**AGENDA**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RESPONSIBLE</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>1. Administrative Business</td>
<td>Maryanne Hammond</td>
<td>B. vote required</td>
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<tr>
<td>A. Call to Order</td>
<td>Maryanne Hammond</td>
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<td>B. Approval of the Minutes: August 3, 2021*</td>
<td>Maryanne Hammond</td>
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<td>2. Presidential Assessment Services</td>
<td>Maryanne Hammond</td>
<td>2. Informational and vote required</td>
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<tr>
<td>a. Breakthrough Collaboration Proposal*</td>
<td>Maryanne Hammond</td>
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<td>3. Adjournment</td>
<td>Maryanne Hammond</td>
<td>3. vote required</td>
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*Attachments
WORCESTER STATE UNIVERSITY
HUMAN RESOURCES COMMITTEE MEETING
Meeting Minutes

CHAIR: Ms. Maryanne Hammond (Chair) DATE: August 3, 2021

LOCATION: Remote Participation MINUTES BY: Nikki Kapurch

TIME: 2:00 PM

COMMITTEE MEMBERS PRESENT: Maryanne Hammond (Vice-Chair); Karen LaFond; Dina Nichols; Marina Taylor

WSU STAFF: Barry Maloney; Carl Herrin; Catherine Sweeney; Mike McKenna

The provision of General Laws, Chapter 30A having been complied with and a quorum present, a meeting of the Human Resources Committee was held on Tuesday, August 3, 2021, through a Zoom remote call. Chair Hammond called the meeting to order at 2:03 pm. Trustee Hammond reported that all Trustees will participate by remote access and announced that all votes will be by recorded roll call.

Administrative Business

Approval of the minutes of the June 15, 2021, Human Resources Committee.

- Trustee Hammond reported that the June 15 meeting was held to conduct the ’20-’21 annual evaluation of President Maloney.
- Comments and rating for each area were shared by the trustees; it was quite evident that President Maloney continues to be a strong supporter of WSU and a very visible leader in the community of Worcester.
- His average rating for all areas used as part of his evaluation was 58.5 out of a total of 60.

Upon a motion made by Trustee Taylor and seconded by Trustee Nichols, it was unanimously

VOTED: to approve the minutes of the June 15, 2021, Human Resources Committee meeting as presented.

ROLL CALL VOTE: 4 approved. Karen LaFond; Maryanne Hammond; Dina Nichols; Marina Taylor

Human Resources Committee Report

- Trustee Hammond reported that today’s meeting is being held to discuss some personnel changes.
- First on the agenda for discussion was the promotion of Julie Kazarian, Dean of Student Affairs and Senior Student Affairs Officer, Student Affairs, to the position of Vice President for Student Affairs and Dean of Students, based upon the terms described in her letter of appointment dated July 22, 2021.
- Included in the packet was a promotion letter and proposed Vice President Job Description for the Dean.
President Maloney introduced Sue Moore, Executive Director, Human Resources & Benefits, who highlighted some of Julie’s accomplishments.

- The committee discussed Julie’s growth and leadership over the past few years, especially during the pandemic.
- Trustees expressed full support of this promotion.

Upon a motion made by Trustee Taylor and seconded by Trustee LaFond, it was unanimously

VOTED: to recommend to the full board the promotion of Julie Kazarian to the position of Vice President for Student Affairs and Dean of Students Affairs, based upon the terms described in her letter of appointment dated July 22, 2021.

ROLL CALL VOTE: 4 approved. Karen LaFond; Maryanne Hammond; Dina Nichols; Marina Taylor

- Next item for discussion was the appointment of Dr. Raynold Lewis, Associate Dean School of Education, Health and Natural Sciences to the position of Dean of Education, Liberal, and Interdisciplinary Studies, based upon the terms described in his letter of appointment dated July 26, 2021.
- The Initial Offer Letter dated July 22 that was included in the packet has been amended due to an error in reporting lines. Dr. Lewis will report to the Provost, not the President.
  - The amended offer letter dated July 26 with the corrected reporting structure has been signed by the President and Dr. Lewis.
  - Included in the packet was a promotion letter and proposed Dean of Education, Liberal, and Interdisciplinary Studies Job Description
  - President Maloney highlighted some of Dr. Lewis’s accomplishments.
    - Dr. Lewis has been a leader since he has been on campus, served in the past as Interim Dean and has worked hand and hand with Dean Larrivée
    - Dr. Lewis will be taking on the newly created Interdisciplinary Studies department.
  - Trustees expressed full support of this promotion.

Upon a motion made by Trustee LaFond and seconded by Trustee Nichols, it was unanimously

VOTED: to recommend to the full board the appointment of Raynold M. Lewis to the position of Dean of Education, Liberal and Interdisciplinary Studies, based upon the terms described in his letter of appointment dated July 26, 2021.

ROLL CALL VOTE: 4 approved. Karen LaFond; Maryanne Hammond; Dina Nichols; Marina Taylor

Other Business:
- President Maloney recently received news from the Department of Higher Education that non-unit salary increases may be executed.

With there being no further business, the WSU Board of Trustees meeting was adjourned.
WSU Board of Trustees
August 3, 2021

Upon a motion made by Trustee LaFond and seconded by Trustee Nichols, it was unanimously

VOTED: to adjourn the meeting at 2:29 p.m.

ROLL CALL VOTE: 4 approved. Karen LaFond; Maryanne Hammond; Dina Nichols; Marina Taylor

Respectfully submitted,

[Signature]
Barry M. Moloney
Secretary, Board of Trustees
Worcester State University Proposal

overview

The Board of Trustees of Worcester State University has asked Breakthrough Collaboration to provide a proposal for the administration of a 360 Evaluation for Barry M. Maloney, President of Worcester State University.

scope of work

The Breakthrough 360 Evaluation process services include the following:

- conversation with the Trustees or their designated representative regarding goals and objectives, and timing for the 360 Evaluation.
- creation, administration, and processing of an online 360 Evaluation survey assessment.
- online distribution of the 360 Evaluation survey instrument to faculty and staff of the University, and others as deemed appropriate, to collect relevant themes and data.
- up to 16 hours for interviews/meetings with individuals and/or groups as requested or as needed.
- a written report that summarizes the data gathered through the survey, interviews, and facilitated meetings.
- present and review report with the Trustees and the President.

timing/timeline

The timing for the start and end point for the 360 Evaluation will be determined in consultation with the Board of Trustees.
pricing

It is anticipated that the cost for the services as outlined above, (entry meeting, interviews, customization of the 360 Evaluation instrument, data analysis and report, preparation for and facilitation of all meetings) will be $14,000-$18,000.

This figure is exclusive of travel costs and incidental expenses. It also does not include costs such as mileage (billed at $0.56/mile) and hotel accommodation, meals and parking (if required), which are billed at cost.

terms and conditions

Payment terms for this project are as follows: 50% of the lower anticipated cost at signing, and the remainder billed upon completion.

If the parameters of this project expand from what has been outlined in this proposal, the terms and project costs will be re-negotiated, adjusted accordingly and must be agreed to by both parties.

In the event Worcester State University canceled any or all of the services described herein, the University will pay Breakthrough Collaboration, Inc. for services rendered and expenses that have been incurred (e.g., preparation of materials, and travel arrangements that cannot be canceled or refunded, etc.).

confidentiality and intellectual property

Breakthrough Collaboration, Inc. agrees to regard and treat the content created during the 360 Evaluation as confidential and to use reasonable precautions to retain the information in confidence.

All rights to intellectual property, including but not limited to materials and forms, produced or developed by Breakthrough Collaboration, Inc., in connection with our services, will remain the sole property of Breakthrough Collaboration, Inc.
Dear Ms. Hammond:

The Association of Governing Boards of Universities and Colleges (AGB) welcomes the opportunity to share information with Worcester State University on presidential assessment services. This letter serves as high-level outline of our presidential assessment services and it is informed by a recent conversation with Nikki Kapurch, Special Assistant to the President and Liaison to the Board of Trustees and Stacey Luster, General Counsel and Assistant to the President.

AGB’s expert presidential assessment services enable board members to build a strong partnership between the board and CEO and create the conditions for institutions to plan for success despite uncertainty. Member institutions typically shape the unique parameters of their presidential assessment suite of services based on their respective timelines and institutional needs, however; a high-level outline of services – for discussion purposes – is listed below:

- **Methods used:** Qualitative and quantitative inquiry, including survey data and a mix of interviews with board, staff, and key stakeholders, as mutually designed;
- **Deliverables:** Deliverables may include a written report to the Board of Trustees; presentations by the consultant; and/or appropriately scoped conversations with leadership regarding results of the assessment;
- **#/Consulting Days Needed:** Processes vary; however, typically processes range from eight to eighteen (8 – 18 days);
- **Pricing:** Pricing varies according to the number of interviews and associated consulting days required; however, a base price for consideration is $34,000

Should there be a mutually agreeable desire for AGB to provide presidential assessment services, we would have a conversation with you to determine the best consultant match for your needs and work together with that consultant to develop an appropriate scope of work. Selected experts in this area include Dr. Ellen Chaffee and Dr. Terry MacTaggart.

Please do not hesitate to contact me if you have questions or need additional information. I can be reached at jholland@agb.org.

Sincerely,

Jenifer Holland
Interim Director, AGB Consulting