



RESOLUTION 2015-08

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
WESTERN WASHINGTON UNIVERSITY**

**ADOPTION OF PRESIDENTIAL SEARCH ADVISORY COMMITTEE CHAIR
RECOMMENDATIONS AND APPOINTMENT OF TRUSTEES 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, Vice Chair Sharpe has made such recommendations in a memorandum to the Board of Trustees dated August 20, 2015 and as amended at the Board of Trustees meeting on August 20, 2015,

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Western Washington University as follows:

1. The Board of Trustees hereby adopts the recommendations, including trustee appointments to the Presidential Search Advisory Committee, made by Vice Chair Sharpe in her memorandum to the Board dated August 20, 2015 and entitled "Recommendations Concerning Presidential Search Advisory Committee (Amended)." A copy of Vice Chair Sharpe's memorandum is attached hereto.
2. Notwithstanding the foregoing, the Board retains all of its rights and duties, and discretion, by law, to appoint the President of the University.

ATTEST:

A handwritten signature in black ink, appearing to read "Karen Lee".

Karen Lee, Chair

A handwritten signature in black ink, appearing to read "Richard Thompson".

Dick Thompson, Secretary

MEMORANDUM

TO: Western Washington University Board of Trustees

FROM: Sue Sharpe, Presidential Search Advisory Committee Chair

DATE: August 20, 2015

RE: **Recommendations Concerning Presidential Search Advisory Committee**

At the July 20, 2015 Special Meeting of the WWU Board of Trustees ("Board") I was appointed Chair of the Presidential Search Advisory Committee ("Committee") with the specific charge to return to the board with recommendations on the size, composition and process for nominating members of the Committee. The understanding was that the final appointments will be made by the Committee Chair and Board Chair following Board approval of the recommended process. In its charge the Board also recommended that the search process be conducted in a manner that is generally similar to past presidential searches, and that the presidential search be inclusive and transparent, engaging the University community while maintaining appropriate candidate confidentiality. Given that charge, Board Chair Karen Lee and I consulted leadership of the Faculty Senate, Associated Students, Classified staff, Professional staff and executive administrators to inform the recommendations presented below.

1. **Role of Committee** - Working in consultation with a search consultant selected by the Committee Chair and Board Chair, the Committee's role is to assist the Board of Trustees in conducting a search and screen process for the position of President of Western Washington University. The Committee's role is strictly advisory to the Board. The Committee is not authorized to act on behalf of or to exercise any of the powers of the Board. Following selection of the Committee, the Board shall issue a charge to the Committee outlining its specific responsibilities and the Board's expectations with respect to the discharge of those responsibilities.
2. **Scope of Search** - The Committee is to conduct a national search that offers the Board the opportunity to consider a select group of highly qualified candidates with the qualifications and characteristics set forth in evaluation criteria established by the Board. Those qualifications and characteristics criteria will be based upon input received from faculty, staff, students, alumni and other constituencies and friends of the University. The Board is committed to a presidential search process that fully engages the Western campus community and other stakeholders with numerous and varied opportunities for involvement and participation.
3. **Criteria for Committee member selection** - In Resolution 2015-06 passed July 20, 2015 the Board asked that on campus members of the Committee meet the following general criteria:
 - committed to the best interests of the University;
 - respected by colleagues and co-workers;
 - record of active engagement in University affairs;
 - good judgment;
 - ability to maintain strict confidentiality;

- demonstrated ability to work collaboratively with others;
 - willing and able to devote the time required for this process (including attending meetings held mainly during evenings and weekends with possible travel to meetings held in remote locations)
4. **Size, Composition and Selection of Search Committee**
- **Trustees (3):** Susan Sharpe (Committee Chair), Chase Franklin, (Vice Chair) and Earl Overstreet. Board Chair Karen Lee will serve ex-officio as a nonvoting member of the Committee.
 - **Faculty Members (3):** The Faculty Senate will be asked to place in nomination the names of eight to ten faculty members who meet the above criteria.
 - **Students (2):** The Associated Students will be asked to place in nomination the names of six students, including at least two graduate students, who meet the above criteria.
 - **Professional Staff (1):** The Professional Staff Organization will be asked to place in nomination the names of four to five professional staff members who meet the above criteria.
 - **Classified Staff (1):** Representatives of the classified staff will be asked to solicit nominees and place in nomination the names of four to five classified staff employees who meet the above criteria.
 - **Academic Administrator (1):** The Board Chair and the Committee Chair will select one member of the University's academic administrative team to serve on the Committee that meets the above criteria.
 - **Community Members (2):** The Board Chair and the Committee Chair will select two members of the committee to represent the broader off-campus community of constituents including alumni and friends of Western Washington University consistent with the relevant above criteria.
 - Board Chair and the Committee Chair may also select up to two additional members to serve on the committee.

Nomination invitations will be sent to the nominating bodies no later than September 1, 2015 outlining the specific criteria and process for nominations. Nominations made by the nominating bodies and the final Committee member appointments shall be made reflecting Western's commitment to diversity in all its forms. Each nomination should be accompanied by a statement from the nominator describing why the nominee is qualified to serve on the committee based on the stated criteria. The letter should be accompanied by a background statement, resume or curriculum vitae of the nominee. The nomination letter may, but need not, be accompanied by a letter from the nominee containing any information which she or he believes may be relevant to the Board Chair and Committee Chair in considering the nomination.

All nominations must be submitted to the Chair of the Presidential Search Advisory Committee, Mail Stop 9033 or by email to Presidential.Search@wwu.edu, by the due date outlined in the nomination invitation. An opportunity for all nominees to meet with the Trustee members of the Search Committee will be scheduled before the final appointments are extended. These meetings will not be mandatory but intended simply as an informal opportunity to get to know one another. The Board Chair and Committee Chair reserve the right to select individuals who have not been nominated to serve on the committee.

5. **Composition of Staff:** In Resolution 2015-06 The Board Chair and Committee Chair were authorized to select the staff required to support the search. Paul Dunn has been appointed Special Assistant to the Presidential Search and Liz Sipes as Search Coordinator to oversee the administration of the search. It is expected that from time to time the Committee Chair or the Search Staff may call upon the services of other members of Western's faculty and staff.
6. **Selection of Search Consultant:** Consistent with the charge in Resolution 2015-06 a Request for Quotes and Qualifications for the Search Consultant has been published and a final selection will be made by the Committee Chair in consultation with the Board Chair. The Chairs may seek the advice of other campus leadership during the course of the Consultant selection process.
7. **Campus and Community Input:** The Committee will work with the Search Consultant to develop effective strategies for the Board to benefit from the views of faculty, staff, students, alumni, community members and friends of the University concerning the desired qualifications and characteristics to be sought in the next president.
8. **Search Committee Meetings:** Meetings of the Committee are not required to be open to the public and should generally be held privately to foster frank discussion and to protect confidentiality. It is expected that Committee meetings will be held on weekends and evenings. Because of the intensive commitment required of staff, faculty and students serving on the Committee, efforts to make reasonable accommodations for the additional demands on their time should be made by their colleagues, supervisors, and professors.
9. **Public Communications:** The Chair of the Committee is the only person authorized to engage in public communication concerning the search on behalf of the Committee.
10. **Confidentiality:** The Committee and its members will be required to maintain confidentiality both during and after the search. All members will be required to sign confidentiality agreements as part of the process.
11. **Committee Rules & Ethical Code:** The Board Chair and Committee Chair in consultation with Committee members and others will develop rules regarding the Committee's operations as they deem advisable.