

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

Office of the Provost and Vice Chancellor
for Academic Affairs
Swanlund Administration Building
601 East John Street
Champaign, IL 61820



Revised

December 13, 2017

Uni High Governing Board

Janet Barrett, Professor, School of Music, *Chair*

Rochelle Gutierrez, Professor, College of Education

Mark Laufenberg, President, PowerWorld and Community Member

Samuel Smith, Director of Civic + Community Practice, Krannert Center for the Performing Arts

David Tewksbury, Executive Associate Dean, College of Liberal Arts and Sciences

Amy Lee, Vice President, Carle Foundation Hospital and Community Member

Jane A. Hays, Managing Director, The Downey Group and Community Member

Amy Santos, Associate Provost, *ex officio*

Dear Colleagues:

Thank you for your willingness to serve on the Uni High Governing Board (UGB). Uni High is an exceptional institution that plays an important role in the community and for our campus. In recognition of Uni's role, as well as the significant financial pressures it faced, the Office of the Provost charged a task force to review Uni's mission and funding model and make recommendations to enhance Uni's impact. While the December 2016 University High School Strategic Vision Task Force Final Report addressed many issues, the most important recommendation was to establish a board that would serve in a governance capacity and help shape Uni's future.

In preparation for creating the UGB, the Office of the Provost has created the attached Constitution for the Governing Board. We believe this Constitution provides a roadmap for the role and function of the UGB. In many ways, I see the UGB serving the School Director as a College's executive committee does for its dean: your role will be critical in guiding the director and supporting the University.

As you will see in the UGB Constitution, we lay out criteria for membership on the Board. You have been selected for your experience, your understanding of the community, and your commitment to Uni High. I am grateful for your service. One of the questions that must be addressed is the matter of staggered terms for members of the UGB. We believe this will be best done by lengthening the terms of some members and using the naturally occurring early departures of others.

The major responsibilities of this Board include:

- Preparing draft bylaws for the UGB in consultation with my office. Ideally, these should be completed by the end of the Uni High school year.
- Establishing a schedule for regular meetings, taking into account key calendar events, including Uni's annual budget process and admissions.

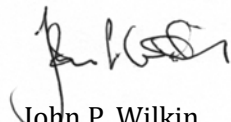
- Providing input on Uni High director's annual review.
- Developing a plan that begins to address two of the concerns and corresponding recommendations identified in the December 2016 University High School Strategic Vision Task Force Final Report:
 - Uni's laboratory school mission
 - Uni's financial health, facilities, and sustainability
- Addressing other items of responsibility defined in the UGB Constitution.

In your work establishing the bylaws, please set clear policies related to your roles and responsibilities as a board member, e.g., attendance, participation/contribution, setting an agenda, speaking in "one" voice as a board, monitoring, etc. These guidelines can be used to keep each member accountable to the group. If it would be helpful, Associate Provost Amy Santos can refer you to model policies and procedures that you can consider and adapt. My office will expect clear, tangible evidence of substantial progress made towards the completion of tasks and goals set in the charge. In order to review this aspect of your work, I ask that one of the board tasks be providing annual evidence of your progress, with a summary report sent to the Provost.

Professor Santos is the individual in the Office of the Provost with oversight for Uni High. She will attend your meetings; please coordinate your work with her and feel free to address questions to her as you do your work.

Thank you again for your willingness to take on this important role. I look forward to interacting with you in the coming months.

Sincerely,



John P. Wilkin
Interim Vice Chancellor for Academic Affairs and Provost

c: William Bernhard, Vice Provost
Jeff Walkington, Uni High