OEIB MEMO

TO: Julia-Brim Edwards, Chair, and Members
OEIB Personnel Management & Oversight Subcommittee

FROM: Whitney Grubbs, OEIB Chief of Staff

DATE: January 17, 2014

RE: Chief Education Officer Out-of-State Travel Requests & Time Allocation

Travel Requests for January – March 2014

Pursuant to the OEIB's Authorization for Out-of-State Travel Process, adopted by the Personnel Management & Oversight Subcommittee, I submit the following travel requests from Dr. Nancy Golden, Chief Education Officer:

1) Travel to Santa Monica, California, January 24-26, 2014, for the Educational Policy Improvement Center (EPIC), to participate and attend the annual meeting. Nancy serves as President of the EPIC Board. Costs to be paid by EPIC.
2) Travel to White Fish, Montana, March 26 – 28, 2014, for Education Northwest, to attend a conference meeting where they will be working with a nationally recognized consultant, Mark Strickland, on strategic planning. Costs to be paid by Education Northwest.
3) Travel to Washington D.C., dates TBD but not to exceed 3 business days, for the purpose of meeting with Secretary of Education Arne Duncan and/or his senior staff, as well as members of Oregon's Congressional Delegation, for the purpose of discussing Oregon's conditional waiver from the Elementary & Secondary Education Act, on which action must be taken by Summer of 2014. Costs for this travel will be paid by OEIB.

I recommend the Subcommittee approve each of these travel requests, as directly related to Dr. Golden's role as Chief Education Officer and in the best interests of the State of Oregon.

Accounting for Time Spent on Non-Profit Activities

From time to time, Dr. Golden anticipates receiving requests to attend an activity not directly related to her role as OEIB Chief Education Officer during business hours. The Governor's council has provided OEIB with the opinion that in her role as head of an agency working, significantly more than 40 hours per week, it is permissible for Dr. Golden to occasionally engage in such activities without the need to take vacation or personal hours. State law dictates that any such activity must be not-for-profit and non-political, and that Dr. Golden may not receive any compensation.

Dr. Golden seeks guidance from the Subcommittee on its expectations and clarity on how to account for such activities.