

**TECSCU Executive Committee  
Summer Meeting  
July 20-22, 2005**

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**Grand Geneva Resort  
Lake Geneva, WI**

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**WINTER 2005  
Executive Committee Meeting Minutes  
Washington Hilton and Towers  
Washington, DC  
February 19, 2005**

**1.0 Call to Order**

The Executive Committee meeting was called to order by President John Beck, Dean, School of Education, Texas State University-San Marcos, on February 19, 2005, in the Washington Hilton and Towers, Washington, DC. Executive Committee members present were:

Susan Arisman, Dean, College of Education, Frostburg State University and Region I Representative

Jeffrey Barnett, Dean, College of Education, University of Wisconsin – Whitewater and President-Elect.

Bennett Berhow, Executive Secretary & Treasurer

Phyllis Fernlund, Dean, School of Education, Sonoma State University, Past President, and AACTE Board Representative

Larry Harris, Dean, College of Education, Idaho State University and Region VI Representative

C. Jay Hetzog, Dean, College of Education, Slippery Rock University of Pennsylvania and Region III Representative

Angela Maynard Sewall, Dean, College of Education, University of Arkansas at Little Rock and Region V Representative

Future Executive Committee members present were:

Sam Evans, Dean, College of Education & Behavioral Sciences, Western Kentucky University and President-Elect

Donald Pierson, Dean, Graduate School of Education, University of Massachusetts, Lowell and Region I Representative Elect

## **2.0 Review of Agenda**

Hertzog/Barnett moved approval of the agenda for the February 19, 2005 Executive Committee meeting in Washington, DC. Motion approved.

## **3.0 Minutes**

Barnett/Fernlund moved approval of the minutes of the TECSCU Executive Committee meeting of October 24, 2004, at the Holiday Inn Fisherman's Wharf, San Francisco, California. Motion approved.

## **4.0 President's Report**

President Beck reported on teacher education issues in Texas and asked each person present to report of teacher education issues in her or his state.

## **5.0 AACTE Representatives' Report**

- Sharon Robinson has been selected as AACTE President/CEO.
- AACTE is planning a Capitol Hill event for 75 members of congress who have been educators. An early spring date in 2005 has been proposed.
- A dues increase for AACTE members has been proposed.
- The AACTE staff has been working on the Title II reauthorization bill. Proposals include Partnerships that will receive 5 year grants to impact student achievement and Centers of Excellence to recruit minority teachers have been the focus of efforts to influence legislation.
- Each IHE will report on accountability measures such as test scores and admission criteria on the AACTE/NCATE joint annual report.
- Bob Yinger, Dean of Education at Butler University, is the new chair of the AACTE Board.

## **6.0 Election Committee's Report**

The results of the fall 2004 elections were announced:

President-Elect: Dr. Sam Evans, Dean, College of Education & Behavioral Sciences, Western Kentucky University

Region I Representative: Dr. Donald Pierson, Dean, Graduate School of Education, University of Massachusetts, Lowell

Region II Representative: Dr. Cathy Barlow, Dean, Watson School of Education, University of North Carolina at Wilmington

The election of candidates for the Executive Committee positions was very close and the possibility of a tied election was discussed. A change to the Constitution & By-Laws may be necessary to address the action to be taken in the event of a tied election.

## **7.0 Executive Secretary's Report**

Executive Secretary Berhow reported on:

1. **IRS Report**  
IRS Forms 1099 were submitted before the January 31, 2005 deadline and IRS Form 990 will be submitted by the May 1, 2005 deadline.
2. **Web Page**  
Millersville University has given me access to the TECSCU web site on the Millersville server and I have made changes to the web page. I purchased Dreamweaver and participated in a Dreamweaver training session and I am registered for an intermediate training session in March. The part of the web page that permits a search of the membership database is very complicated will require me to secure the services of a consultant. The person who provides the training at Millersville also consults and has agreed to assist me.
3. **Accounting**  
I purchased Quickbooks and Quickbooks accounting and training services through a local accounting company. A consultant customized the program to fit the accounting needs of TECSCU, imported all of the membership information into the program, and provided me with training. Mary and I are learning the program and I may need some additional training. \$200 remains of the \$1000 authorized by the Executive Committee for accounting consultation. Budget reports, invoices, and receipts will be noticeable changes.
4. **Newsletter**  
Printing of the summer and fall newsletters by the Millersville printing office was timely and efficient even with all of the new personnel.
5. **Elections**  
Participation in the election has better this year with 86 ballots received. The ballots were customized this year so each Institutional Representative had only the names of candidates for whom they were eligible to vote for.
6. **Membership**  
The 2004 membership count is 167. Renewals for 2005 were mailed and are being received and those 2003 members who did not renew in 2004 will be contacted and invited to rejoin TECSCU. I again set the goal at 170.
7. **Millersville Agency Account**  
I will be making application for access to the Millersville accounting system so I can monitor the agency account from home. Currently I go to Millersville and ask an administrative assistant I worked with to print out a copy of the account status.
8. **Software**  
I need to purchase Adobe Acrobat Writer. I had a Millersville leased copy on my computer at Millersville and tried to download the program so I could put the

program on a machine at home, but my attempt was not successful. I now need the program so I can put pdf files on the web page as non-pdf web pages can be a problem printing on some computers and systems.

9. Equipment

I will purchase a phone with answering machine when the second phone line has been installed in the TECSCU office.

10. Meeting Arrangements

Summer and fall meeting arrangements and dates have been made. The summer meeting will be in Lake Geneva, Wisconsin, in south eastern Wisconsin, July 20-22. The fall conference will be in Memphis, Tennessee, October 16-18.

11. Arrangements with Legislators

I was unable to make arrangements for meetings with members or aides to federal education committees during the conference. Having the AACTE meeting on President's Day, a federal holiday, made arrangements difficult. I do have a meeting on March 11 with Amanda Farris, the teacher education staff member of the U.S. House of Representatives Committee on Education and the Workforce. I will continue to seek a meeting with an aide to the Senate Education Committee.

## **8.0 Financial Report**

The 2004 financial report through December 31, 2004 was reviewed. An Executive Committee sub-committee of Larry Harris and Angela Sewall audited the financial report and supporting documentation and found the report and documentation to be in order. The sub-committee recommends that:

- TECSCU use the federal per diem rates for meals for reimbursement of meal expenses.
- TECSCU use the federal mileage rate, currently 40.5 cents per mile, for reimbursement of mileage expenses.
- Disbursement of funds by the Executive Secretary & Treasurer or the President exceeding \$1000 would require the approval of two (2) persons. The Executive Secretary & Treasurer would obtain the approval of the President and the President would obtain the approval of the President-Elect.
- An annual audit of the financial report be conducted at the winter conference.

Harris/Fernlund moved approval of the four (4) recommendations of the audit sub-committee. Motion approved.

The 2005 financial report through February 15, 2005 and a proposed budget for 2005 were reviewed. The proposed budget was corrected to accurately reflect the \$1000 approved by the Executive Committee for the services of a webmaster.

Hertzog/Harris moved approval of the 2004 financial report and the 2005 financial report including the corrected proposed budget of \$75,700 of income and \$86,850.00 of expenses. Motion approved.

## **9.0 Discussion of AASCU Relationship with Mona Wineburg**

The Executive Committee discussed the relationship of AASCU and TECSCU and ways to strengthen the relationship with Mona Wineburg of AASCU.

## **10.0 Discussion with David Imig**

### **10.1 Introduction of Sharon Robinson, new AACTE President/CEO**

David Imig introduced Sharon Robinson, new AACTE President/CEO and the members of the Executive Committee introduced themselves to Dr. Robinson.

### **10.2 AACTE Dues increase**

David Imig discussed the need for an AACTE dues increase and urged support for the increase.

Harris/Sewall moved that the TECSCU Executive Committee endorse the AACTE Board approved dues increase. Motion Approved.

## **11.0 Meetings**

### **11.1 Fall 2005**

The fall 2005 meeting is scheduled for October 16-18, 2005, at the Holiday Inn at the University of Memphis.

### **11.2 Summer 2006**

President-elect Sam Evans will select a summer 2006 meeting site.

### **11.3 Fall 2006**

Baltimore and Charleston were selected as possible sites for the fall 2006 meeting.

## **12.0 Program Planning**

Program themes and program topics and presenters were discussed.

## **13.0 Brochure**

Brochure copy will be sent to the Executive Committee via email for a response.

## **14.0 Commissioned Study**

Ways to capitalize on the TECSCU commissioned study were discussed. A follow up to the AASCU survey on partnerships is a possibility.

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

There were no additional items.

### **16.0 Adjournment**

The meeting was adjourned.