

**Western Washington University
Board of Trustees
Agenda
October 11 & 12, 2007**

Thursday, October 11, 2007

**Location: OM 340
Time: 3:00 p.m.**

- I. Call to Order**
- II. Executive Session**

Friday, October 12, 2007

**Location: OM 340
Time: 8:00 a.m.**

- I. Call to Order**
- II. Recognitions and Introductions**
 - Rhonda Allen, Vice Provost for Faculty Relations
 - Associated Students Board of Directors
- III. Executive Session may be held for purposes authorized in RCW 42.30.110**
- IV. Reports**
 - A. Board of Trustees**
 - 1. Chair Report
Presidential Search Process
Kevin Raymond, Chair
 - 2. Board Audit Committee
Howard Lincoln, Chair
 - B. Special Reports**
 - 1. Accreditation Review & Discussion
Dennis Murphy, Provost & Vice President for Academic Affairs
Kris Bulcroft, Committee Chair, Vice Provost for Undergraduate Education
Brenda Miller, Self-Study Editor, Associate Professor English
 - 2. Fall Opening
Eileen Coughlin, Vice President for Student Affairs

C. University President Reports

1. Waterfront Development – Overview on the Oregon Health & Science University (OHSU) Waterfront campus and Portland's "Pearl District" Development
Bob Frazier, V.P. for External Affairs
Homer Williams, Williams & Dame Development

LUNCH WITH NEWLY PROMOTED AND TENURED FACULTY - SOLARIUM

2. Council of Presidents' Proposal to Re-enact the "Building Washington's Future Act"
George Pierce, V.P. for Business & Financial Affairs

D Governance Reports

1. Faculty Senate
 - Faculty Senate Report on Plans for 2007-08
2. Associated Students

V. Action Items

A. Consent Items:

- Approval of the Minutes of the August 2, 2007 Special Board of Trustees Meeting
- Approval of the Minutes of the August 3, 2007 Board of Trustees Meeting
- Academic Instructional Center Testing and Balancing Services Consultant Contract, PW 455
- Delegation of Authority to Award Consultant Contract for College Hall Elevator, PW 550
- Consultant Contract for Architectural Services for Miller Hall Renovation, PW 465
- Delegation of Authority to Award Construction Contract for Replacement of Astro Turf Field, PW 547
- Continuation of Consultant Contract for Predesign Services for a Buchanan Towers Addition Feasibility Study, PW 528

B. Resolution 2007-07 Appointment of and Initial Charge to Presidential Search Committee Chair

C. 2008 Board of Trustees Meeting Schedule

D. 2008 Supplemental Operating and Capital Budgets – Delegation of Authority

E. Contract for Phase III Waterfront Development
Bob Frazier, Vice President for External Affairs
Doug Graham, STRATUS

VI. Information Items

- A. Alumni Relations Report
- B. Development Report
- C. External Affairs Report

- D. 2007 University Auxiliary Financial Statements: Housing & Dining System, Western Associated Students Bookstore, Wade King Student Recreation Center and Parking & Transportation Services
- E. Quarterly Grant Report
- F. Major Capital Projects Status Report
- G. Office of the Internal Auditor Annual Report

VII. Date for Next Regular Meeting: December 13 & 14, 2007

VIII. Adjournment

**3:00 p.m. "Raising the Roof on AIC – A celebration of successful partnerships"
AIC Building Construction Site**

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MINUTES
October 11, 2007**

I. CALL TO ORDER

Chair Kevin Raymond called the regular meeting of the Board of Trustees of Western Washington University to order at 3:02 p.m., October 11, 2007, in Old Main 340, Bellingham, Washington.

Board of Trustees

Howard Lincoln
Dennis Madsen
Kevin Raymond, Chair
Phil Sharpe, Vice-Chair
John Warner
Peggy Zoro, Secretary

Western Washington University


Karen W. Morse, President
Dennis Murphy, Provost and Vice President for Academic Affairs
Stephanie Bowers, Vice President for University Advancement
Diana Cline, Associate Director for University Planning & Budgeting
Eileen Coughlin, Vice President for Student Affairs and Academic Support Services
Bob Frazier, Vice President for External Affairs
George Pierce, Vice President for Business and Financial Affairs
Paula Rustan, Executive Director for University Planning and Budgeting
Elizabeth Sipes, Secretary to the Board of Trustees
Buff Schoenfeld, Executive Assistant to the President
Barbara Stoneberg, Assistant Secretary to the Board of Trustees
Wendy Bohlke, Assistant Attorney General

II. EXECUTIVE SESSION

At 3:03 p.m. Chair Raymond announced that the Board would convene in Executive Session for approximately 2 ½ hours to discuss personnel issues related to collective bargaining.


III. ADJOURNMENT

Meeting adjourned at 5:45 p.m. No action was taken.



Kevin Raymond, Chair

ATTEST:



Peggy Zoro, Secretary

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
MINUTES
OCTOBER 12, 2007**

I. CALL TO ORDER

Chair Kevin Raymond called the regular meeting of the Board of Trustees of Western Washington University to order at 8:05 a.m., October 12, 2007, in Old Main 340, Bellingham, Washington.

Board of Trustees

Ron Allen
Howard Lincoln
Dennis Madsen
Antasia Parker
Kevin Raymond, Chair
Phil Sharpe, Vice-Chair
John Warner
Peggy Zoro, Secretary

Western Washington University

Karen W. Morse, President
Wendy Bohlke, Assistant Attorney General
Stephanie Bowers, Vice President for University Advancement
Eileen Coughlin, Vice President for Student Affairs and Academic Support Services
Bob Frazier, Vice President for External Affairs
Dennis Murphy, Provost and Vice President for Academic Affairs
George Pierce, Vice President for Business and Financial Affairs
Paula Rustan, Executive Director for University Planning and Budgeting
Elizabeth Sipes, Secretary to the Board of Trustees
Buff Schoenfeld, Executive Assistant to the President
Barbara Stoneberg, Assistant Secretary to the Board of Trustees

II. RECOGNITIONS AND INTRODUCTIONS

Provost Murphy introduced Dr. Rhonda Allen, Vice Provost for Faculty Affairs. Dr. Allen's background includes work in Faculty Development and Collective Bargaining. She began in this newly created position on October 1, 2007.

Eileen Coughlin, Vice President for Student Affairs and Academic Support Services, introduced Ted Pratt, Dean of Students, who oversees student government. Ted introduced the following 2007-2008 Associated Students Board of Directors:

Ramiro Espinoza, President
Annie Jansen, Vice President for Academic Affairs
Aaron Garcia, Vice President for Activities
Abbey Weigel, Vice President for Business and Operations
Kayla Britt, Vice President for Diversity
Erik Lowe, Vice President for Legislative & Government Affairs
Nina Lau, Vice President for Student Life

The Associated Students Board members each provided statements on their goals and areas of concentration for the academic year. Trustee Raymond thanked the AS Board for being there and reiterated that they are an important part of leadership on Western's campus.

III. EXECUTIVE SESSION

At 8:15 a.m. Chair Kevin Raymond announced that the Board would convene in Executive Session for approximately one hour to discuss issues authorized in RCW

42.30.110, including real estate, legal, and personnel issues. The Board returned to open meeting at 9:20 a.m. with no action to report.

IV. REPORTS

A. Board of Trustees

1. Presidential Search Process

Chair Raymond introduced Craig Cole, a Regent at the University of Washington and a former member of the Board of Trustees at Western Washington and invited Trustee Sharpe to expand on the introduction.

Trustee Sharpe noted Cole's business and civic associations that include President of Brown and Cole Stores; Board of Directors of Associated Grocers; Board of Directors of Puget Sound Energy; Waterfront Futures Committee; State Human Rights Commission; and the Governor's Task Force on Early Learning. A graduate of WWU's Fairhaven College, Cole served on Western's Board of Trustees for two terms. During that time he served on two presidential search committees; the 1988 search resulting in the selection of Dr. Kenneth Mortimer and the 1993 search, which he chaired, resulting in the selection of President Morse. Cole was involved with the limited-term appointment of President Huntsman and the appointment of President Mark Emmert at the University of Washington.

Cole stated that selecting and hiring a president is uniquely the job of the Trustees who will work with a committee of faculty, staff, students, and other constituencies of the campus community.

He explained the importance of confidentiality and encouraged that written pledges be requested of search committee members to keep matters confidential and within the constraints of the law as the University's legal advisor determines.

Cole continued by saying that the assurance of confidentiality will ensure that the best candidates apply for the position. He said that many candidates will decline an on-campus interview situation and suggested that private one-on-one conversations with the leadership of the search committee may be appropriate in the early stages.

Cole said that the search process must be professional and orderly and encouraged the Trustees to work with a timetable suggesting that flexibility is essential. He cited examples of failed searches based on following a timeline too stringently and reminded the Board that a search is not "failed" as long as the search is still in process.

Cole said that a consultant is a valuable part of the search process but reminded the Board of the importance of retaining control of the process. He cautioned against the consultant who wants to rush the search based on their own schedule. Cole also suggested enlisting the assistance of retired university presidents to conduct the final vetting of candidates or assist with background checks.

Cole advised the Board of the importance of offering an appropriate salary noting that market for university presidents is very competitive. He added that quality candidates are very capable and are passing up more lucrative lines of work because of their love for higher education.

Cole made recommendation on the search committee size and structure. He stated that it is vital that the committee bring a broad perspective and work on behalf of the institution as a whole, not based on their constituency. Cole said that the committee's role is to deliver qualified candidates to the Board and that the Board will make the final decision. He also recommended that the search committee be properly supported with a full time administrator, full time support person and a consultant. Cole reminded the Board to be patient and bear in mind that Western is a great university that will attract top candidates.

Trustee Raymond provided a summary of objectives that have been met since President Morse announced her retirement on September 21, 2007. Trustees Raymond and Sharpe have met with various stakeholders on campus including Faculty Senate, Associated Students, Classified Staff and Professional Staff to discuss the size and composition of the search committee and the general

parameters of the search process. He said that a Request For Qualifications has been sent out for the search consultant adding that once selected, the consultant will undertake an institutional scan of Western. Trustee Raymond said that the scan will help articulate the qualities the University community is looking for in its next president. He said that the consultant will also help identify strong candidates for the presidency and assist with the selection process. Trustee Raymond said that it is imperative that the process results in a new president that is embraced by the community and that the campus community feels that it was listened to and was actively engaged in the process.

Trustee Raymond said that a notice was placed in the Faculty and Staff Newsletter (FAST) inviting comments from the campus community, a Presidential Search Office has been established on campus and a website will provide information to the campus community on the search process. He noted that a website will also be available for candidates seeking information on the Presidency.

Trustee Raymond recommended that Vice-Chair Phil Sharpe serve as the Search Advisory Committee chair. He noted that as a local trustee, next chair of the Board, and the first chair for incoming president, Trustee Sharpe is the ideal candidate to chair the committee.

A Special Meeting of the Board of Trustees has been scheduled for Monday, October 22, 2007 to consider recommendations relating to size and composition of the search advisory committee, and general parameters of the search. Trustee Raymond recommended that the process be similar to previous Western searches, maintaining flexibility, inclusiveness, transparency and confidentiality. He added that potential Search Advisory committee members should be committed to the best interests of the University, respected by their colleagues and peers, have a record of active engagement in University affairs, have good judgment, listen well, work collaboratively and be willing to devote the time that is necessary to complete a successful search.

2. Board Audit Committee

Trustee Lincoln reported on the October 11, 2007 Board Audit Committee meeting. Trustees Lincoln, Madsen, and Zoro met with representatives from KPMG who reported on completed audits of the following auxiliaries:

- Housing and Dining
- Associated Students Book Store
- Wade King Student Recreation Center
- Parking and Transportation Services

KPMG found no deficiencies in the internal control structure. Audits had been done consistent with the GASB principles. They also provided a review of operational issues with respect to the Bookstore, and Parking and Transportation. KPMG will be back in December for the University Financial Audit.

The Board Audit Committee met with the Internal Auditor, Kim Herrenkohl. She updated them on scheduled and unscheduled audits and described how she is providing information to new faculty concerning ethics laws, etc. The 2007 Office of the Internal Auditor Annual Report which includes a list of scheduled audits is included in the Information Items.

The Board Audit Committee is undertaking a self-assessment which will be brought to the Board at the December meeting.

At 10:25 Chair Raymond announced a break and the meeting reconvened at 10:38 a.m.

B. SPECIAL REPORTS

1. Accreditation Review

The Board was provided a copy of the draft 2008 Accreditation Self-Study report. Feedback from the campus and Bellingham community is due by October 31 and the completed report will be sent to the Northwest Commission on Colleges and Universities (NWCCU) by February 1.

The ten member site visit team will be at Western April 7 – 9, 2008. Board participation is vital and members of the team will want to meet with the Board, particularly the Board Chair, when they are on campus.

The Board of Trustees committed to giving input to the Executive Summary which will be written following the comment period. Trustee Raymond said the Executive Summary would be a good snapshot of the institution and could highlight items that would be of interest to potential presidential candidates.

In response to questions from the Board, material highlighting student organizations and student involvement will be included in the appendices and exhibits.

2. Fall Opening

Vice President Coughlin reported that the final headcount for Fall quarter was 13,352, final FTE is 12,517. The overall enrollment for the institution is 16.9% ethnically diverse students, an increase from 15%.

Trustee Parker attended the September 25 Student Convocation. She said it was a good way for students to feel connected and inspired commitment to the University.

C. UNIVERSITY PRESIDENT REPORTS

1. Waterfront Development

Vice President Frazier introduced Homer Williams of Williams & Dame Development in Portland, Oregon. Williams developed the Pearl District and is in the process of building the new Oregon Health Sciences riverfront campus in Portland.

Trustee Raymond welcomed Mayor Tim Douglas, Len Johnson of the City of Bellingham, Rick Agnew of VanNess Feldman, and Doug Graham and Pete Facione of STRATUS.

Williams presented an overview of the development and urban renewal in Portland's Pearl District and spoke on how it relates to the development on Bellingham's waterfront.

Mayor Douglas spoke briefly about the opportunities for the city and university and emphasized that the redevelopment of the waterfront is a long term commitment of the Bellingham community.

At 12:00 p.m. the Board adjourned for lunch in the Solarium.

The Board reconvened at 1:00 p.m. in OM 340.

2. Council of Presidents' Proposal to Re-enact the "Building Washington's Future Act"

Vice President George Pierce summarized the history of the Gardner-Evans Initiative, "Building Washington's Future." The \$61.9 Million received by Western in 2003 was used for design and construction of Academic Instructional Center and for Bond Hall renovation.

Under the leadership of Council of Presidents (COP), reauthorization for additional bonding authority has been initiated. A bill called "Extending the Building

Washington's Future Act" asks for 1 Billion dollars over a six year period for higher education. Higher Ed needs a reauthorization because 1) the original Gardner-Evans bonding authority has been fully committed, 2) there is growing competition for state bonds, and 3) to maintain the dedicated state source of funding and proportionate share of funds that are available from these revenues.

President Morse said this request is one of three items in the Council of Presidents' Supplemental Budget agenda.

D. GOVERNANCE REPORTS

1. Faculty Senate

Faculty Senate President Jeff Newcomer provided a written report on current activities of the Senate.

2. Associated Students

Associated Students President Ramiro Espinoza provided a written report on the current activities of the Associated Students Board of Directors.

Trustee Raymond thanked Faculty Senate President and Associated Student President on behalf of the Board, for the opportunity to meet with each of them regarding the upcoming WWU Presidential Search.

V. ACTION ITEMS

A. Consent Items

MOTION 10-1-07

W. Ron Allen moved, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- Minutes of the August 2, 2007 Special Meeting of the Board of Trustees
- Minutes of the August 3, 2007 Meeting of the Board of Trustees
- Academic Instructional Center Testing and Balancing Services Consultant Contract, PW 455
- Delegation of Authority to Award Consultant Contract for College Hall Elevator, PW 550
- Consultant Contract for Architectural Services for Miller Hall Renovation, PW 465
- Delegation of Authority to Award Construction Contract for Replacement of Astro Turf Field, PW 547
- Continuation of Consultant Contract for Predesign Services for a Buchanan Towers Addition Feasibility Study, PW 528

The motion passed unanimously.

B. Resolution 2007-07 Appointment of and Initial Charge to Presidential Search Committee Chair

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
RESOLUTION 2007-07**

**APPOINTMENT OF AND INITIAL CHARGE TO
PRESIDENTIAL SEARCH ADVISORY COMMITTEE CHAIR**

WHEREAS, President Karen Morse has announced her intention to retire from the Presidency of Western Washington University effective September 1, 2008; and

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

WHEREAS, the Board of Trustees wishes to formally commence a presidential search process to discharge its responsibility to select the next president of the University; and

WHEREAS, the Board of Trustees intends that such process be broad and inclusive,

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

1. Vice Chair Phil Sharpe is appointed to serve as Presidential Search Advisory Committee Chair and to lead the presidential search process as Chair of the Presidential Search Advisory Committee.
2. The Chair of the Presidential Search Advisory Committee shall establish and direct the search process, in consultation with the Board and its Chair, and such other constituencies, groups and individuals as may be appropriate, including representatives of University faculty, staff and students, and external constituency groups. In so doing, the Chair of the Presidential Search Advisory Committee is authorized and directed to utilize and employ on the University's behalf a Presidential Search Advisory Committee, consultants, a staff administrator, and such other staff or University resources as may be necessary or appropriate.
3. The size and composition of the Presidential Search Advisory Committee shall be agreed to by the Board based on recommendations from the Presidential Search Advisory Committee Chair. Individual appointments to the Presidential Search Advisory Committee shall be made by the Presidential Search Advisory Committee Chair and Board Chair following Board approval of the size and composition of the Presidential Search Advisory Committee.
4. The Chair of the Presidential Search Advisory Committee is instructed to conduct the search process in a manner that is generally similar to past presidential searches conducted by the Board; provided, however, that the Board intends that the search process retain the flexibility necessary to ensure the timely selection and appointment of the best possible candidate to serve as the next president of the University.
5. The Board intends that the presidential search be conducted on a basis that is inclusive and transparent, while maintaining appropriate candidate confidentiality. The Board intends that on-campus Presidential Search Advisory Committee members 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; and willing and able to devote the time necessary to this process (including possible Saturday meetings).
6. Notwithstanding the foregoing, the Board retains all of its rights and duties, and discretion, by law, to appoint the President of the University.

MOTION 10-2-07

Howard Lincoln moved that the Board of Trustees approve Resolution 2007-07 Appointment of and Initial Charge to Presidential Search Committee Chair.

The motion passed unanimously.

C. 2008 Board of Trustees Meeting Schedule

Trustee Sharpe suggested moving the April Board meeting to April 9 & 10 to coincide with the meeting with the Accreditation Team. This will be revisited when the site visit schedule is confirmed.

MOTION 10-3-07 Dennis Madsen moved, that the Board of Trustees of Western Washington University adopt the following meeting schedule for the year 2008:

February 7 & 8, 2008
April 3 & 4, 2008
June 12 & 13, 2008
August 7 & 8, 2008
October 2 & 3, 2008
December 11 & 12, 2008

Motion passed unanimously.

D. 2008 Supplemental Operating and Capital Budget Submittals

Paula Rustan, Executive Director of University Planning & Budgeting, updated the Board on the 2008 Supplemental Operating Budget Request. The total operating budget request is \$7.2 Million; due to OFM on October 17.

Vice President George Pierce updated the Board on the Capital Supplemental Budget request.

- 1) Park's Hall Ground Floor Renovation - \$4.7 million
- 2) Safe Campus Initiative – Purchase and Installation of Distributed Antenna System - \$3 million
- 3) Land Acquisition for Western Campus at the Waterfront - up to \$6 million
- 4) Expand Childcare facility on campus and initiate planning for a new facility - \$500,000 to \$600,000.

MOTION 10-4-07 John Warner moved that the Board of Trustees of Western Washington University, upon the recommendation of the President, hereby delegates its authority to the President for final approval and submission of the 2008 Supplemental Operating and Capital Budget Requests for consideration during the 2008 Legislative Session.

Motion carried unanimously.

D. Contract for Phase III Waterfront Development

Vice President Bob Frazier introduced Doug Graham and Pete Facione of STRATUS. Graham reported on the progress made and provided a planning overview of what will happen between now and December 31.

STRATUS' principle role over the next calendar year is to work with the University to develop the Academic Plan, the Enrollment Plan, the Space Program, the Development Model, the Organizational Model, Master Plan Oversight, Cost Estimating and Consultant Team Management. The Strategic Results Group will provide counsel to STRATUS in the development of financial funding; provide legal assistance, and architectural illustrations and consultation.

STRATUS will present additional institutional development models to the Trustees at the December and February Board Meetings. It was noted that the waterfront development project is an important component in the upcoming presidential search.

Trustee Allen asks the Board to consider a Long House at the waterfront to recognize the tradition and history of the Native American communities in the area. President Morse said that a Long House is in the mix and will be part of the discussion of what buildings will eventually be at the waterfront.

In response to a question from the Board, STRATUS said they are meeting with faculty and students to discuss plans for the waterfront. The Waterfront Committee will make the final recommendation.

MOTION 10-6-07

Peggy Zoro was moved, that the Board of Trustees of Western Washington University, upon the recommendation of the President award:

\$255,000 for a consultant contract to STRATUS – Heery International, Inc., Los Angeles, California, to provide consultant services for Phase III of the waterfront development.

Motion passed unanimously.

VI. INFORMATION ITEMS

A. Alumni Relations Report

Vice President Bowers provided a written report on recent Alumni Association activities.

B. Development Report

Vice President Bowers provided an update to the Board on Western Washington University Foundation activities.

C. External Affairs Report

Vice President Frazier provided a written report on the recent activities of External Affairs.

D. 2007 University Auxiliary Financial Statements

Vice President Pierce provided Financial Statements for the Housing and Dining System, Associated Students Bookstore, Wade King Student Recreation Center, and Parking and Transportation Services.

E. Quarterly Report on Grants and Contracts

President Morse provided the Board a written update on grant awards for \$7,414,750 for the period July 1 to September 30, 2007.

F. Major Capital Projects Status Report

Vice President Pierce provided the Board with a written report on the status of current capital projects.

G. 2007 Office of the Internal Auditor Annual Report

President Morse provided the Board an annual overview of the operations of the Office of the Internal Auditor.

VII. DATE FOR NEXT REGULAR MEETING.

The next regular meeting of the Board of Trustees is December 13 and 14, 2007.

VIII. ADJOURNMENT


Meeting adjourned at 2:30 p.m.

In his closing comments Chair Raymond invited interested Trustees to visit the Presidential Search Office in Wilson Library, 662. At 2:45 Trustees departed for the "Raising the Roof" celebration at the Academic Instructional Center construction site.



Kevin Raymond, Chair

ATTEST:



Peggy Zoro, Secretary

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
RESOLUTION 2007-07**

**APPOINTMENT OF AND INITIAL CHARGE TO
PRESIDENTIAL SEARCH ADVISORY COMMITTEE CHAIR**

WHEREAS, President Karen Morse has announced her intention to retire from the Presidency of Western Washington University effective September 1, 2008; and

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

WHEREAS, the Board of Trustees wishes to formally commence a presidential search process to discharge its responsibility to select the next president of the University; and

WHEREAS, the Board of Trustees intends that such process be broad and inclusive,

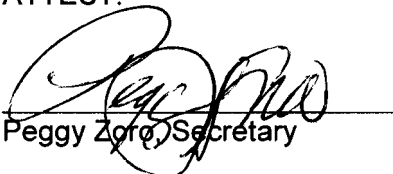
NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Western Washington University as follows:

1. Vice Chair Phil Sharpe is appointed to serve as Presidential Search Advisory Committee Chair and to lead the presidential search process as Chair of the Presidential Search Advisory Committee.
2. The Chair of the Presidential Search Advisory Committee shall establish and direct the search process, in consultation with the Board and its Chair, and such other constituencies, groups and individuals as may be appropriate, including representatives of University faculty, staff and students, and external constituency groups. In so doing, the Chair of the Presidential Search Advisory Committee is authorized and directed to utilize and employ on the University's behalf a Presidential Search Advisory Committee, consultants, a staff administrator, and such other staff or University resources as may be necessary or appropriate.
3. The size and composition of the Presidential Search Advisory Committee shall be agreed to by the Board based on recommendations from the Presidential Search Advisory Committee Chair. Individual appointments to the Presidential Search Advisory Committee shall be made by the Presidential Search Advisory Committee Chair and Board Chair following Board approval of the size and composition of the Presidential Search Advisory Committee.
4. The Chair of the Presidential Search Advisory Committee is instructed to conduct the search process in a manner that is generally similar to past presidential searches conducted by the Board; provided, however, that the Board intends that the search process retain the flexibility necessary to ensure the timely selection and appointment of the best possible candidate to serve as the next president of the University.
5. The Board intends that the presidential search be conducted on a basis that is inclusive and transparent, while maintaining appropriate candidate confidentiality. The Board intends that on-campus Presidential Search Advisory Committee members 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; and willing and able to devote the time necessary to this process (including possible Saturday meetings).

6. Notwithstanding the foregoing, the Board retains all of its rights and duties, and discretion, by law, to appoint the President of the University.


Kevin Raymond, Chair

ATTEST:


Peggy Zoro, Secretary

SECRETARY'S CERTIFICATE

I, the undersigned, Secretary of the Board of Trustees of Western Washington University and keeper of the records of said Board, DO HEREBY CERTIFY:

1. That the attached Resolution No 2007-07 is a true and correct copy of a resolution of the Board finally adopted at the regular meeting thereof held on the 12th of October 2007, and duly recorded.
2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Board of Trustees voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed; and that we are authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the University this 12th day of October 2007.


Secretary

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES**

**SPECIAL MEETING
OCTOBER 22, 2007**

I. CALL TO ORDER

Chair Kevin Raymond called the special meeting of the Board of Trustees of Western Washington University to order at 2:02 p.m. October 22, 2007, in Old Main 340, Bellingham, Washington.

Board of Trustees

Howard Lincoln (via conference call)
Dennis Madsen (via conference call)
Antasia Parker
Kevin Raymond, Chair
Phil Sharpe, Vice-Chair
John Warner
Peggy Zoro, Secretary

Western Washington University

Karen W. Morse, President
Dennis Murphy, Provost and Vice President for Academic Affairs
Wendy Bohlke, Assistant Attorney General
Stephanie Bowers, Vice President for University Advancement
Eileen Coughlin, Vice President for Student Affairs and Academic Support Services
Sue Guenter-Schlesinger, Executive Director, Equal Opportunity Office
George Pierce, Vice President for Business & Financial Affairs
Paula Rustan, Executive Director, University Planning and Budgeting
Buff Schoenfeld, Executive Assistant to the President
Elizabeth Sipes, Secretary to the Board of Trustees
Barbara Stoneberg, Administrative Assistant to the President
Lisa Wochos, Assistant Attorney General
Paula Rustan, Executive Director of Planning and Budgeting

II. REPORTS

A. Board of Trustees

1. Presidential Search Advisory Committee Chair Report to the Board of Trustees

At the October 22, 2007 regular meeting, the Board passed Resolution 2007-07 *Appointment of and Initial Charge to President Search Committee Chair*. The resolution appointed Trustee Sharpe as Chair the Presidential Search Advisory Committee (PSAC) and also established general criteria for advisory search committee members.

Trustee Sharpe reported that in March 2007, three trustees attended an all-day seminar devoted to presidential search processes at the Association of Governing Boards (AGB) Conference on Trusteeship. In addition, he has reviewed documents from past Western presidential searches, spoke to past chairs and search committee members, and spoke with presidential search consultant John Moore. Sharpe also requested input from the presidents of the Faculty Senate and Associated Students.

a. Role of Committee

Trustee Sharpe said that because PSAC is an advisory committee to the Board, most meetings will be in closed session to encourage free flowing discussion and maintain candidate confidentiality. Trustee Sharpe added that the campus community and the public will be kept fully informed.

b. Scope of the Search

Trustee Sharpe said that a national search will be conducted with the assistance of a search consultant. He noted that an institutional scan will be conducted by the consultant to determine the needs of the University. Trustee Sharpe added that input from the campus community and Bellingham will be vital to the process. He said that the Board will establish evaluation criteria based on information from the scan, and the advisory committee will be charged with the responsibility of screening candidates according to the established criteria.

Trustee Sharpe reviewed the process of identifying a search consultant and said he anticipates that the consultant will be hired prior to the final selection of search committee members.

Discussion followed regarding the importance of soliciting input from various stakeholders including alumni and statewide resources.

c. Size and Composition of Committee

Trustee Sharpe reviewed his proposal of a 12 member committee with one non-voting ex-officio member. His recommendation of committee composition includes three trustees with Chair Raymond as ex officio; three faculty members; one academic dean; two students; one professional staff; one classified staff; and one local community member. He noted that the nomination process is articulated in the recommendations (Att. A) and that in the interest of committee diversity, nominators should take into account gender, ethnicity, background, job status, and experience, reflective of the composition of their group.

Trustee Sharpe recommended that Trustees Madsen and Zoro be appointed to represent the Board due to their strong ties to the University and their perspectives as former presidents of the Western Washington University Foundation Board of Directors.

Trustee Sharpe stated that nominations should be submitted by the end of day on October 31, 2007. He added that an invitation will be extended to the nominees to meet with the Trustees as an informal opportunity for people to get to know each other.

Trustee Warner said the role of the PSAC is to listen and ensure that all constituencies are heard. Trustee Raymond said there will be a mechanism for input from all constituencies on and off campus.

d. Composition of Staff

Trustee Sharpe said that the composition of support staff depends on what services are provided by the search consultant. He said that he envisions a Search Coordinator, a Search Secretary and other resources with specialized expertise. Trustee Sharpe announced that Liz Sipes will serve as search secretary.

e. Selection of Search Consultant

Trustee Sharpe noted that per approved Resolution 2007-07, the selection of a search consultant will be made by the committee chair in consultation with the Board Chair.

f. Campus and Community Input

Trustee Sharpe said that on the advice of the search consultant, a process for soliciting input from faculty, staff, students, alumni, legislators, and stakeholders throughout the state will be developed, adding that search committee members may be asked to attend those meetings and forums.

g. Committee Meetings

Trustee Sharpe stated that the committee meetings will be held primarily on evenings and weekends.

h. Public Communications

Trustee Sharpe said that the chair of the PSAC will be the only person authorized to engage in public communication concerning the search on behalf of the search committee.

i. Confidentiality

Trustee Sharpe said that confidentiality will be key to attracting the best candidates and a confidentiality pledge will be signed by all committee members.

j. Committee Rules

The Assistant Attorney General will develop email and records retention protocol for the committee. The committee will be asked to place the interest of the University and the state above all else; respect the opinions and viewpoints of others; seek consensus; and maintain confidentiality.

In response to a question regarding opportunities to submit written materials, Trustee Raymond noted that a fully equipped Presidential Search Office and an e-mail address are in place. He added that comments and suggestions are already being received.

Trustee Sharpe said the opportunity to select a new president is a privilege for the campus, the local community and the state. He said that the search is an opportunity to showcase Western, reflect on the institution's needs for the coming years, and define the type of leadership that will best serve Western Washington University in the future.

In response to suggestions, the recommendations concerning the PSAC were amended to read that each constituency group will describe their nomination process, and that professional staff and classified staff will each forward four names for nomination.

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
RESOLUTION 2007-08**

**ADOPTION OF PRESIDENTIAL SEARCH ADVISORY COMMITTEE CHAIR
RECOMMENDATIONS AND APPOINTMENT OF TRUSTEES TO PRESIDENTIAL
SEARCH ADVISORY COMMITTEE**

WHEREAS, President Karen Morse has announced her intention to retire from the Presidency of Western Washington University effective September 1, 2008; and

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

WHEREAS, the Board of Trustees, through Resolution 2007-07, appointed Vice Chair Phil Sharpe to serve as Presidential Search Advisory Committee Chair and directed him 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 October 22, 2007,

MOTION 10-01-07

Trustee Warner moved that the Board of Trustees adopt the recommendations, as amended, including trustee appointments to the President Search Advisory Committee, made by Vice Chair Sharpe in his memorandum to the Board dated October 22, 2007 and entitled "Recommendations Concerning Presidential Search Advisory Committee."

Notwithstanding the foregoing, the Board retains all of its rights and duties, and discretion, by law, to appoint the President of the University.

Motion passed unanimously.

B. President's Report

President Morse reported that Governor Gregoire will host a meeting with Regents and Trustees on December 3, 2007. Trustees Raymond, Sharpe, Warner, and Parker, and President Morse plan to attend. The initial direction of the meeting will relate to the state's needs in science and education.

III. EXECUTIVE SESSION


At 3:18 p.m. Chair Raymond announced that the Board would convene in Executive Session for approximately 30 minutes to discuss property issues as authorized in RCW 42.30.110. The Board reconvened in open session at 4:30 p.m. The Board deferred action on Resolution 2007-09 until a future meeting.

IV. ADJOURNMENT

The meeting adjourned at 4:31 p.m.


Kevin Raymond, Chair

ATTEST:


Peggy Zdro, Secretary

**WESTERN WASHINGTON UNIVERSITY
BOARD OF TRUSTEES
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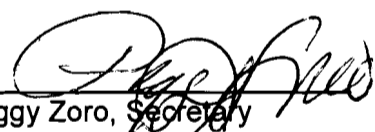
NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Western Washington University as follows:

1. The Board of Trustees hereby adopts the recommendations, including trustee appointments to the Presidential Search Advisory Committee, made by Vice Chair Sharpe in his memorandum to the Board dated October 22, 2007 and entitled "Recommendations Concerning Presidential Search Advisory Committee." 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.



Kevin Raymond, Chair

ATTEST:



Peggy Zoro, Secretary

SECRETARY'S CERTIFICATE

I, the undersigned, Secretary of the Board of Trustees of Western Washington University and keeper of the records of said Board, DO HEREBY CERTIFY:

1. That the attached Resolution No 2007-08 is a true and correct copy of a resolution of the Board finally adopted at the regular meeting thereof held on the 22nd of October 2007, and duly recorded.
2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Board of Trustees voted in the proper manner for the adoption of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been duly fulfilled, carried out and otherwise observed; and that we are authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the University this 22nd day of October, 2007.



Secretary