

**TECSCU Fall Conference
Oct. 16 - 18, 2005**



**Holiday Inn at the
University of Memphis
Memphis, TN**

**SUMMER 2005
Executive Committee Meeting Minutes
Grand Geneva Resort
Lake Geneva, Wisconsin
July 21-22, 2005**

1.0 Call to Order

The Executive Committee meeting was called to order by President Jeffrey Barnett, Dean, College of Education, University of Wisconsin-Whitewater, on July 21, 2005, in the Grand Geneva Resort, Lake Geneva, Wisconsin. Executive Committee members present were:

John Beck, Dean, School of Education, Texas State University-San Marcos, and Past President

Bennett Berhow, Executive Secretary & Treasurer

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

Phyllis Fernlund, Dean, School of Education, College of Communications and Education, California State University-Chico and AACTE Board Representative

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

Joane McKay, Dean, College of Education, St. Cloud State University, AACTE Board Representative and Region IV Representative

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

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

2.0 Review of Agenda

The agenda was reviewed and was not revised.

3.0 Minutes

3.1 Approval of Washington, DC, Executive Committee Meeting Minutes

Hertzog/McKay moved approval of the Executive Committee meeting minutes for February 19, 2005, at the Washington Hilton and Towers, Washington, DC. Motion Approved.

3.2 Review of Washington, DC, Business Meeting Minutes

Hertzog/McKay moved to accept the minutes of the Business Meeting for February 20, 2005, at the Washington Hilton and Towers, Washington, DC.

4.0 President's Report

President Barnett reported on teacher education issues relevant to his institution and state.

5.0 Members' Reports

Each member reported on teacher education issues relevant to her or his institution and state. Discussion of common issues followed.

6.0 AACTE Representatives' Report

- Sharon Robinson, new AACTE CEO, is making changes and hiring new personnel: Chris Brown is the new VP and the committee structure of AACTE is being reviewed by Robinson.
- 100 people attended the Capitol Day for Educators. The staff of senators and representatives attended. Other organizations felt left out and wanted to be briefed about AACTE activities. Recommendations for Title II were presented.
- AACTE should bring organizations together and agree upon "standards" or common commitments to define the profession and to speak with one voice.
- 785 members of AACTE with a goal of 800 members.
- AACTE is seeking to make PEDS more useful.
- Being considered whether AACTE should be an inclusive organization or to sharpen the message and include only members meeting standards. It was suggested that Robinson should be invited to meet with the Executive Committee to discuss the issue.
- Materials from the AACTE Leadership Conference were distributed and discussed.
- The San Diego conference is considered to be important.

7.0 Executive Secretary's Report

The Executive Secretary's activities on behalf of TECSCU since the fall meeting in Washington, DC include:

1. IRS Report

IRS Form 990 was submitted by the May 1, 2005 deadline.

2. Web Page

I secured the services of the person who teaches the Dreamweaver courses at Millersville University. He also operates a consulting business for web design and maintenance. He discovered that Millersville had reconfigured servers that affected the TECSCU web page and essentially made it so I could not alter many pages on the site. He had fixed some of the problems and the membership page is working and updated. I have updated the new postings

and the constitution and by laws. There are still problems with changing the executive committee page, the minutes, and the newsletters. We will work on those when I return. I also have a proposal for moving and maintaining the TECSCU web site through his private business. The web address would be tecscu.org. The consultant is a former elementary teacher who has a technology master's degree.

3. Accounting

I will be seeking some additional training for Quickbooks. Managing the agency account records, the checking account, the money market fund, and the CD's so the accounts are reconciled has proven to be an accounting challenge. The posting of members has been working well and using the information to create invoices and mailing labels should increase efficiency.

4. Newsletter

The summer newsletter will focus on the fall conference and some history of TECSCU. Jerry Robbins is writing a reflection and some information on TECSCU Presidents will be included if space is available.

5. Membership

I received two additional membership payments for 2004 so the final membership count for the year was 169. We have received 138 membership payments for 2005 and a reminder to 37 members who have not yet submitted their 2005 payment was sent. If all 37 renew their membership we would have 175 members for 2005. Many institutions pay their dues after the beginning of the new fiscal year so I expect many payments in July and August. Another reminder to non-renewed members will be sent in the fall.

6. Millersville Agency Account

It is not possible to access the Millersville accounting system from the web so I must go to the University and find a cooperative administrative assistant. I always find a cooperative administrative assistant so I can get a budget report that includes a balance.

7. Software

The Millersville University lease agreement for Adobe Acrobat allows that program to be loaded onto a laptop as long as the lease fee is paid through a University account. As I have a University account and a laptop, I leased Adobe Acrobat for \$40. I now can create pdf files for attaching to emails and I can create pages for the web site.

8. Telephone and email

I had an additional telephone line installed and have dedicated the new line to the fax and all long distance calls for TECSCU. I purchased a phone with a digital quality answering machine and a wireless remote. This allows me to use the phone at a desk that does not have the base phone. The installation of the additional phone line cost \$95.00 plus tax and the activation fee was \$40 plus tax. The monthly fee for the line will be \$16.95 plus tax and other charges and long distance charges. I am requesting reimbursement for the installation fee, the activation fee, the monthly charges, and the long distance charges.

9. Arrangements

I have signed the contract with the Holiday Inn at the University of Memphis and I have not yet received a request from AACTE for the winter meeting in San Diego. I will have a proposal from Baltimore and Charleston for the fall meeting in Memphis.

8.0 Financial Report

A summary of the financial report for the year as of June 24, 2005, follows:

INCOME	\$56,193.69
EXPENSES	\$23,794.63
MONEY MARKET ACCOUNT	\$45,453.30
CHECKING ACCOUNT	\$38,880.95
AGENCY ACCOUNT	\$527.15
CERTIFICATES OF DEPOSITS (Estimate)	\$62,512.02
BALANCE	\$147,373.42

Evans/Hertzog moved approval of the financial report. Motion approved.

9.0 Membership Report

Strategies to increase membership, including financial incentives, were discussed. Beck/Fernlund moved that non-member institutions that have not been members for the preceding five years, upon payment of a conference registration fee plus one-half the cost of annual membership, will receive a one-year institutional membership. Motion approved.

10.0 Nominating Committee Report

Potential nominating committee members and potential nominees were discussed. Past President Beck will chair the committee and will contact potential committee members to determine their interest in serving on the committee. The committee will present a slate of candidates for President Elect, Region IV Representative, and Region VI Representative at the Memphis conference.

11.0 Brochure

A brochure will be developed that emphasizes PreK-12 learning. The audience and purposes of the brochure were also considered. Hertzog and Fernlund developed a draft and Fernlund will work with faculty and students at Chico State University to develop and publish a brochure.

12.0 Conference/Meeting Planning

12.1 Fall 2005 Memphis

President Elect Evans reviewed the Memphis program being planned.

12.2 Winter 2006 San Diego

The winter conference program will be the same as the last winter conference schedule in Washington, DC. The meeting will begin with breakfast at 8:00 am and conclude by 12 noon.

12.3 Summer 2006 To Be Determined

Past precedent will be followed and the President Elect will choose the summer location.

12.4 Fall 2006 Baltimore or Charleston

Proposals for hosting the conference will be reviewed in Memphis.

13.0 Web Site Maintenance Proposal

A web site maintenance proposal was reviewed and additional questions to be answered were developed. At least two to three additional proposals for comparison will be gathered by the middle of August and shared by email so a web management provider can be selected as soon as possible.

14.0 Executive Secretary/Treasurer Position Description

The draft of an Executive Secretary/Treasurer position description was reviewed and modified for clarity and to be consistent with the Constitution and By-laws.

15.0 Procedure for Evaluating Executive Secretary/Treasurer

A procedure and evaluation instrument for evaluating the Executive Secretary/Treasurer were reviewed and modified for clarity and to be consistent with the position description. Sewall/Beck moved to pilot the position description and the evaluation procedure. Motion approved.

16.0 Constitution and By-Laws Changes

- McKay/Fernlund moved to amend Article V Elections of the Constitution and By-Laws by adding the following sentence as a separate paragraph .Should a tie vote for an Executive Committee position occur, the Council President and the two AACTE Representatives will break the tie vote. Motion approved.
- Fernlund/Sewall moved to amend The Constitution and By-Laws by adding a new Article X and renumbering Articles X, XI, and XII to Articles XI, XII, and XIII. The new Article X will read: It shall be the responsibility of the Executive Committee to establish a position description for the Executive Secretary and Treasurer upon which the annual evaluation will be based, to establish a procedure for evaluating the Executive Secretary and Treasurer, and to conduct an annual evaluation of the performance of the Executive Secretary and Treasurer. Motion approved.

17.0 Additional Items for the Good of the Order

- The possibility of developing white papers that are expressions of the views of the majority of the membership was discussed. A members-only discussion area on the web site would facilitate surveying the membership and will be explored as the new web site is developed.
- The Executive Committee discussed how to enhance TECSCU's relationships with AACTE and AASCU. It was decided the Committee would like to meet at least once a year with Sharon Robinson and a least once a year with a representative of AASCU. Sharon Robinson will be invited to the fall conference in Memphis and some meeting time with the Executive Committee will be scheduled with her if possible. Questions to explore with Robinson were developed.

18.0 Adjournment

The meeting was adjourned by 11:30 a.m.