

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES**

Special Meeting  
December 9, 2007

**Time:** 3:30 p.m.

**Location:** Old Main 340  
Bellingham, Washington

**I. Call to Order**

**II. Reports**

**A. Board of Trustees**

- 1. Presidential Search Process**  
Phil Sharpe, Chair, Presidential Search Advisory Committee  
Jan Greenwood, Greenwood & Associates, Inc.  
Betty Asher, Greenwood & Associates, Inc.

**III. Adjournment**

**Western Washington University  
Board of Trustees  
Agenda  
December 14, 2007**

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

**I. Call to Order**

**II. Executive Session may be held for purposes authorized in RCW 42.30.110**

**BREAK – 10 min.**

**III. Reports**

**A. Special Reports**

1. *Academic Presentation – Helping Survivors of the Indian Ocean Tsunami: Psychology Professor and Students Establish International Tsunami Museum in Thailand*  
Ron Kleinknecht, Dean, College of Humanities & Social Sciences  
David Sattler, Professor, Psychology
2. University Financial Report  
George Pierce, Vice President for Business & Financial Affairs
3. New Residence Hall Siting  
George Pierce, Vice President for Business & Financial Affairs

**B. University President Reports**

1. HECB Master Plan  
Dennis Murphy, Provost & Vice President for Academic Affairs
2. Waterfront Development  
Handel Evans, President, HE Consulting, Inc.  
Doug Graham, STRATUS

**LUNCH – SOLARIUM**

**IV. Executive Session may be held for purposes authorized in RCW 42.30.110**

C. Board of Trustees

1. Presidential Search Process Update  
Kevin Raymond, Chair  
Phil Sharpe, Chair, Presidential Search Advisory Committee
2. Board Audit Committee  
Howard Lincoln, Chair

D. Governance Reports

1. Faculty Senate – No report
2. Associated Students – No report

V. Action Items

A. Consent Items:

- Approval of the Minutes of the October 11, 2007 Board of Trustees Meeting
- Approval of the Minutes of the October 12, 2007 Board of Trustees Meeting
- Approval of the Minutes of the October 22, 2007 Special Meeting of the Board of Trustees
- Approval of Fall Quarter Degrees
- Contract to Provide Consultant Services for Buchanan Towers Addition (PW 528)
- Delegation of Authority to Approve Lease Agreement for Theatre Arts Scenic Laboratory/Instructional Classroom at 415 Ohio Street, Bellingham, WA
- Consultant Contract for Design Services - Wilson Library Renovation for Special Collections (PW 544)
- Proposed Change to Western's Washington Administrative Codes (WACs): Chapter 516-11 WAC, Public Records
- Proposed Change to Western's Washington Administrative codes (WACs): Chapter 516-40 WAC, Course Materials

B. Summer Session Tuition  
Dr. Dennis Murphy, Provost

C. Resolution 2007-09 Charge to the Presidential Search Advisory Committee  
Phil Sharpe, Chair, PSAC

VI. Information Items

- A. Executive Summary of WWU's Comprehensive NWCCU Accreditation Self-Study Report
- B. Alumni Relations Report
- C. Auxiliary Capital Plan Update for University Residences

- D. Bookstore Industry Update and Strategic Directions
- E. Development Report
- F. External Affairs Report
- G. Major Capital Projects Status Report
- H. Student Right to Know and Clery Act
- I. University Police Report

**VII. Date for Next Regular Meeting: February 7 & 8, 2008**

**VIII. Adjournment**

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES**

**SPECIAL MEETING  
DECEMBER 9, 2007**

**BOARD OF TRUSTEES**

Kevin Raymond, Chair  
Phil Sharpe, Vice Chair  
Dennis Madsen  
Antasia Parker  
John Warner (via conference phone)

**WESTERN WASHINGTON UNIVERSITY**

Wendy Bohlke, Assistant Attorney General  
Eileen Coughlin, Vice President of Student Affairs and Academic Support Services  
Paul Cocks, Director, University Communications  
Dennis Murphy, Provost and Vice President for Academic Affairs  
Paula Rustan, Executive Director of Planning and Budgeting  
Buff Schoenfeld, Executive Assistant to the President  
Liz Sipes, Secretary to the Board of Trustees  
Barbara Stoneberg, Administrative Assistant to the President

**PRESIDENTIAL SEARCH ADVISORY COMMITTEE**

Ramiro Espinoza  
Angela Harwood  
Hannah Higgins  
Barbara Mathers-Schmidt  
Jeff Newcomer  
Arlan Norman  
Shar Sarte Prince

**GREENWOOD & ASSOCIATES**

Betty Asher  
Marion Frenche  
Jan Greenwood

**I. CALL TO ORDER**

Chair Raymond called the Special Meeting of the Board of Trustees of Western Washington University to order at 3:45 p.m., Sunday, December 9, 2007 in Old Main 340, Bellingham, Washington.

Chair Raymond thanked everyone for being present. He noted that President Morse elected not to attend the meeting and expressed her support of the Board and Advisory Committee search process. Chair Raymond said that her input will be solicited throughout the search process.

Trustee Sharpe introduced the search consultants; Jan Greenwood, Betty Asher and Marion Frenche of Greenwood & Associates, Inc., and members of the Presidential Search Advisory Committee (PSAC).

Greenwood explained the differences between open and confidential searches noting that confidential searches are more common today than when Western last conducted a Presidential search. She said that the most predictable and reliable way to identify a good leader is through a demonstrated track record of accomplishments. Greenwood noted that these candidates are often sitting presidents or provosts who wish to keep their search confidential. She added that there are numerous examples of presidents who have lost their jobs or institutional funding that has been withdrawn or withheld due to their involvement with a search.

Greenwood outlined the desired skill set of a president which includes:

- Management – the ability to hire smart, delegate, and hold people accountable
- Resource Development - the ability to recruit students, get federal grants and contracts, receive private, legislative and donor funding
- Leadership

- Vision

Greenwood said that the PSAC would have at least ten top A+ candidates from ad responses, nominations, and outreach efforts. She noted that this is a critically important search for Western as it will be vital to build a solid infrastructure to carry the institution beyond the next 10 years. Greenwood explained that with a large number of sitting presidents and provosts nearing retirement, future presidential candidates may not have the lengthy experience or skill set needed.

Trustee Sharpe noted that the Board of Trustees will make the decision between an open and confidential search near the end of the process when they look at the actual pool of finalists selected by the PSAC. Trustee Raymond reiterated that the Board of Trustees Charge to the PSAC states that committee meetings are not required to be open to the public and will be closed meetings. He noted that protocols will be in place to insure confidentiality from the beginning of the search process and those potential candidates should feel comfortable with their name in the pool.

Jeff Newcomer, Faculty Senate President said that faculty would like to see an open search with on-campus interviews. It was noted that if a confidential search is conducted, it is important that the campus has confidence in both the process and the outcome; the new president needs to be accepted and endorsed by the campus.

Greenwood & Associates explained the phases of a search that include listening to stakeholders, writing a position profile/institutional scan; announcing the position; and recruiting prospects. She said that the PSAC will make the decision on whom to interview and that reference and background checks will be conducted by the search consultants and members of the PSAC. The PSAC will recommend candidates to the Board of Trustees who will make the final decision.

Greenwood & Associates recommended the PSAC have a communication subgroup to update the campus on the search process following each of the committee meetings.


Trustee Warner said that it is extremely important that Western maintain its leadership role as a liberal arts institution stating that his experience as an aeronautical engineer taught him that decision makers in the technology sector need a strong liberal arts background. He emphasized that every Western graduate, with a major in math and sciences or the technical area, must continue to receive a strong liberal arts education.

Warner stated that it is important that Western take a role in solving the matter of science education shortfall, but a liberal arts education and the liberal tradition of Western must always continue. It is important that the university maintain its leadership role in the state and in the west.

The Trustees agreed with Greenwood's assessment of the desired skill set noting that challenges for a new president would include the Bellingham waterfront development, University of Washington Everett, increasing enrollment while maintaining a liberal arts core, and fund raising.

Chair Raymond expressed the Board's appreciation to President Morse and her support of the search process and said that he looked forward to working with Greenwood & Associates and the Presidential Search Advisory Committee.

Meeting adjourned at 5:30 p.m.

  
Kevin Raymond, Chair

ATTEST:

  
Peggy Zorb, Secretary

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES**

**REGULAR MEETING  
DECEMBER 14, 2007**

**I. CALL TO ORDER**

Chair Kevin Raymond called the regular meeting of the Board of Trustees of Western Washington University to order at 8:04 a.m., December 14, 2007, in Old Main 340, Bellingham, Washington.

Chair Raymond announced that the Academic Presentation has been postponed due to the illness of Dr. David Sattler.

**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  
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. EXECUTIVE SESSION**

At 8:05 a.m. Chair Kevin Raymond announced that the Board would convene in Executive Session for approximately 1 ½ hour to discuss issues authorized in RCW 42.30.110, including real estate, legal, and personnel issues. The Board returned to open meeting at 10:07 a.m. with no action to report.

**III. REPORTS**

**A. Special Reports**

**1. New Residence Hall Siting**

George Pierce, Vice President of Business and Financial Affairs, introduced Tim Wynn, Director of Facilities Management; Rick Benner, Executive Director of Facilities Planning and Development; Ed Simpson, Acting Assistant Director for Design and Construction; and Bob Schmidt, Project Manager. Benner provided the Board a brief history of the project to add 100 to 200 beds into the residence hall system. Following a feasibility study, it was decided to add a five story addition to Buchanan Towers and the university is now ready to move into the project design and construction administration phase. Benner presented a recommended project design for the addition including renovations to Buchanan Towers. The total project cost is \$18M and occupancy is scheduled for Fall 2010.

## 2. University Financial Report

Pierce said that KPMG conducted both an entrance and exit interview with the Board Audit Committee and that the University received a clean statement with the exception of two minor control deficiencies which have been addressed by management.

### B. University President's Reports

#### 1. Higher Education Coordinating Board Master Plan

Provost Murphy presented the draft Higher Education Coordinating Board (HECB) Master Plan for Higher Education. The HECB is a 10 member citizen-board appointed by the Governor to develop a strategic master plan for all of postsecondary education. HECB policy recommendations are to: focus on diversity; to increase degree production and enrollment; to work with K-12 to prepare every student for a post-secondary education; to provide support for life-long learning; to make higher education affordable and accessible; promote economic growth and innovation; and strengthen accountability and funding.

Murphy said the governor appointed the P-20 Council to develop a process to implement the goals of Washington Learns. Trustee Warner noted that the emphasis in the Washington Learns Report and Prosperity Partnership is to improve the number of graduates in math and sciences. Warner said that Western should take a role in solving this shortfall, but it is important that Western maintain its leadership role as a liberal arts institution. All Western students majoring in the technology area should graduate with a strong liberal arts foundation.

#### 2. Waterfront Development

Handel Evans, President of HE Consulting, shared his experience in the development of the Channel Islands campus and the Monterrey Bay campus, both of the California State University System. His presentation included the development entities that were created and funding strategies used.

Evans recommended Western hire a full-time person to represent the university on the Waterfront Development Project. He said this person should know the university culture, understand the political arena, have a practical knowledge of development, understand finance, and can work with developers and manage day-to-day project activities.

In response to a question, Evans also said that Western's new president should have the skill set to put together and lead a team, to think "outside the box," and understand the realities of working with the private sector for the waterfront project to be successful.

Evans distributed a copy of the California State University Channel Islands development project.

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

At 1:05 p.m. the Board reconvened in open session in Old Main 340 and continued discussion of the waterfront development.

Chair Raymond welcomed Jim Darling, Executive Director of the Port of Bellingham.

Doug Graham, STRATUS, presented "Western at the Waterfront, Phase III," a presentation on possible development models for Western. Graham said Western could form development partnerships with public entities such as the port and city, other higher education institutions, private for-profit developers, and legally established development entities, e.g. public facilities districts and public development authorities. Graham said the advantages of partnerships are:

- provide expertise that universities often don't have on staff;
- share a vision, goals, and ownership in the success of a partnership;
- provide access to new sources of revenue;
- provide long-term oversight and management;
- Facilitate coordination of development planning.

There are four principle models for waterfront development options for Western: 1) traditional model, 2) university is someone else's magnet tenant, 3) university as



developer, 4) create an intermediary authority with public agency partners. There are advantages and disadvantages of all models but all options provide the opportunity for state funding for full-time equivalent (FTE) generated space. Wendy Bohlke, Assistant Attorney General, said these are all viable options and does not see any legal roadblocks in considering all the options

Darling said that the Port Commission is willing to explore the possibility of forming a partnership with the university. He does not see any of the partnership models as problematic for the Port, but would adopt the approach that enables us to move forward nimbly and quickly.

#### **IV. EXECUTIVE SESSION**

At 1:42 p.m. Chair Raymond announced that the Board would convene in Executive Session for approximately 1 ½ hour to discuss real estate matters as authorized in RCW 42.30.110. The Board reconvened in open session at 3:50 p.m.

#### **V. ACTION ITEMS**

##### **A. Consent Items:**

MOTION 12-1-07                      John Warner moved that the Consultant Contract for Design Services – Wilson Library Renovation for Special Collections (PW 544) be removed from the regular consent item agenda.

Trustee Sharpe recused himself for reasons of conflict of interest.

MOTION 12-2-07                      John Warner moved, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent item:

- Consultant Contract for Design Services – Wilson Library Renovation for Special Collections (PW 544)

The motion passed unanimously.

Trustee Sharpe returned to the regular meeting of the Board of Trustees for the remaining consent items.

MOTION 12-3-07                      Peggy Zoro moved, that the Board of Trustees add to the consent item agenda, Delegation of Authority to the President to expend the remaining funds from the legislative appropriation of \$700,000 for waterfront planning for 2007-2008, which includes covering additional contracts with STRATUS to complete its university planning activity.

MOTION 12-4-07                      Dennis Madsen moved, that the Board of Trustees of Western Washington University, upon the recommendation of the president, approve the following consent items:

- Minutes of October 11, 2007 Board of Trustees Meeting
- Minutes of the October 12, 2007 Board of Trustees Meeting
- Minutes of the October 22, 2007 Special Meeting of the Board of Trustees
- Fall Quarter Degrees
- Contract to Provide Consultant Services for Buchanan Towers Addition (PW 528)

- Delegation of Authority to Approve Lease Agreement for Theatre Arts Scenic Laboratory/Instructional Classroom at 415 Ohio Street, Bellingham, WA
- Proposed Change to Western's Washington Administrative Codes (WACs): Chapter 516-11 WAC, Public Records
- Proposed Change to Western's Washington Administrative Codes (WACs): Chapter 516-40 WAC, Course Materials
- Delegation of Authority to the President to expend the remaining funds from the legislative appropriation of \$700,000 for waterfront planning for 2007-2008, which includes covering additional contracts with STRATUS to complete its university planning activity.

Motion passed unanimously.

#### B. Summer Session Tuition

MOTION 12-5-07

Howard Lincoln moved that the Board of Trustees of Western Washington University, on recommendation of the President, approves the recommended Summer Session Tuition for Summer 2008; specifically the tuition be set at \$136.00 per credit for undergraduate courses and \$192.00 per credit for graduate courses and that student tuition be charged on a per credit basis. Non-resident students would pay tuition at \$146.00 per credit for undergraduate courses and \$202.00 per credit for graduate courses for Summer Session. Summer Registration Fee would remain set at \$60.00 per student.

Motion carried unanimously.

### VI. REPORTS

#### C. Board of Trustees

##### 1. Board Audit Committee

Trustee Howard Lincoln reported on the December 13, 2007 Board Audit Committee meeting. The Board Audit Committee Self-Assessment item has been postponed until the February 7, 2008 meeting. Paula Rustan, Executive Director of University Planning and Budgeting, presented Fund Balances and Reserves and will continue her presentation at the February Meeting. Lincoln said the Washington State Auditors conducted their entrance interview and KPMG held their exit interviews on the University Financial audit. The 2008 Audit Committee Meeting dates were scheduled.

##### 2. Presidential Search Update

Trustee Sharpe reported that Greenwood and Associates (G & A) was hired as the Presidential Search Consultants. On December 9, 2007 the Presidential Search Advisory Committee (PSAC), the Board of Trustees, and G & A, met to discuss the search process and proposed schedule. A working dinner was held with the PSAC to discuss basic rules of operation and continue discussion of the search process. On December 10, G & A and members of the PSAC met with the Council of Deans; Faculty Senate Executive Committee; leadership of the Professional Staff Organization, Classified Staff unions, Associated Students, the United Faculty of Western; and Department Chairs. The Associated Students and Faculty hosted open forums and in the evening G & A met with a select group of Foundation, Alumni, and Bellingham business people. On December 11 G & A met with President's Council and held an exit meeting with the PSAC. Jan Greenwood will return on December 19 for open forums with the Classified Staff and the Professional Staff. On December 12 Trustee Madsen hosted a community forum in Seattle and a Bellingham community forum has been scheduled for January 15, 2008.

The listening process has focused on the characteristics and qualities needed in a new president and what a new president needs to accomplish in the first few years of his/her

tenure. Trustee Sharpe will assemble information on "points of pride" and what makes Western a distinct institution to give a complete picture of Western to the consultants.

The Charge to the Presidential Search Advisory Committee, stating the committee's role and responsibilities, needs to be approved by the Board at today's meeting. In late January the PSAC will bring their recommended position description for review and approval by the Board. The Board will also adopt the Evaluation Criteria to be used by the PSAC for evaluating candidates.

The PSAC will meet on January 12 to be briefed on issues relating to equal employment opportunity and records retention.

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
RESOLUTION 2007-09**

**CHARGE 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, the Board of Trustees, through Resolution 2007-08, adopted recommendations and made appointments of trustees to the Presidential Search Advisory Committee; and

WHEREAS, acting pursuant to Resolution 2007-08, the Board Chair and the Committee Chair appointed 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.

**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, we are inviting nine persons to join four members of the Board to form a Presidential Search Advisory Committee ("Committee"). The Committee is comprised of individuals committed to the advancement of the University. The members bring diverse expertise, perspectives and experiences to the common task of advising the Board in the evaluation of candidates for president of the University.

There will be considerable work requiring evening and weekend meetings. However, those who have served before have found it rewarding and manageable. Staffing will be provided and the Committee's efforts will be supported by a professional search consultant.

## Charge

The Committee is to advise the Board as to the qualifications and characteristics the next president should possess. After consultation with the Committee, the Board will develop criteria to be used by the Committee in evaluating 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 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 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 act on behalf of or exercise any of the powers of the Board.

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 should generally be held privately.

The Committee and its members are required to maintain strict confidentiality during and after the search.

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.

MOTION 12-6-07

Howard Lincoln 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 Resolution 2007-09 Charge to the Presidential Search Advisory Committee.

Motion carried unanimously.

**D. Governance Reports**

1. Faculty Senate

Faculty Senate President Jeff Newcomer reported that the Senate is working on the activities listed at the last Board meeting.

2. Associated Students

Associated Students President Ramiro Espinoza said he will report on AS current activities at the next Board meeting.

**VII. INFORMATION ITEMS**

**A. Executive Summary of WWU's Comprehensive NWCCU Accreditation Self-Study Report.**

Trustee Parker said that Diversity should be mentioned more prominently in the report, since it is a strong value of this administration.

**B. Alumni Relations Report**

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

**C. Auxiliary Capital Plan Update for University Residences**

Vice President Coughlin provided the Board information regarding the capital plan for Western's housing and dining facilities.

**D. Bookstore Industry Update and Strategic Directions**

Vice President Coughlin provided the Board information on current trends regarding the course material industry and campus bookstores.

**E. Development Report**

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

**F. External Affairs Report**

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

**G. Major Capital Projects Status Report**

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

**H. Student Right to Know and Clery Act**

Vice President Coughlin provided the Board information regarding Western Washington University's compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**I. Annual University Police Report**

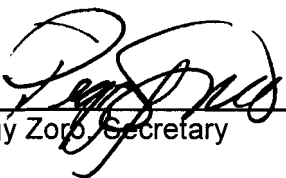
Vice President Pierce provided the Board an annual update of the University Policy Department.

VIII. Date for Next Regular Meeting of the Board is February 7 & 8, 2008

IX. Meeting adjourned at 4:12 p.m.

  
\_\_\_\_\_  
Kevin Raymond, Chair

ATTEST:

  
\_\_\_\_\_  
Peggy Zorb, Secretary

**WESTERN WASHINGTON UNIVERSITY  
BOARD OF TRUSTEES  
RESOLUTION 2007-09**

**CHARGE 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, the Board of Trustees, through Resolution 2007-08, adopted recommendations and made appointments of trustees to the Presidential Search Advisory Committee; and

WHEREAS, acting pursuant to Resolution 2007-08, the Board Chair and the Committee Chair appointed 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 14<sup>th</sup> day of December, 2007.

  
\_\_\_\_\_  
Kevin Raymond, Chair

ATTEST:

  
\_\_\_\_\_  
Peggy Zapp, Secretary

**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, we are inviting nine persons to join four members of the Board to form a Presidential Search Advisory Committee ("Committee"). The Committee is comprised of individuals committed to the advancement of the University. The members bring diverse expertise, perspectives and experiences to the common task of advising the Board in the evaluation of candidates for president of the University.

There will be considerable work requiring evening and weekend meetings. However, those who have served before have found it rewarding and manageable. Staffing will be provided and the Committee's efforts will be supported by a professional search consultant.

**Charge**

The Committee is to advise the Board as to the qualifications and characteristics the next president should possess. After consultation with the Committee, the Board will develop criteria to be used by the Committee in evaluating 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 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 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 act on behalf of or exercise any of the powers of the Board.

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 should generally be held privately.

**The Committee and its members are required to maintain strict confidentiality during and after the search.**

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.

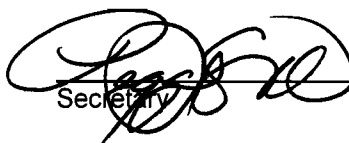
Approved by the Board on the 14th day of December, 2007.

#### 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 2007-09 is a true and correct copy of a resolution of the Board finally adopted at the regular meeting thereof held on the 14<sup>th</sup> of December, 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 14<sup>th</sup> day of December, 2007.

  
Secretary