

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MEETING MINUTES
Monday, November 2, 2015**

1. CALL TO ORDER

Chair Karen Lee called the special meeting of the Board of Trustees of Western Washington University to order at 10:06 a.m., Monday, November 2, 2015 in the Board of Trustees Conference Room, Old Main 340, at Western Washington University in Bellingham, Washington.

Board of Trustees

Karen Lee, Chair
Sue Sharpe, Vice Chair
Earl Overstreet, Secretary
Betti Fujikado
Chase Franklin
Mo West
Seth Brickey

Western Washington University

Bruce Shepard, President
Brent Carbajal, Provost and Vice President for Academic Affairs
Richard Van Den Hul, Vice President for Business and Financial Affairs
Steve Swan, Vice President for University Relations and Community Development
Molly Ware, Faculty Senate President
Roger Leishman, Assistant Attorney General
Paul Cocke, Director, University Communications
Paul Dunn, Senior Executive Assistant to the President
Barbara Sandoval, Assistant to the President and Secretary to the Board of Trustees
Elissa Hicks, Assistant Secretary to the Board of Trustees

2. EXECUTIVE SESSION MAY BE HELD TO DISCUSS PERSONNEL, REAL ESTATE AND LEGAL ISSUES AS AUTHORIZED IN RCW 42.30.110.

At 10:06 a.m. Chair Lee announced that the Board would convene in Executive Session for approximately 30 minutes to discuss a personnel matter as authorized in RCW 42.30.110 (1)(g).

The Board returned to open meeting at 10:42 a.m. with no action to report and continued with the open meeting.

3. PRESIDENTIAL SEARCH PROCESS

Trustee Sue Sharpe, Chair of the Presidential Search Advisory Committee (PSAC) provided a brief overview of events related to the search to date and said the search had recently reached a new milestone by finalizing the selection of the members of the PSAC, that she proceeded to introduce to the board.

- Spencer Anthony-Cahill, Professor, Chemistry Department
- Stephanie Cheng, Sophomore, Journalism & Public Relations
- Chase Franklin, Trustee, Western Washington University
- Jim Graham, Associate Professor, Psychology
- Kathi Hiyane-Brown, President, Whatcom Community College
- Aaron Ignac, Assistant Director of Operations, Academic & Career Services
- Kathy Kitto, Vice Provost for Research, Dean of the Graduate School
- Kim Kolb Ayre, Program Manager, Dean's Office, College of Humanities & Social Sciences
- Karen Lee (ex officio), Chair, Western Washington University Board of Trustees
- Trula Nicholas, Associate Professor, Health and Community Studies
- Leona Oliveros, Master's student, Secondary Education
- Earl Overstreet, Trustee, Western Washington University
- Jerry Thon, Founder, Astoria Holdings
- Tyler Tran, Master's student, Environmental Science

Trustee Sharpe announced that Greenwood/Asher & Associates, a leading national search firm specializing in higher education, was selected to assist and advise Western's presidential search. She introduced Jan Greenwood, President and Partner, who will be the lead representative during the search.

Greenwood shared with the trustees some of the changes that have occurred in the national market with regard to higher educational administrative positions since Western's last search in 2008. She said that the candidate pool is aging and becoming more diverse and that a public versus private search process will produce a very different pool of candidates. Greenwood also reaffirmed her company's commitment to diversity, integrity, fairness and equality throughout the entire search process and commended the university on the open and transparent process it has achieved so far. She also commented on the level of participation during the campus listening sessions and survey feedback and said that it is the most participation her company has seen in almost 23 years. Her final comment related to the transition process after a selection has been made, saying that a candidate who follows after a long term successful president averages only three years in their new position without effective transition support.

Greenwood asked the trustees what they thought would be the most important attributes of a successful candidate based on where they see Western headed in the next five to ten years. Trustees responded with general feedback such as strategic leader, commitment to transparency and collaboration, innovative, sense of perspective for the future both in higher education in general and in communication trends, being able to engage the community and the legislature.

4. RESOLUTION 2015-09 CHARGE TO THE PRESIDENTIAL SEARCH ADVISORY COMMITTEE

Trustee Lee asked Trustee Fujikado to read Resolution No.2015-09 Charge to the Presidential Search Advisory Committee.

RESOLUTION 2015-09

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTERN WASHINGTON UNIVERSITY

CHARGE TO PRESIDENTIAL SEARCH ADVISORY COMMITTEE

WHEREAS, President Bruce Shepard has announced his intention to retire from the Presidency of Western Washington University after the conclusion of the 2015-16 academic year; and

WHEREAS, the Board of Trustees is responsible for the timely selection and appointment of an individual to replace President Shepard as president of the University; and

WHEREAS, the Board of Trustees, through Resolution 2015-06, appointed Vice Chair Susan Sharpe to serve as Presidential Search Advisory Committee Chair and directed her to develop recommendations to the Board related to the search process, including with respect to the size and composition of the Presidential Search Advisory Committee; and

WHEREAS, the Board of Trustees, through Resolution 2015-08, adopted recommendations and made appointments of trustees to the Presidential Search Advisory Committee; and

WHEREAS, acting pursuant to Resolution 2015-08, the Board Chair and the Committee Chair will appoint individuals to serve on the Committee; and

WHEREAS, it is the Board's desire to provide clear direction to the Committee, now, therefore, be it

RESOLVED that the Charge to the Presidential Search Advisory Committee attached hereto be and the same hereby is approved.

Dated this 2nd day of November, 2015.

Board of Trustees Charge to the Presidential Search Advisory Committee

Background

Selection of the University President is the statutory responsibility of the Board of Trustees ("Board"). In discharging this responsibility, the Board seeks the assistance and advice from the faculty, staff, students, other constituencies and friends of the University. Accordingly, the Board is creating a Presidential Search Advisory Committee ("Committee"). The Committee will be comprised of individuals committed to the advancement of the University, who have been nominated by the leadership of their respective campus governance organizations. The members will bring diverse expertise, perspectives and experiences to the common task of advising the Board in preparation for the Board's evaluation of candidates for president of the University.

Of necessity, the considerable work of the Committee will require evening and weekend meetings. However, those who have served on past Presidential Search Advisory Committees have found it rewarding and manageable. Staffing will be provided and the Committee's efforts will be supported by Greenwood/Asher & Associates, a professional search consulting firm.

Charge

The Committee's initial task is to develop a list of qualifications and characteristics the next president should possess, based on feedback received from the on- and off-campus Western community through open forums and online stakeholder surveys. After receiving the report of the Committee regarding potential presidential qualifications, the Board will adopt criteria to be applied by the Committee in evaluating and interviewing candidates.

Within the timeframe established by the Board Chair and Committee Chair, the Committee is to submit to the Board a list of all candidates who meet the minimum qualifications along with the Committee's unranked recommendation of three to five candidates for the Board to consider inviting for final interviews. For each of the recommended candidates, the Committee is to provide a written statement explaining why he or she is considered to be suited to be president of the University.

In carrying out its duties, the Committee is expected to undertake the following activities:

- conduct a national search to enable the Board to consider a select group of highly qualified candidates;
- advertise the position by appropriate means;
- actively recruit candidates from a wide, diverse group of well-qualified individuals, including women, minorities and non-traditional applicants;
- maintain records of all nominations and applicants;
- screen applications using the criteria established by the Board;
- provide appropriate information about the University to the candidates;
- keep the candidates apprised of their status in the search;
- interview and conduct reference checks on all recommended candidates;
- ensure that the process is conducted with integrity, candidate confidentiality, and in compliance with all applicable laws and University policies.

The Committee's role is strictly advisory to the Board. The Committee is not authorized to conduct hearings, take testimony or public comment, or otherwise act on behalf of or exercise any of the powers of the Board.

The Committee understands that the Board Chair and the Chair of the Committee are the only persons authorized to engage in public communication concerning the search. The Chair of the Committee is the only person authorized to engage in public communication on behalf of the Committee.

Meetings of the Committee are not required to be open to the public and will generally be held privately.

The Committee and its members are required to maintain strict confidentiality during and after the search. All members will be required to sign a confidentiality agreement to ensure the integrity of the process.

The Board thanks the members in advance for devoting their time and considerable talents to the task of advising the Board concerning the evaluation of candidates for the president of the University.

Approved by the Board on the 2nd day of November, 2015.

MOTION 11-02-2015: Trustee Fujikado moved that the Board of Trustees approve Resolution 2015-09 Charge to the Presidential Search Advisory Committee.

Motion was approved.

5. The meeting adjourned at 11:55 a.m.