

## WOU BOARD OF TRUSTEES FACULTY REPRESENTATIVE PROCESS TIMELINE (2014-2016)

The following artifacts document the method and manner for defining the process, holding an election, and reporting results to constituents regarding the 2016 WOU Board of Trustees faculty candidates. This is provided to help future Faculty Senate Executive Committees define a clear election and reporting process.

### Brief Timeline

<b>Spring 2014</b>	2014 – 2016 faculty representative recommended to WOU president
<b>April, 2015</b>	Initial planning stage for 2016 – 2018 recommendation process
<b>February – April, 2016</b>	Process defined and described. Key take away components: <ul style="list-style-type: none"> <li>• Faculty Senate votes and forwards top three acceptable candidates to Board chair</li> <li>• Board chair sends recommendation to governor</li> <li>• Governor selects WOU Board faculty representative (September 2016)</li> </ul>
<b>May 10, 2016</b>	Election is held as an Executive Committee (New) Business item <ul style="list-style-type: none"> <li>• Ballot is adjusted to capture “acceptable” and “ranking” for the two interested WOU faculty</li> </ul>
<b>May 11, 2016</b>	Board chair notified of results, with both candidates acceptable, reported as ranked
<b>May 11, 2016</b>	Letter to Board chair sent to senators and candidates, and is posted at <a href="http://wou.edu/facultysenate">wou.edu/facultysenate</a>
<b>May 11 – 12, 2016</b>	Senators and one candidate request election statistics be sent to them individually
<b>May 12, 2016</b>	Announcement sent to senators and candidates that results would be discussed May 24, 2016 at Faculty Senate
<b>May 12 - 13, 2016</b>	Senators and one candidate continue to request election statistics be sent to them individually or announced immediately
<b>May 14, 2016</b>	WOUFT sends endorsement letter to Board chair
<b>May 24, 2016</b>	Election results and discussion are included as an Executive Committee (Old) Business item

### Detailed Timeline

#### Spring 2014

Faculty Senators voted for top three candidates and the top three candidate names were read out loud, in alphabetical order (unranked) at Faculty Senate. No record in minutes.

#### April, 2015 (FS\_Minutes\_04.14.15, WOU Board Faculty Representative Recommendations)

##### Method for electing WOU Board faculty representatives

Last spring, the Executive Committee was charged with determining a method for electing the WOU Board faculty representatives.

1. The term for our current board member, Cornelia Paraskevas, is September 14, 2014 through June 30, 2016.
2. Our proposed method is outlined in the memo WOU Board Faculty Representative Recommendations posted at [wou.edu/facultysenate](http://wou.edu/facultysenate).
  - a. The Executive Committee requests that you take this proposed method to your divisions for discussion and we revisit the topic at our second April meeting.
  - b. Next year’s Executive Committee will work with Cornelia to develop some potential questions to which candidates can respond.

## **February, 2016 (FS\_Minutes\_02.09.16)**

### **Faculty representative on the WOU Board**

The term for our faculty representative on the WOU Board, Dr. Cornelia Paraskevas ends on June 30, 2016, and per our April 2015 memo to Faculty Senate, we will begin the process of recommending her replacement. We will have more information about this at our next meeting.

Cornelia asked to make a statement about her role on the Board of Trustees and read an excerpt from the Board Resolution on the Responsibilities of Trustees, 2. Fiduciary Duties, Duty of Loyalty, specifically "The faculty, non-faculty, and student Trustees are chosen from among the faculty, non-faculty staff, and student body respectively but do not represent those groups and acknowledge that organizations exist to represent each group."

## **March, 2016 (FS\_Minutes\_03.08.16)**

### **Faculty Board Representative**

WOU was informed yesterday that we have to have our names forwarded by April 8 to be confirmed by the Governor and the Senate during May legislative days, which does not give us enough time.

Therefore, the Board chair James Baumgartner will be discussing a process with the Board, and for our faculty representative we will do two things:

- a) Dr. Cornelia Paraskevas will continue to serve as the WOU Board faculty representative through summer 2016
- b) Once the process is clarified with the Board, we will proceed with the plan we have in place during spring term to provide the Board chair Dr. James Baumgartner with a list of faculty appropriate for serving on the Board, so that he may forward names to the Governor for confirmation during the September Senate session.

We will announce details at the April 12 Faculty Senate meeting

## **April 12, 2016 (FS\_Minutes\_04.12.16, WOU Governing Board Faculty Representative Election Process)**

### **Faculty Board Representative**

The next WOU Board of Trustees Faculty Representative term will be July 1, 2016 – June 30, 2018. For this confirmation cycle, the WOU Board of Trustees Faculty Representative will be confirmed in September 2016.

Per the Executive Committee action plan from April, 2015, we will have an open election for the Faculty Senate recommendation for our next WOU Board of Trustees faculty representative. Our current representative, Dr. Cornelia Paraskevas, is eligible to apply for a second two-year term of service as the WOU Board of Trustees faculty representative. Per the chair of the WOU Board, "One consideration, among many, is the stability and continuity of the Board as it is nearing the end of its first year of governance – the activity of all Trustees during their first year was largely limited to organizational activities."

In collaboration with Dr. Paraskevas, the Executive Committee has defined the following process.

1. Interested faculty will submit a letter, by 4/29/16, to Laurie Burton providing background information and addressing a series of questions available in the document "WOU Governing Board Faculty Representative Election Process" posted at [wou.edu/facultysenate](http://wou.edu/facultysenate).
2. This information will be posted in the secure log in Moodle shell "WOU Board of Trustees Faculty Representative Spring 2016" (under the committees category).

3. The list of interested faculty will be announced via a [faculty@wou.edu](mailto:faculty@wou.edu) email on May 1, and a secret ballot election in which each senator votes for three faculty from this list will be held during the May 10, 2016 Faculty Senate meeting.
4. The Executive Committee will provide a list of selected faculty to the Board of Trustees chair, Dr. James M. Baumgartner, who will send his recommendation to Governor Kate Brown, who makes the final selection.

Further detail is available in the posted memo at [wou.edu/facultysenate](http://wou.edu/facultysenate). [Reference to 4.1 WOU Governing Board Faculty Representative Election Process]

This entire process will also be announced via [faculty@wou.edu](mailto:faculty@wou.edu) (see email with subject: "Faculty Board Representative, call for interested faculty" (Tue, Apr 12, 2016 at 6:02 PM)).

#### **April 26, 2016 (FS\_Minutes\_04.26.16)**

##### **Reminder about the Faculty Board Representative**

The letter to faculty is still posted at [wou.edu/facultysenate](http://wou.edu/facultysenate). Interested faculty should submit their materials by April 29 (this Friday) directly to me. I will send an announcement email with more information when all materials are posted in the Moodle shell.

#### **May 10, 2016 (FS\_Minutes\_05.10.16)**

##### 5. Executive Committee Business

###### 5.1. WOU Board of Trustees (BOT) Faculty Representative election

Melanie Landon-Hays, Faculty Senate Secretary

- Individual ballots were given to each senator.
- Discussion of the variety of Board statements that have been published via [faculty@wou.edu](mailto:faculty@wou.edu) and posted on the Moodle shell.
- The Board chair has asked the Faculty Senate to provide a list of unranked, acceptable candidates, per our own process.
- After this vote, the Faculty Senate Executive Committee will compile the list and forward it to the Board of Trustees.

#### **May 11, 2016 (email, Wed, May 11, 2016 at 5:15 PM)**

Faculty Senate memo sent to WOU Board of Trustees chair, Dr. James Baumgartner.

Memo states:

On May 10, 2016, the WOU Faculty Senate voted on candidates who indicated their desire to serve on the WOU Board of Trustees.

We found the following individuals acceptable for the faculty position on the Board of Trustees (in order of total Faculty Senate votes received):

Dr. Molly Mayhead

Dr. Cornelia Paraskevas.

Please see the statements of interest and curriculum vitas for both Dr. Mayhead and Dr. Paraskevas for further detail.

#### **May 11, 2016 (email, Wed, May 11, 2016 at 5:18 PM)**

Faculty Senate memo to WOU Board of Trustees chair, Dr. James Baumgartner forwarded to current Faculty Senate senators and candidates Mayhead and Paraskevas. Email reads "I have sent the following letter to the WOU Board chair. I will also post this in the [wou.edu/facultysenate](http://wou.edu/facultysenate) archives."

**May 11 and 12, 2016 (email, beginning 5:29 PM May 11)**

Email requests for vote statistics to be sent to individuals via email received from senators and candidate Mayhead.

**May 12, 2016 (Thu, May 12, 2016 at 5:51 AM)**

Email sent to senators and candidates Mayhead and Paraskevas. Email reads "Colleagues, an additional note - The Executive Committee next meets 5/20, and will report on this election at Faculty Senate on 5/24."

**May 12 -13, 2016 (email)**

Additional emails from senators and candidate Mayhead received, including phrases such as "I am requesting the information **now**" and "I'm writing to urge you to announce the complete results of the recent Board of Trustees Faculty Representative vote immediately."

**May 14, 2016**

Memo endorsing candidate Mayhead titled "WOUFT Endorsement of a candidate for Faculty Representative to the WOU Board of Trustees for 2016-18" sent to Board chair Dr. James Baumgartner by WOUFT Executive Council.

**May 24, 2016 (FS\_Agenda\_05.24.16)**

5. Executive Committee Business
  - 5.2. WOU Board of Trustees (BOT) Faculty Representative election results

**Archival documents ([wou.edu/facultysenate/archives](http://wou.edu/facultysenate/archives)) referenced in this timeline**

- 14 April 2015 | WOU Board Faculty Representative Recommendations
- 12 April 2016 | WOU Governing Board Faculty Representative Election Process
- 24 May 2016 | WOU Governing Board Faculty Representative, Letter to Board Chair