

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
MEETING MINUTES  
MONDAY, NOVEMBER 17, 2015**

**1. CALL TO ORDER**

Chair Karen Lee called the special meeting of the Board of Trustees of Western Washington University to order at 1:04 p.m., in the Boardroom, Old Main 340, in Bellingham, WA.

**Board of Trustees**

Karen Lee, Chair  
Sue Sharpe, Vice Chair  
Earl Overstreet, Secretary – *by phone*  
Betti Fujikado  
Chase Franklin  
Mo West  
John M. Meyer  
Seth Brickey

**Western Washington University**

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

**2. PRESIDENTIAL SEARCH PROCESS & APPROVAL OF POSITION DESCRIPTION**

Trustee Sharpe and Jan Greenwood, President and Partner, Greenwood/Asher & Associates, updated the Board on the recent activity of the Presidential Search Advisory Committee (PSAC). They said that over the last couple of weeks the PSAC has held over 25 listening sessions with broad campus constituencies and collected and analyzed feedback from the online survey. Sharpe said that some efforts were more successful than others and some events were altered at the last minute to encourage greater participation. She said that overall Western's process had broken participation records in every category.

Sharpe said that strong leadership traits for the next president came from the listening sessions. She called some the "flavor of Western" which she said are examples of the excellent teamwork that has been present on campus over the last few years which include: accessible and transparent, good communication skills, focus on diversity and sustainability, legislative know how, strong academic background with a liberal arts foundation, a strong understanding of shared governance, good community outreach, strong fundraising/alternative funding skills. Greenwood said that all of the feedback ended up shaping the recommended Position Description and the recommended

Leadership Challenges, Opportunities and Expectations, and that the documents were a summary of all the input.

Trustees had questions about student engagement. Sharpe responded that there was more student participation through online resources than in person, but when they engaged students in small groups on campus, in-person participation was improved. Trustee Sharpe said that overall the committee has worked very well together and she feels that the PSAC has created a really spectacular document that showcases the strengths of Western and will attract quality candidates for the position.

Greenwood said that these documents, once approved, would be used by their firm to market the position and made into a professional document that would be sent to potential candidates and applicants. Sharpe requested one modification to the Recommended Position Description in the How to Apply section of the document. Before the fourth sentence a sentence should be added that says "For best consideration applications and materials should be received by January 20, 2016". Greenwood said that the document is truly inspiring, invites a higher level of candidate and is very authentic to the Western experience. She added that the document is forward looking and sets the ground work for a successful search.

Trustees thanked Trustee Sharpe for her leadership and the entire PSAC for their hard work over the past couple of weeks in creating these inspiring documents.

Trustee Lee asked Trustee Meyer to make the motion to approve the documents.

MOTION 11-03-2015                      Trustee Meyer moved that the Board of Trustees of Western Washington University, on recommendation of the Chair of the Board and the Chair of the Presidential Search Advisory Committee, approve the Position Description, as modified, and the Leadership Challenges, Opportunities and Expectations document, to be used for advertisement and recruitment of the next President of Western Washington University.

A roll call vote was taken with all Trustees voting in favor.

Chair Lee announced a break at 2:51 p.m. The Board returned and reconvened the meeting at 2:59 p.m.

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

At 2:59 p.m. Chair Lee announced that the Board would convene in Executive Session for approximately ninety minutes to discuss personnel and legal matters as authorized in RCW 42.30.110 (1)(g)&(i).

The Board returned to open meeting at 4:47 p.m. with no action to report and adjourned the meeting.