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Board of Trustees Meeting Packet, August 15, 1995

Framingham State University

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FRAMINGHAM STATE COLLEGE

BOARD OF TRUSTEES

August 15, 1995

Present: Trustees Lepore, Chair; Wiggin, Vice Chair; Buckley; Coyle; Flaherty; Gadbois; Greenblatt; Johnson; Weinroth; and President Weller.

Absent: Trustees Tavares and Oxman.

Special Dr. Stanley Z. Koplik, Chancellor

Guests: Dr. Carleton LaPorte, Director of Employee Relations
Higher Education Coordinating Council

Chair Lepore called the meeting to order at 4:10 p.m.

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On motion duly made and seconded, it was

VOTED: Unanimously, to approve the June 28, 1995 minutes, as presented.

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Chair Lepore welcomed Chancellor Koplik to the meeting to discuss the Presidential Search Process. He expressed his appreciation to members of the College community who volunteered to serve on the Presidential Search Committee.

Chair Lepore stated that in keeping with the April 14, 1992 Higher Education Coordinating Council's (HECC) Policy for the Conduct of Presidential Searches, that he recommends to the Board that a nine member Presidential Search Committee be appointed. Such appointments include a minimum of three Trustees, at least one individual from each of the major campus constituencies (students, faculty, professional staff, and support staff), and other individuals, including but not limited to alumni/ae, community representatives, or distinguished educators from other institutions, as outlined in HECC's Policy for the Conduct of Presidential Searches.

Following discussion,

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On motion duly made and seconded, it was

VOTED: Unanimously, to approve the Presidential Search Committee for Framingham State College as follows:

Lola Deneault	Staff Representative
Ralph Eddy	Student Representative
Michelle Flaherty	Trustee Representative
Sherwin Greenblatt	Trustee Representative
Adrian Haugabrook	Professional Staff Representative
Brent Larrabee	Alumni/Community Representative
Ralph Lepore	Trustee Representative
Dick Milaszewski	Faculty Representative
Patricia Plummer	Faculty Representative

* * * * *

Chair Lepore stated that he has spoken with Adele Downing, Michael Fiorentino, and Jack Ling who have agreed to serve as non voting ex officio members to the search committee. Adele Downing will serve as secretary; Michael Fiorentino will serve as an administrative assistant; and Jack Ling will serve as affirmative action officer.

Chair Lepore thanked members of the Presidential Search Committee for their interest and willingness to undertake a very lengthy and exhausting process.

Chair Lepore distributed copies of a draft outline of the presidential search process and a presidential job description for review. Trustees and Search Committee members were also provided with copies of the Higher Education Coordinating Council's Policy for the Conduct of Presidential Searches, the Commonwealth of Massachusetts Open Meeting Law, G.L. c. 30A Sec. 11A1/2, and a draft timeline for the presidential search process.

[Trustee Greenblatt joined the meeting]

Chair Lepore introduced Chancellor Koplik, and thanked him for taking the time to meet with Trustees and Search Committee members to discuss the Presidential Search process.

Chancellor Koplik stated that he was pleased to be invited this evening to offer his observations and guidance to the Trustees and Presidential Search Committee. Dr. Koplik introduced Dr. Carleton LaPorte, Director of Employee Relations at the Higher Education Coordinating Council (HECC), who will serve as the HECC's liaison representative (non-voting) to the Search Committee. Dr. LaPorte brings with him a wealth of experience after serving on numerous search committees over the years, and he will be of great assistance in providing guidance to the committee.

Chancellor Koplik concurred with the representation of the appointed Presidential Search Committee. The Search Committee's first order of business should be to designate a Chair, which should be a Trustee representative and serve as spokesperson for the search committee. The search process is highly confidential, and it is important that the Chair appoint a competent secretary capable of respecting the responsibilities of the committee. Candidates should be referred to by numbers, and a confidential check-in and check-out filing system should be in place. The Committee's charge is to recommend back to the Trustees, no less than three, and no more than five final candidates in unranked order. Of these recommendations, the search committee must be satisfied that all candidates submitted to the Trustees can meet the responsibilities of the position, since they may be chosen as Framingham State College's new President. Predictions can not be made as to the final outcome of these recommendations, therefore, it is imperative that absolutely no courtesy names be included on the final recommendations submitted to the Trustees. To avoid misrepresentation, members of the search committee should avoid any discussions related to salary. As the conclusion of the search process approaches, Trustee Chair Ralph Lepore will work with the Chancellor's office to reach an agreeable salary package for the new President.

[Trustee Weinroth joined the meeting]

A Presidential Search Budget needs to be put in place and monitored. The amount of the budget will vary. If it is the consensus of the search committee to utilize the services of a professional search firm to assist in deliberations, a fee of approximately one-third of the Presidential annual salary should be calculated into the budget. Professional search firms have the unique capability of being informed of qualified candidates and can prove to be very valuable in providing a diverse pool of applicants.

Chancellor Koplik continued to state that this will be the 17th presidential search that he has been involved with throughout a variety of States, and he hopes to pass along information that will be beneficial. The search committee members are charged with the responsibility of choosing the very best candidate with the abilities to lead the College in the direction of the vision which has been profiled for the institution. The job description is a very important part of the process which will bring the College community together and firmly be a decisive factor in pointing the direction of the College. To attract strong candidates, it is important that you take the time to prepare a job description which is clear in providing an inclusive, overall summary of Framingham State College. Following the development of the job description, it is important to prepare a more detailed description to convey a sense of strategic planning to the candidates who will be asking about the College's strategic long range plan, and its strengths and weaknesses.

In closing Chancellor Koplik stated that the Trustees have been vested with an enormous amount of responsibility as they begin and end the process. It is important to keep the campus community informed, and afford them the opportunity to meet with candidates when interviews and campus visits are scheduled.

On behalf of the Trustees and Presidential Search Committee, Chair Lepore thanked Chancellor Koplik for taking the time to discuss this very important process.

Following discussion,

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On motion duly made and seconded, it was

VOTED: Unanimously, to accept the Presidential Job Description as presented in Attachment A. It was further agreed to proceed with the Presidential advertisement in the following publications: *Hispanic Outlook*, *Black Issues in Higher Education*, *Women in Higher Education*, for two consecutive editions; and the *Boston Sunday Globe*, September 10 and 25, 1995; and the *Chronicle of Higher Education*, September 8 and 15, 1995.

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Chair Lepore recognized Dr. Thomas Eames, President of the Framingham State College Professional Association, in his request to address the Board.

Dr. Eames stated that he and the Executive Board members of the Framingham State College Professional Association have received numerous calls regarding the process of the Presidential Search. Previous campus searches have asked for recommendations for search committee members from the campus constituencies. Unfortunately, this has not been the case in this Presidential search process. Faculty members are deeply disturbed by the process of not being afforded the opportunity to choose their own representatives. Given the already low morale of the faculty as a result of the on-going collective bargaining issues, the decision not to ask for recommendations from the faculty only jeopardizes campus morale.

In response to Dr. Eames' comments, Chair Lepore stated that he has spoken with Dr. Eames on numerous occasions. Dr. Eames was informed that the April 14, 1992 Higher Education Coordinating Council's (HECC) Policy for the Conduct of Presidential Searches states that "The Board of Trustees shall appoint a presidential search committee that includes a minimum of three Trustees and at least one individual from each of the major campus constituencies (students, faculty, professional staff, and support staff)." In a later telephone discussion, Dr. Eames was informed that the search committee would include two faculty representatives: one faculty member to be selected by the Board, and the other faculty member's name to be submitted to me by the faculty union by August 10, 1995. Unfortunately, the recommendations outlined in your correspondence of August 10th, did not reflect these discussions. Faced with the timeframe of the Board scheduled to meet today, August 15th, search committee recommendations were made and submitted to the full Board for approval this evening.

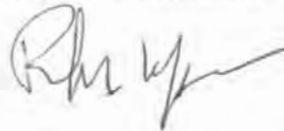
Mr. Walter Koroski, President of APA/MTA/NEA, expressed concern with the process involved in the selection of the presidential search committee, and the possible effects it will have on campus morale.

In closing, Chair Lepore stated that he strongly concurs with the Board's appointment of nine outstanding colleagues to represent Framingham State College's Presidential Search Committee. In the best interest of the College, it is now time that the search committee begin the process, and undertake the very difficult task of finding the very best qualified person to lead Framingham State College into the next century.

On behalf of Director of Development Nancy Haverstock, Trustee Weinroth thanked members of the Board for their contributions and support in Framingham State College's development efforts, and noted how important it is to have all Trustees contribute.

There being no further business, the meeting adjourned at 5:15 p.m.

Respectfully submitted,



*Ralph T. Lepore, III, Esquire
Chair, Framingham State College Board of Trustees*



*Paul F. Weller
President and Executive Secretary to the Framingham
State College Board of Trustees*

JOB DESCRIPTION

Position: President

Framingham State College

The Framingham State College Board of Trustees invites applications for the position of President to succeed Paul Weller who is retiring after many years of distinguished service.

An Acting President, who is not a candidate for the permanent position, will begin serving on December 31, 1995, and will serve until a President is appointed.

Candidates should possess the following qualifications:

- * An earned doctorate (including, but not limited to a Ph.D., J.D., or Ed.D.) or other academic credentials sufficient to warrant consideration for appointment to the chief executive position at a state college.
- * Proven administrative experience in a senior management position in higher education or substantial experience in a senior management position in a field outside higher education, where such experience is deemed relevant to, and provides a basis for judging the candidate's capability to serve as a college president.
- * An appreciation for the role of faculty, staff, and students in college governance and in a state system of higher education.
- * The ability to work effectively in a collective bargaining environment and in a state system of higher education.
- * The capability to articulate the mission and needs of the college to external constituencies, and to provide direction in the pursuit of the institution's goals with particular emphasis in the areas of (a) planning and implementation of mission/goals; (b) academic leadership; (c) administrative management; (d) external relations including legislative and political interactions; and (e) fundraising.

Founded in 1839, Framingham State College is a comprehensive public institution offering high quality arts and sciences and professional programs serving about 5500 full- and part-time students in its undergraduate, graduate, and Continuing Education programs. The College offers 28 majors at the baccalaureate level and awards the Master's degree in 17 different fields. The budget for fiscal year 1996 is approximately \$30 million. Framingham is

one of nine State Colleges in the 29 campus System of Public Higher Education.

The President is the Chief Executive Officer of the campus and is responsible to the Board of Trustees. The President is also responsible for collaborative efforts with the State System Higher Education Coordinating Council and its Chancellor.

Framingham is a town of 65,000 people and is the second largest retail center in New England. It is the core of a region that is the high-tech capital of Massachusetts. Located in an historic region twenty miles west of Boston, Framingham offers a suburban atmosphere with a cosmopolitan flavor.

There is competitive compensation and attractive fringe benefits for the President's position, which should be filled by July 1996.

Send nominations and applications by December 31, 1995, to:

Ralph T. Lepore, III, Esq.
Chair, Presidential Search Committee
Framingham State College
100 State Street
Framingham, MA 01701

The Committee will begin to review application in early December, 1995. The deadline for all applications is December 31, 1995.

Framingham State College is an affirmative action, equal opportunity employer, and encourages applications from women and minorities, and all other under-represented groups.