GREENFIELD COMMUNITY COLLEGE
Board of Trustees Meeting
November 15, 2017 8:00 a.m.
President’s Conference Room – C201

Present: Chair Robert Cohn, Martha Barrett, Cady Coleman, Christopher Donelan, Carrie Hale, Dylan Korpita, Isaac Mass, Linda Melconian, Amy Moscaritolo, Liz Sillin

Absent: Clare Higgins

Others Present: President Robert Pura, Marie Breheny, Shannon Larange, Karen Phillips, Catherine Seaver, Peter Sennett, and Jesse Thompson.

Call to Order: The meeting was convened by Chair Cohn at 8:00 a.m.

Minutes: On a motion by Trustee Sillin and seconded, the Board of Trustees voted unanimously to approve the draft minutes of the October 26, 2017 and October 30, 2017 as presented.

President’s Report:
President Pura reported that the NEASC Self Study team recently attended a two-day workshop to help prepare them for their work on the upcoming 2020 Self Study as required for accreditation. The Self Study team consists of four team leaders and groups of two individuals working on each standard. Mary Phillips, Nursing Professor and one of the Self Study team leaders, will act as liaison between the Board and the Self Study team. President Pura stressed the importance of keeping the Board up to date as the process unfolds. President Pura also reported he will work with Chair Cohn on the process for Mary reporting updates to the Board. President Pura also shared the President’s Staff members recently completed their Annual Retreat. The off-campus retreat takes place over two days. In preparation for the retreat, two meetings are held prior, one to review institutional demographic and performance data and the other an opportunity for department heads to present position requests. The first and into the second day of retreat, President’s Staff members present their department/program’s annual reports. President Pura thought this year’s reports were exceptional! The second day President’s Staff works on establishing the institutions priorities for the 2018-2019 academic year. President’s Staff is currently drafting language for these priorities and President Pura will present to the Board once completed. President Pura then introduced Marie Breheny Director of Assessment, to the Board. Marie will forward the Institutional Dashboard for Board of Trustees to review current institutional data including data reported from other MA community colleges and return to a future meeting to also present.

Presidential Search Update:
Chair Cohn introduced Jesse Thompson, our representative from RH Perry and Associates, selected search firm. Jesse gave an overview of the search process which will adhere to the Department of Higher Education guidelines for hiring a College President. He reported the next important step the Board will be to appoint the search committee. The Board has the authority to
decide on the number and selection of members as long as it adheres to the guidelines. The DHE guidelines state specific constituents that must be represented, including at least three trustees, an AFSCME union, faculty, professional, and non-unit staff member, a student and a representative appointed by the Board of Higher Education. Dr. Patricia Marshal, from the DHE has been appointed by that Board. The Board is also required to send communication to the college campus soliciting interest to serve. Jesse discussed with the Board the process for forming the search committee and communication to the different constituent groups. Board members were given draft communications provided by Jesse. Peter Sennett reviewed potential timelines with the Board for Jesse’s return to campus to conduct campus and community interviews and research study, as well as the first search committee meeting. A timeline of December 8th for a meeting to appoint the search committee, December 12th and 13th for Jesse’s fieldwork visit, and December 13th for the first meeting of the Presidential Search Committee was agreed upon by the Board.

**Motion:** On a motion by Trustee Sillin and seconded by Trustee Melconian Board of Trustees voted unanimously to approve communication to all required constituents including all union representatives, college campus, and the GCC Foundation Board requesting nominations for or interest in serving on the presidential search committee. The deadline for submissions will be December 6th and the Board will meet on December 8th to appoint the committee.

Trustee Barrett asked Jesse to give an estimated overview of the time commitment required by a search committee member. Jesse responded a committee member should expect to attend two three hour meetings to review candidates and approximately two full days to conduct interviews. In addition committee members will be expected to read and evaluate candidate’s materials independently which require an additional time commitment. The Board discussed community outreach for the Presidential Search. Trustee Korpita suggested Chair Cohn submit a My Piece letter to the local paper informing the community about the upcoming presidential search, the steps the Board is currently taking, and where to find up to date information about the process. Trustees agreed this would provide an excellent avenue for community members to feel informed about and become engaged with the search process.

Chair Cohn asked Trustees if they were interested in serving on the Presidential Search Committee. Trustee Moscaritolo, Trustee Korpita, Trustee Hale, Trustee Melconian, and Chair Cohn expressed interest.

**New Business:**
No Report.

**Adjournment**
On a motion by Trustee Donelan and seconded, the Board of Trustees voted unanimously to adjourn at 9:50 a.m.

Submitted by, Shannon Larange