



**EXECUTIVE COMMITTEE MEETING MINUTES**  
**TECSCU Winter Conference**  
**February 6, 2008**  
**Hilton New Orleans Riverside**  
**New Orleans, Louisiana**

**1.0 Call to Order**

**President (2007-08)** Angela Maynard Sewall, Dean, College of Education, University of Arkansas at Little Rock called the meeting to order. Members present were:

**President Elect (2007-08)** Susan Meyers, Dean, College of Education, San Jose State University

**Past President (2007-08) & AACTE Board Representative (2006-2009)** Sam Evans, Dean, College of Education and Behavioral Sciences, Western Kentucky University

**AACTE Board Representative (2007-10)** Tes Mehring, Dean, The Teachers College, Emporia State University

**AACTE Governmental Relations Committee Representative** Michael Miller, Dean, College of Education, Minnesota State University, Mankato

**Region I Representative (2005-08)** Donald Pierson, Dean, Graduate School of Education, University of Massachusetts, Lowell

**Region II Representative (2005-08)** Cathy Barlow, Dean, Watson School of Education, University of North Carolina at Wilmington

**Region IV Representative (2006-09)** Mary Otto, Dean, School of Education and Human Services, Oakland University

**Region V Representative (2007-2010)** Jeanne Gerlach, Dean, College of Education, The University of Texas-Arlington

**Region VI Representative (2007-09)** Paul Beare, Dean, Kremen School of Education & Human Development, California State University, Fresno

Guest who was elected as **Region II Representative (2008-2011)** Larry Daniels, Dean, College of Education & Human Services, University of North Florida

## **2.0 Approval of the Agenda**

Meyers/Evans moved approval of the agenda. Motion approved.

## **3.0 Approval of Seattle Minutes**

Mehring/Meyers moved approval of the summary of the minutes and the minutes of the Executive Committee meeting, September 23, 2007 in Seattle, Washington. Motion approved.

## **4.0 President's Report**

- Representatives of the dean alike groups met with Sharon Robinson, AACTE President & CEO. It was agreed that regular annual meetings would be held. AACTE dues and the PEDS were discussed.
- The evaluations of the Executive Secretary & Treasurer and Assistant were shared and discussed.
- The recruitment of HBCU's as TECSCU members was described and the recruitment of institutions with many Hispanic students as TECSCU members was promoted.

## **5.0 AACTE Board Representatives' Report**

- Federal Teach grants were described and discussed.
- The AACTE statement regarding the AACTE Accreditation Task force was reviewed and discussed. The lack of TECSCU membership on the task force was discussed.
- AACTE Dues Restructuring Task Force recommendations were presented and discussed.
- The AACTE day on the hill is scheduled for June 18-19, 2008.
- The AACTE 2009 conference will be in Chicago, February 6-9, 2009.
- The contract for New York in 2013 has been discontinued.
- A sound financial condition for AACTE has been established.

## **6.0 Election Report**

The results of the fall 2007 election are:

**President Elect (2008-2009):** Cathy Barlow, Dean, Watson School of Education, University of North Carolina at Wilmington

**Region I Representative (2008-2011):** Carol Sharp, Dean, College of Education, Rowan University

**Region II Representative (2008-2011):** Larry G. Daniel, Dean, College of Education & Human Services, University of North Florida

## **7.0 AACTE Governmental Relations Representative's Report**

The AACTE Governmental Relations Committee will meet in two days. The agenda includes:

- Planning for the day on the hill.
- Restoring money in the Teach grants.

## **8.0 Executive Secretary & Treasurer's Report**

The following activities were conducted on behalf of TECSCU since the last Executive Committee meeting.

- Fall Newsletter

The fall 2007 newsletter was published and mailed to member institutions. The summary of Jane West's presentation, the summaries of the small group discussions, the summary of Vicki Phillips' presentation, the New Orleans program information, and the information regarding the candidates for the TECSCU election could not be presented in eight pages. Therefore, the newsletter was 12 pages long.

- Elections

The TECSCU election was conducted. Sixty seven completed ballots were received; the same number as last year. The number of ballots received is greater since providing each institutional representative with a ballot and candidate summaries for only those candidates she or he is eligible to vote for.

- Federal Forms

The Federal 1099 forms were completed and copies were given to Bennett and Mary Berhow. The 1099 forms were submitted to the Internal Revenue Service with the Federal 1096 form.

- Membership Mailings

All 2007 member institutions and 2006 member institutions that did not renew membership in 2007 were sent a membership renewal letter, an invoice, and an institutional information form. The 2006 member institutions that did not renew membership in 2007 were also sent a TECSCU brochure.

- Preparations for New Orleans

All of the arrangements for the TECSCU New Orleans meeting were made. AACTE was not able to establish an on-line process for the submission of room requests, but the process was easy to negotiate. I had direct contact with hotel personnel for catering and AV requests which is better than having the requests passed through an intermediary.

## **9.0 Approval of Financial Report**

The 2008 financial report including the 2008 budget were reviewed.

To facilitate the preparation of the annual budget, Otto/Mehring moved to conduct the annual evaluation of the Executive Secretary and Assistant to the fall meeting. Motion approved.

Otto/Gerlach moved to delete the Governmental Relations donation line of \$3,850.00 from the 2008 budget. Motion approved.

Otto/Meyers moved approval of the 2008 financial report as of January 23, 2008 that included an income of \$4,835.74, expenses of \$3,249.24, money market account of \$47,856.45, checking account of \$16,641.57, certificates of deposit (estimated) of \$68,449.81 and a balance of \$132,947.83, and a 2008 budget that included an income of \$77,300.00 and expenses of \$89,734.00. Motion approved.

## **10.0 Audit Committee Report**

The Audit Committee report was respectfully submitted by Cathy Barlow, Dean, Watson School of Education, University of North Carolina at Wilmington and chair of the Audit Committee.

The 2007 financial report that included an income of \$77,474.56, expenses of \$73,855.21, money market account of \$47,770.71, checking account of \$15,340.81, certificates of deposit (estimated) \$68,249.81, and a balance of \$131,361.33 was reviewed. It was noted that expenses were under the projected budget.

The audit process included a review of checks written, checking account bank statements, money market bank statements, and random calculations with all verifications being positive. The Executive Secretary & Treasurer noted that an error of \$1.08 had occurred and was corrected.

Two Audit Committee questions were asked and responses were:

- What was the purpose of the checks to Millersville University? There were payment to the Millersville University print shop for the printing of the TECSCU newsletter and stationery.
- What was the purpose of the \$150.00 to Domain Bank? This was payment for the TECSCU.org domain name and the payment is for three years.

Recommendation to Board: Continue the Audit Committee.

Recommendation to the Executive Secretary & Treasurer: Provide an explanation for entries that have not appeared in previous audits.

Commendation: The materials provided for the audit were well organized and easy to review. The summary of the process used in cross checking was excellent.

Gerlach/Beare moved approval of the Audit Committee report for the 2007 financial report. Motion approved.

#### **11.0 Web Site**

The purposes of the web site were discussed. The Executive Secretary & Treasurer was directed to email a summary of purposes discussed to the Executive Committee by the end of February for reply and refinement.

#### **12.0 Nomination Committee**

The Nomination Committee will be chaired by Angela Maynard Sewall, Dean, College of Education, University of Arkansas at Little Rock as Past President. Potential members were discussed.

#### **13.0 Meetings & Program Planning**

**13.1 Winter 2008 – New Orleans:** The program was reviewed and volunteers to moderate the small group discussions were identified.

**13.2 Summer 2008 – Monterey:** The dates are July 16-17.

**13.3 Fall 2008 – San Antonio:** October 12-14 at the Marriott Plaza Hotel

**13.4 Winter 2009 – Chicago:** February 6-9 at the Hyatt Regency Chicago

**13.5 Fall 2009 – Savannah:** Hotel to be determined

**13.6 Winter 2010 – Atlanta:** February 26-March 1 at the Hilton Atlanta

#### **14.0 Additional Items for the Good of the Order**

President Sewall gave Executive Committee members a gift of appreciation.

State education activities were reviewed.

#### **15.0 Adjournment**

The meeting adjourned.