



**MINUTES**

**TRUSTEES EDUCATION INITIATIVE  
INAUGURAL BOARD MEETING**

**March 4, 2016  
9:30 a.m. - 4:30 p.m.**

## MINUTES

### TRUSTEES EDUCATION INITIATIVE INAUGURAL BOARD MEETING

March 4, 2016

1. The following Members attended the meeting:
  - a. Dave Palmerlee, President, Board of Trustees
  - b. Dick McGinity, President, UW
  - c. Ray Reutzler, Dean, UW College of Education
  - d. John McKinley, Trustee
  - e. John MacPherson, Trustee
  - f. Dave Bostrom, Trustee
  - g. Mark Northam, Director, UW School of Energy Resources
  - h. Craig Dougherty, Superintendent, Sheridan County School District No. 2
  - i. Tom Botts, External Board Member
  - j. Carol Mead, First Lady, State of Wyoming, External Board Member
  - k. Jillian Balow, Wyoming State Superintendent of Public Instruction
  - l. Ben Blalock, President, UW Foundation
  - m. Katherine Greenwell, Student, UW College of Education
  - n. Amy Pierson, K-12 Educator, Teacher of the Year
2. The Agenda for the meeting is attached to these Minutes.
3. The Board approved the Board terms set out in Article IV, subparagraph g, of the Agenda.
4. The Board eliminated Article VI and replaced it with an Executive Committee, with a Chair and Co-chair. The Executive Committee consists of Dave Palmerlee, Chair; John McKinley, Co-chair; Ray Reutzler, Ben Blalock, Craig Dougherty and Tom Botts. The Chair will function as the President in accordance with the Resolution of the Trustees, assisted by the Co-chair. The Executive Committee will serve to advise the Chair and Co-chair when called upon by them for consultation, advice and assistance.
5. The Board eliminated the Operating Committee set forth in Article VII.

The meeting adjourned at 4:00 p.m.

Approved:

  
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Dave Palmerlee, Chair

3/9/16  
Date

## AGENDA

- I. INTRODUCTIONS BY DAVE PALMERLEE**
- II. OPENING STATEMENTS – PERSPECTIVES**
  - a. President Dave Palmerlee
  - b. President McGinity
  - c. Superintendent Jillian Balow
  - d. Dean Ray Reutzal
  - 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 Reutzal (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