



TRUSTEES EDUCATION INITIATIVE INAUGURAL BOARD MEETING

March 4th, 2016

9:30 AM – 4:30 PM

Working lunch served at 12:00 PM during session

Marian H. Rochelle Gateway Center
222 S. 22nd Street
Laramie, WY

Boyd Conference Room, Room #203

Caveat: *Although the following agenda is long and complicated, it is more about illustrating the tasks facing the TEI in the coming months than dealing with each item in detail in the meeting.*

Note: *The final two pages of this agenda are the proposed job description of the Executive Director of the Trustees Education Initiative*

Members of the Board

Dave Palmerlee (*President, University of Wyoming Board of Trustees*)

Dick McGinity (*President, University of Wyoming*)

Ray Reutzel (*Dean, University of Wyoming College of Education*)

John McKinley (*Member, University of Wyoming Board of Trustees*)

John MacPherson (*Member, University of Wyoming Board of Trustees*)

Dave Bostrom (*Member, University of Wyoming Board of Trustees*)

Wava Tully (*Member, University of Wyoming Board of Trustees*)

Alan Buss (*Faculty, University of Wyoming College of Education*)

Mark Northam (*Director, University of Wyoming School of Energy Resources*)

Craig Dougherty (*Superintendent, Sheridan County School District No. 2*)

Tom Botts (*External Board Member*)

April Brimmer Kunz (*External Board Member*)

Carol Mead (*First Lady, State of Wyoming, External Board Member*)

Ex-Officio Members

Jillian Balow (*Wyoming State Superintendent of Public Instruction*)

James Rose (*Executive Director, Wyoming Community College Commission*)

Ben Blalock (*President/CEO, University of Wyoming Foundation*)

Katherine Greenwell (*Student, University of Wyoming College of Education*)

Amy Pierson (*K-12 Educator, Buffalo, WY*)

AGENDA

I. INTRODUCTIONS BY DAVE PALMERLEE

II. OPENING STATEMENTS – PERSPECTIVES

- a. President Dave Palmerlee
- b. President McGinity
- c. Superintendent Jillian Balow
- d. Dean Ray Reutzel
- e. Superintendent Craig Dougherty
- f. Teacher of the Year - Amy Pierson

III. APPROXIMATE SCHEDULE

IV. TEI BOARD PROCESS AND PROCEDURES

- a. Future Meeting Schedule – Bring Your Calendars
- b. Bylaws or Rules (Committee)
 - i. Interim Rules; Roberts Rules of Order
 - ii. Appoint Bylaws/Rules Committee
- c. Budget
- d. Interim Financial Oversight
- e. Project Oversight
- f. Progress Reporting to:
 - i. Trustees
 - ii. Daniels Fund
 - iii. College
- g. Initial TEI Board Terms (for discussion)
 - i. While In Office
 - 1. Dave Palmerlee (President, Trustees)
 - 2. Dick McGinity (President, University of Wyoming)
 - 3. Ray Reutzel (Dean, College of Education)
 - 4. Jillian Balow (Wyoming State Superintendent of Public Instruction)
 - 5. James O. Rose, Ex Officio (Executive Director, Wyoming Community College Commission)
 - ii. Three Year Terms
 - 1. John McKinley (Trustee)
 - 2. Dave Bostrom (Trustee)
 - 3. Mark Northam (Director, School of Energy Resources)
 - 4. Tom Botts (External Board)
 - 5. Carol Mead (First Lady, State of Wyoming, External Board)
 - 6. Amy Pierson (K-12 Educator, Buffalo)
 - iii. Two Year Terms
 - 1. John MacPherson (Trustee)

2. Wava Tully (Trustee)
 3. Alan Buss (Faculty Member, College of Education)
 4. Craig Dougherty (Superintendent, Sheridan County School District No. 2)
 5. April B. Kunz (External Board)
 6. College of Education Student (Academic Years While Student)
- h. All terms are renewable by the President of the TEI Board

V. *BYLAWS/RULES COMMITTEE*

- a. Purpose
- b. Timing
- c. Members

VI. *ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE*

- a. President: Dave Palmerlee
- b. Vice President: John McKinley
- c. Secretary: Ray Reutzel
- d. Treasurer: Ben Blalock
- e. Executive Committee: Craig Dougherty
- f. Executive Committee: Tom Botts

VII. *APPOINTMENT OF OPERATING COMMITTEE*

- a. Purpose
- b. Committee Members: (for discussion)
 - i. Dave Palmerlee (President, Trustees)
 - ii. Ray Reutzel (Dean, College of Education)
 - iii. John McKinley (Trustee)
 - iv. Mark Northam (Director, School of Energy Resources)

VIII. *TEI EXECUTIVE DIRECTOR SEARCH*

- a. Statement of Qualifications
- b. Search Consultant
 - i. Alberto Pimental
 - ii. Meeting 1/5/2016
 - iii. Background, K-12
- c. Search Committee
 - i. Dave Palmerlee (Chair)
 - ii. Ray Reutzel
 - iii. John McKinley
 - iv. John MacPherson
 - v. Mark Northam
 - vi. Alan Buss (Faculty, College of Education)
 - vii. Ben Blalock, Ex Officio
- d. Timeline
 - i. Start 3/1/2016
 - ii. Completion Goal – no later than 6/1/2016

- iii. Selection and Approval Process
- e. Search Budget
- f. Support Personnel
 - i. Temporary
 - ii. Permanent

IX. NATIONAL ADVISORY PANEL

- a. Purpose and Role
- b. Size and Composition
- c. Qualifications
- d. Recruitment and Timing
- e. Select Chair (Arthur Levine)
- f. Remuneration
- g. First Meeting

X. TEI STRATEGIC PLANNING COMMITTEE

- a. Purpose
- b. Identification of Key Stakeholder Groups
- c. Collaboration within other UW Colleges and Programs
- d. Size and Composition
- e. Recruitment/Support
- f. Chair Selection
- g. Task/Activity List
- h. Timeline & Benchmarks
- i. Reporting/Recommendations
- j. Program Study Subcommittee Of Strategic Planning Committee
 - i. Purpose
 - ii. Size and Composition
 - iii. Recruitment/Support
 - iv. Program Study Focus
 - v. Identification of “Best Practices” (“Practices that work”) and Programs
 - vi. Research Consultants for Study/Visit Teams
 - vii. Chair Selection
 - viii. Task/Activity List
 - ix. Timeline & Benchmarks
 - x. Reporting
 - xi. Recommendations to College of Education

XI. WOODROW WILSON MBA FELLOWSHIP IN EDUCATION LEADERSHIP (“MBA-EL”)

- a. Sponsor: Woodrow Wilson National Fellowship Foundation
- b. College of Business MBA with Education Leadership Emphasis:
- c. Concept
- d. Funding
- e. Relationship with TEI
 - i. Matching Funds

ii. Use of TEI funds for MBA-EL

XII. PUBLIC RELATIONS

- a. Brochure/Materials
- b. Purpose and Goal
- c. Plan

XIII. FUND RAISING/MATCHING ACTIVITIES

- a. Coauthoring or Joint Grants with WDE
- b. Alumni Fundraising Campaign
- c. Identification of Major Gift Donors in Education
- d. Plan for making gift requests to achieve necessary match
- e. Planning for State Matching Request
- f. UW Foundation Support
- g. MBA-EL

THE TRUSTEES EDUCATION INITIATIVE (TEI)

EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director will report directly to the Trustees Education Initiative (TEI) Board and will work in tandem with the Dean of the College of Education. The Executive Director will be responsible for the successful development, implementation and management of the TEI Strategic Plan as approved by the TEI Board. The Executive Director will perform all of the following under the supervision and approval of the TEI Board and with the day-to-day operational collaboration of the Dean of the College of Education.

Responsibilities include:

- ✓ Act as a professional advisor on all aspects of the TEI
- ✓ Foster effective team work between and among the various groups including but not limited to:
 - UW Board of Trustees, UW administration and staff, internal and external stakeholders
- ✓ Carry out assigned functions of the TEI as described in the approved grant application, Strategic
- ✓ Plan, and the Trustee's Education Initiative resolution
- ✓ Facilitate group work to achieve all goals of the TEI
- ✓ Develop, implement and manage the fundamental planning and evaluation activities of best
- ✓ practices for the Strategic Plan
- ✓ Oversee the efficient and effective day-to-day operation of the TEI
- ✓ Collect assessment data to prepare interim TEI reports to the TEI Board and funders to assess progress and improve quality
- ✓ Provide input on and manage the TEI budget
- ✓ Participate in fundraising activities
- ✓ Identify and evaluate the risks to the TEI's success and implement measures to control risks
- ✓ Represent the activities of the TEI to external and internal stakeholders

Required Qualifications of the TEI Executive Director:

- ✓ A graduate degree
- ✓ Demonstrated knowledge of leadership and management principles as these relate to working effectively with higher education, non-profit organizations, policymakers,

- and second-order change agents
- ✓ Demonstrated knowledge of and ability to work effectively and efficiently with a broad range of educational professionals, experts and consultants
 - ✓ Demonstrated knowledge of strategic planning processes
 - ✓ Demonstrated knowledge of financial project administration
 - ✓ Demonstrated knowledge of project risk and management processes and procedures
 - ✓ Demonstrated ability to implement all aspects of the TEI to make measureable progress on the entire range of tasks and issues to be undertaken by the TEI

Preferred Qualifications of the TEI Executive Director:

- ✓ Doctorate
- ✓ Experience in working with an outside Board
- ✓ Successful experience working with collaborative programs and shared governance
- ✓ Demonstrated oral and written communication skills