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Board of Trustees Presidential Search Plan January, 2008

This plan describes the process and values through which the Central Washington University Board of Trustees (hereinafter, the Board) proposes to complete a search for a new university president within the time constraints suggested by the retirement of Dr. Jerilyn McIntyre effective December 31, 2008. This plan articulates many of the values that we, the Board, believe the search process should embody and is an explicit attempt to benefit from the successes inherent in the presidential search conducted in 2000.

The responsibility for appointing a president rests solely with the Board. It is our intent to ask for participation by the university community in this effort. There will be several opportunities where this will occur.

Introduction to the Search Plan

Central Washington University must embark on a process to appoint a new president. Because of the central role of the president in the administration of the university and the projection of the image of the university across the state of Washington and throughout the nation, the selection of a new president by the Board of Trustees is one of the most important decisions the Board makes and one of its paramount responsibilities. Of perhaps **equal importance** to the selection of the next president is the process by which the Board will make the selection. Thus, while the primary goal of the search is to select a president for the university, a secondary goal is to model the spirit of inclusiveness and collaboration that the university community values and that is in keeping with its role as an institution of higher learning. The process will provide an opportunity for the entire university community to affirm its sense of self and direction, expand the sense of community among university constituents, and provide a sturdy foundation from which the new president can provide leadership. Not only will the Board benefit from the opportunity to work closely as a team, but so will the entire university community and its many constituents.

The Board recognizes that while a good process cannot guarantee an excellent selection, a flawed process may jeopardize the potential of an excellent choice for president. The Board commits itself to an open and fair process leading to its selection of a new president who will build on the strengths of a great university and provide leadership into its future.

As part of its deliberations, the Search Committee should formulate a public relations plan to provide information and periodic reports to the university community regarding the search. It is critical that the university community be kept informed of the committee's process and its progress toward meeting its goals. The committee should distinguish between confidentiality and secrecy.

The committee must take appropriate steps to assure all potential applicants that their identities will remain confidential in order to encourage applicants to apply without jeopardizing their present positions. Consistent with this need for confidentiality, however, the committee should report periodically to the Board and the university community regarding its process and progress. It is important that the entire university community understands the efforts that the committee is making to ensure that the broadest range of campus concerns and interests are expressed, such voices are heard, and that everything possible is being done to identify candidates that reflect the values and aspirations of the university.

The proposed plan has several parts leading to the selection of a new president in fall quarter, 2008 and his or her assumption of the office during winter quarter, 2009. In addition to the attached timeline and benchmarks, the proposed plan articulates values and goals that will inform the process and help ensure that the search will strengthen the university.

The Plan

The Search Committee. The Board will appoint a Search Committee whose task it will be to provide to the Board by no later than November 15, 2008, the names and perceived strengths and weaknesses of from three to five candidates (not in ranked order) whom the members of the committee believe have the requisite credentials, experience, values, and potential to lead the university. Any one of the candidates that are presented to the Board should be acceptable to the committee to lead the university as president.

The committee will consist of exceptional individuals with the time, commitment, and credibility to earn for its recommendations to the Board the confidence of the entire university community. Members should be characterized by their involvement with and commitment to the university. To the extent possible, particular groups such as the faculty, students, and classified staff should choose their own committee members. However, committee members will be asked to serve as individuals rather than representatives of a particular constituency. While members of a particular constituency will have responsibility to make sure the voices of such constituency are solicited and heard by the committee, ultimately the committee must come together to determine what is best for the university as a whole regardless of the particular viewpoint that any individual member may bring.

The Board will appoint members to the 15-member search committee based on the recommendations of the following groups:

- ❖ Chair: Dr. Wendy Bohrson, professor of geological sciences; chosen in consultation between the Faculty Senate chair, the Board chair, and the provost
- ❖ 3 Board members appointed by the Board chair (one of whom will serve as vice chair): David Valdez, Keith Thompson, Sanford Kinzer
- ❖ Three faculty: recommended by the Faculty Senate
- ❖ Two students: recommended by the ASCWU Board of Directors
- ❖ One dean (to be selected by the board)
- ❖ One exempt administrative staff: recommended by the Exempt Association
- ❖ One classified staff: recommended by the Employee Council
- ❖ One alumnus/a: to be chosen by the CWU Alumni Association Board
- ❖ One CWU Foundation board member: recommended by the CWU Foundation Board
- ❖ One Ellensburg community member: to be chosen by the Board from among a list of five nominees, widely representative of the community, provided by the Ellensburg Chamber of Commerce

The Board has composed the Search Committee in order to achieve some balance between the many voices and interests that have an important stake in the selection of the president. Each member of the university community should be encouraged to express her/his views to members of the committee. The intent is that the process of selection be as inclusive as is practical given the constraints of time without compromising the goal of selecting the best candidate for the university. Implicit within the composition of the committee is the understanding that the university's president must be responsive to the broadest needs of the university including multiple constituencies in Ellensburg, at the CWU University Centers, and in Olympia.

Letters will be sent by the Board during the week of January 7, 2008, to each of the representative groups inviting their participation on the committee and asking them to recommend committee members.

Budget. The Search Committee should submit to the Board by March 1, 2008, a budget for its work and the work required through selection of the new president by the Board. The Board anticipates that the cost of the search will be an amount up to \$150,000, but the Board expects an itemized budget that will ensure the development of a comprehensive job description reflecting the aspirations and concerns of the university community, the widest publication of the job description and solicitation for candidates, ample opportunity to review and screen applications, visits by committee representatives to a limited number of applicant campuses, visits by semi-finalists to airport interviews, and visits by the finalists to the university. The budget should include costs associated with appropriate administrative and support staff and costs to release faculty from

contractual expectations or to provide compensation during non-contracted periods of work. While we recommend that the Search Committee choose a professional consultant with significant experience and potential applicant contacts throughout the nation, the tasks of the consultant should be limited to reflect our expectations of the search work that must be done using existing campus resources.

Presidential Job Description. The Board will approve the president's job description and the job announcement on the recommendation of the search committee and the consultant.

Time Frame. The Search Committee should commence activities as soon as it is constituted, and its first action will be to devise an inclusive process through which key attributes and qualifications for the new president and through which critical issues that are expected to confront the new president can be discerned. The Committee will forward to the Board its recommendations regarding a consulting firm, a budget for the committee's work, the finalized presidential leadership criteria, and 3 – 5 finalists according to the attached timeline.