Oregon Education Investment Board

Management and Personnel Oversight Subcommittee

July 24, 2013

2pm – 2:45pm

The subcommittee members will be meeting via conference call.
Public may attend meeting at 775 Court Street, NE, Salem, OR 97301 in the Small conference room

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AGENDA

Purpose: Organizing Meeting; Create framework for Subcommittee's work

Charge from the Governor: I intend for the Management Subcommittee to convene with the specific responsibility of providing guidance, support, and oversight to the Chief Education Officer and his or her staff. The committee will be responsible for the following (advisory to the full Board as appropriate):

- *Terms of Employment.*
- *Determining whether outside activities, such as consulting and board service, are permissible.*
- *Ensuring that the OEIB, CEdO and key staff members receive regular contract, budget, travel and ethics trainings and oversight.*
- *Developing, implementing at least annual performance appraisals for the Chief Education Officer. Quarterly or more frequent performance feedback.*
- *Approving expense reimbursements and timesheets (until/unless other internal controls and approvals are established*

Discussion Building the Framework for Oversight and Accountability for the Interim and Permanent Chief Education Officer (Kay/Dick/Julia/Staff)

1. Terms of Employment.

All meetings of the Oregon Education Investment Board are open to the public and will conform to Oregon Public meetings law. A request for an interpreter for the hearing impaired or for accommodations for people with disabilities should be made to Seth Allen at 503-378-8213 or by email at Seth.Allen@das.state.or.us. Requests for accommodation should be made at least 48 hours in advance.

2. Developing, implementing performance appraisals for the Chief Education Officer. Quarterly or more frequent performance feedback.

3. Permissible outside activities.

4. OEIB, CEdO and key staff members receive regular contract, budget, travel and ethics trainings and oversight.

5. Approving expense reimbursements, travel and time sheets

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Draft – Approval for Travel/Outside Employment/Reimbursement

All requests for the Chief Education Officer's leave, out of state travel, outside speaking engagements or outside employment will be submitted to the OEIB Management and Personnel Oversight Subcommittee for review and approval. The subcommittee will provide a quarterly report on speaking engagements/travel to the full OEIB.

After approval, all requests for reimbursement of expenditure including time, travel, service and supplies etc., submitted by the CEdO will be reviewed by the Chief of Staff for the Chief Education Officer to ensure that the expenditures are in accordance to appropriate statewide policies.

In-state travel and expense reimbursement submitted by the CEdO will be reviewed by the Chief of Staff for the Chief Education Officer to ensure that the expenditures are in accordance to appropriate statewide policies.

In the event, that the expenditures are out of compliance with the statewide policy, the Chief of Staff shall escalate the expenditures to the OEIB Management and Personnel Oversight Subcommittee. The OEIB Management and Personnel Oversight Subcommittee shall review and approve or disapprove of the expenditures in accordance with statewide policies. The Subcommittee may also recommend appropriate action to the full OEIB to resolve any compliance/performance issues.

It is the Subcommittee's expectation that the Chief of Staff will have been trained and be able to apply the state's reimbursement, travel and leave policies.

OREGON EDUCATION INVESTMENT BOARD
OFFICE OF CHIEF EDUCATION OFFICER
AUTHORIZATION FOR OUT-OF-STATE TRAVEL PROCESS

1. CEdO's (Chief Education Officer) office receives travel request from outside entity and after confirmation from CEdO to request to attend, gathers information necessary to complete **Authorization for Out-of-State Travel** form.
2. Completed **Authorization for Out of State Travel** form is sent to the OEIB Personnel Management and Oversight Subcommittee for review and approval.
3. Personnel Management and Oversight Subcommittee approves/denies request.
4. If Subcommittee denies, travel does not occur.
5. If Subcommittee approves, travel is coordinated in accordance to state travel and ethics polices by CEdO's office.

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Revised 5/2013

OREGON EDUCATION INVESTMENT BOARD
OFFICE OF CHIEF EDUCATION OFFICER
AUTHORIZATION FOR OUT OF STATE TRAVEL

1. Employee Name & Title:

2. Event Details:
Name of Event:
Event Sponsor(s):
Purpose of Event:
Agenda/Details (attached)
Location:
Date(s):

3. What types of costs, if any, will be provided to you:
☐ Travel (airfare, mileage, etc.)
☐ Food/Meals
☐ Lodging
☐ Per Diem or Stipend/Amount of Stipend $ ____

4. Who has offered to pay for your travel?

Note: Generally, only the following entities may pay for your travel expenses.
☐ Federal, State, or Local Government (or subdivision thereof)
☐ Tribal Government
☐ Membership Organization to which Governor's office pays dues (includes NGA)
☐ Nonprofit 501(c)(3)
Does the nonprofit receive more than 5% of funding from for-profit entities based on last year's tax return? (circle one) YES/NO
☐ Other (provide detail) _____

5. What is your official role at this meeting/event? (check box)
☐ Chief Education Officer/representative
☐ Official Trade Negotiations
☐ Fact-finding Mission
☐ Economic Development
☐ Other (provide detail) _____

6. Have you been asked to (check box):
☐ Speak at the event?
☐ Be a panel member?
☐ Answer questions?
☐ Other (provide detail) _____

7. What is your deadline to respond to this offer? _____

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8. Time away from office to participate in event: _____

Employee Signature_____ Date:_____

OEIB Signature_____ Date:_____

Fiscal Signature _____ Date:_____

Request Approved _____ Request Denied _____ Initials____ Date____

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