanked Dr. Franca Barricelli, Dr. Sara Levine, Dr. Amy McGlothlin, and Dr. Jonathan Harvey for their efforts in getting these programs together. She next explained all faucets of the programs. They are both essentially cost neutral.

J. Flanagan made a motion to approve the Creative Arts Enterprise new program.
D. Phillips seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Stimpson	Absent
D. Phillips	Aye
K. Spinelli	Aye
L. Barrieau	Aye
E. Gregoire	Aye
A. Turner	Aye
S. King-Goodwin	Absent
M. Fiorentino, Jr.	Aye
J. Flanagan	Aye
D. Tiernan	Aye

B. New Academic Program: Expressive Arts Therapies - VOTE (18-23/24)

P. Marshall provided a summary of the advantages of this new program. She noted that there are no undergraduate programs in art therapy.

J. Flanagan made a motion to approve the Expressive Arts Therapies new program.
D. Tiernan seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Flanagan	Aye
E. Gregoire	Aye
A. Turner	Aye
M. Fiorentino, Jr.	Aye
D. Tiernan	Aye
K. Spinelli	Aye
D. Phillips	Aye
C. Stimpson	Absent
L. Barrieau	Aye
S. King-Goodwin	Absent

IV. Budget, Finance and Facilities Committee - Karen Spinelli, Committee Chair, will provide the report

A. Presidential Search Budget - VOTE (19-23/24)

K. Spinelli reported that the Presidential Search budget was approved at the Budget, Finance and Facilities Committee meeting last week. At the committee meeting they talked about the budget in detail and recommended the inclusion of an additional $5,000.00 for miscellaneous expenses. If the amount was not necessary, the funds would be returned back into the university budget.

There was a discussion.
K. Spinelli made a motion to approve the Presidential Search estimated budget.
E. Gregoire seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

C. Stimpson	Absent
D. Tiernan	Aye
A. Turner	Aye
M. Fiorentino, Jr.	Aye
L. Barrieau	Aye
S. King-Goodwin	Absent
K. Spinelli	Aye
J. Flanagan	Aye
D. Phillips	Aye
E. Gregoire	Aye

D. Phillips indicated that the meeting was ahead of schedule.

K. Spinelli made a motion to take a 10-minute recess.
E. Gregoire seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
S. King-Goodwin	Absent
K. Spinelli	Aye
J. Flanagan	Aye
D. Tiernan	Aye
A. Turner	Aye
C. Stimpson	Absent
M. Fiorentino, Jr.	Aye
D. Phillips	Aye
E. Gregoire	Aye
L. Barrieau	Aye

The meeting reconvened at 8:43 a.m.

V. Presidential Search Firms

A. Witt/Kieffer

D. Phillips welcomed Ryan Crawford, and Gregg Duyck, from WittKieffer. They provided their background and expertise.

R. Crawford presented a PowerPoint that was discussed in detail (attached). He talked about the process of assessing campus needs and the listening tours that would be set-up to together information on the qualities required for the next President. They stated that they would work on developing a leadership profile and after holidays, be aggressive in recruitment efforts. He talked about the importance of developing a diverse candidate pool and their firm's success in that area.

A discussion ensued regarding the timeline, developing the presidential profile, diversity, search guarantee, placement success rate, campus communication, modality for meetings, onboarding the new president and candidate confidentiality.

R. Crawford thanked the Board for taking the time to listen to their presentation and that he looks forward to working with Fitchburg State.

B. Discussion

C. Spelman Johnson

D. Phillips welcomed Ellen Heffernan, and Dr. Sharon Meagher, from Spelman Johnson. They provided their background and expertise.

E. Heffernan presented a PowerPoint that was discussed in detail (attached). She talked about the search process and how their firm would work closely with all constituents internally and externally.

A discussion ensued regarding the timeline, developing the presidential profile, diversity, search guarantee, placement success rate, campus communication, modality for meetings, onboarding the new president and candidate confidentiality.

E. Heffernan and D. Meagher both stated they would be pleased if their firm was chosen to assist in searching for the next President of Fitchburg State.

D. Discussion

E. Academic Search

D. Phillips welcomed Nancy Crimmin, Shawn Hartman and William Kibler, from Academic Search. They provided their background and expertise.

They presented a PowerPoint that she discussed in detail (attached). N. Crimmin discussed the phases for the search process. She talked about how they work with the search committee to meet timelines.

B. Kibler talked about the strategies required in finding candidates.

A discussion ensued regarding the timeline, developing the presidential profile, diversity, search guarantee, placement success rate, campus communication, modality for meetings, onboarding the new president and candidate confidentiality.

S. Hartman thanked the Board for the opportunity and expressed that they would be very interested in providing their services.

F. Discussion

G. Diversified Search Group

D. Phillips welcomed Dr. Kim Morrison, and Euris Belle, from Diversified Search Group. They provided their background and expertise.

They presented a PowerPoint that was discussed in detail (attached).

K. Morrison noted that they are associated with a number of firms, and bring a broad array of experience. She commented that they are a high-touch firm and understand their clients.

A discussion ensued regarding the timeline, developing the presidential profile, diversity, search guarantee, placement success rate, campus communication, modality for meetings, onboarding the new president and candidate confidentiality.

K. Morrison stated that they are team-based and enjoy their work. They emphasized that they are hands on and that she and E. Belle would be involved in every area of the process. That noted that they come to meetings prepared with specific actions.

H. Discussion

I. Isaacson Miller

D. Phillips welcomed Daniel Rodas, and Joanna Cook from Issacson, Miller. They provided their background and expertise.

They presented a PowerPoint that was discussed in detail (attached). They talked about the search process and how their firm would work closely with all constituents internally and externally. D. Rodas would be the lead on all aspects for the search and J. Cook would serve as managing associate. J. Cook talked about the five phases of the search process.

A discussion ensued regarding the timeline, developing the presidential profile, diversity, search guarantee, placement success rate, campus communication, modality for meetings, onboarding the new president and candidate confidentiality.

D. Rodas' concluded by saying we think highly of Fitchburg State and that they would be honored to do this important work to find the next President. J. Cook commented that their commitment to equity and diversity is a personal promise by their firm.

J. Discussion

K. Break

The Board took a ten-minute break at 10:47 a.m.

L. Discussion and VOTE (20-23/24)

The Board reconvened at 11:03 a.m.

K. Spinelli left the meeting in person and joined remotely.

D. Phillips next talked about the Presidential Search website that would be created. The Board will review the website and discuss what will be incorporated before it goes live.

A discussion ensued regarding the five search firms. The firms were similar in what they had to offer for services. The Board talked about the advantages and disadvantages that each firm could offer.

J. Murdoch explained the role of the search firms is to present all viable candidates that meet the criteria of the presidential profile. They provide guidance, structure, and support. They are not going to tell why you should or should not hire someone.

The consensus of the Board was a comfort level with WittKieffer.
J. Flanagan made a motion to authorize WittKieffer to conduct the Presidential Search for the next President of Fitchburg State University.
A. Turner seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Fiorentino, Jr.	No
E. Gregoire	Aye
A. Turner	Aye
K. Spinelli	Absent
C. Stimpson	Absent
D. Phillips	No
S. King-Goodwin	Absent
D. Tiernan	Aye
J. Flanagan	Aye
L. Barrieau	No

There was a conversation regarding off site locations for confidential interviews. D. Tiernan offered access to a conference room in Boston that he could secure if needed.

D. Phillips stated the need for a special meeting to discuss the Presidential Search Committee membership. After reviewing calendars, it was decided to hold a special Board meeting on Thursday, Nov. 16 at 3:30 p.m.

VI. Notifications

A. Personnel Actions (N03-23/24)

The personnel actions were submitted for informational purposes.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:54 AM.

Respectfully Submitted,
D. Phillips

Documents used during the meeting

- VOTE Minutes.pdf
- VOTE Sabbaticals 2023.pdf
- Memo to Board sabbatical recommendations 24-25.pdf
- Sabbatical brief write ups.pdf
- VOTE New Program Creative Arts Enterprise.pdf
- Creative Arts Enterprise Phase I LOI (1).pdf
- VOTE New Program Expressive Arts Therapies.pdf
- Proposed Degree Expressive Arts Therapies.pdf
- VOTE Presidential Search Budget.pdf
- Estimated Expenses for BOT Approval 2023.pdf
- WittKieffer proposal - Fitchburg State University President Search (1).pdf
- Spelman Johnson Proposal.pdf
- Academic Search Fitchburg State University President proposal 2024.pdf
- Diversified Group Fitchburg State President DS proposal.pdf
- IM Proposal_Fitchburg State University President.pdf
- VOTE Presidential Search Firm selection.pdf
- Report 11142023 (1).pdf
- November news clips.pdf