

**TECSCU Winter Conference
January 28, 2006**



**Manchester Grand Hyatt
San Diego
San Diego, California**

**FALL 2005
Executive Committee Minutes
Fogelman Executive Conference Center &
The Holiday Inn at the University of Memphis
330 Innovation Drive, Suite 300
Memphis, TN 38152
October 16, 2005**

1.0 Call to Order

Jeffrey Barnett, Dean, College of Education, University of Wisconsin – Whitewater, called the meeting to order at 12:45 pm, Sunday, October 16, 2005, in the Fogelman Conference Center, Memphis, Tennessee. Members present were:

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

John Beck, Professor, 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

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

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

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

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

2.0 Approval of the Agenda

The agenda was approved as distributed.

3.0 Approval of Lake Geneva Minutes

Hertzog/Sewall moved approval of the minutes of the summer Executive Committee meeting at the Grand Geneva Resort, July 20-22, 2005, with the spelling of Hertzog corrected. Motion approved.

4.0 President's Report

President Barnett asked each Committee member to share one exciting development at her or his campus.

5.0 AACTE Board Representatives' Report

The AACTE Board of Representatives had not met and there was no report.

6.0 Nomination Committee's Report

On behalf of the Nomination Committee, Past President Beck submitted the following candidates for election to the Executive Committee for approval:

President-Elect:

Karen Adams, Dean, College of Education and Human Services,
Central Michigan University

Angela Maynard Sewall, Dean, College of Education, University of
Arkansas at Little Rock

Region IV Representative

Jeffrey Cornett, Dean, College of Education and Director of Teacher
Education, University of Northern Iowa

Mary Otto, Dean, School of Education and Human Services, Oakland
University

Region VI Representative

Susan Meyers, Dean, College of Education, San Jose State University

Stephanie Salzman, Dean, Woodring College of Education, Western Washington University

Hertzog/Pierson moved approval of the candidates. Motion approved.

7.0 Executive Secretary & Treasurer's Report

Activities on behalf of TECSCU since the summer executive committee meeting include:

1. Web Site

The web site RFP was revised based upon input at the summer executive committee meeting and was submitted to five providers. Four providers submitted a full proposal and one provider submitted a description of a process for developing a web site. After reviewing the proposals, the Executive Committee came to a consensus on a provider. A contract was executed with the chosen provider, Tama Graphics and Marketing. In a meeting with the CEO and web master, we agreed:

- The web site will be available at tecscu.org.
- I would download the web site from Millersville University and provide the files to the web master.
- I would immediately provide some updates and corrections for the web master including minutes of the executive committee and business meetings and the 2005 Executive Committee pdf file.
- I will eventually have an email address of bennett.berhow@tecscu.org and the emails will be forwarded to my IPS.
- We would meet later to discuss a members-only area to the web site and redesigning the web site.

When dealing with the Domain Bank to provide the web site provider with access to tecscu.org, it was discovered that the domain name needed to be renewed. Instead of responding to an email about renewal, the Domain Bank sent the renewal notice to Rhoda Richards at the University of Arkansas Monticello. As a consequence, the domain name was not renewed by the deadline. I have now renewed the domain name and it is owned by TECSCU with me listed as the administrator rather than the owner. Rhonda Richards was listed as the owner of the tecscu.org domain name and that was why the Domain Bank never responded to me, even though I wrote the check for the last renewal. After renewing tecscu.org, the electronic address of the

provider's servers was entered into the domain name system used by the Domain Bank so tecscu.org is available to search engines.

The web site has been transferred and the web master is working on updating the transferred web site. I do need to provide some additional information. When search engines search for tecscu.org, the first site to be listed is the new web site.

2. Newsletter

The summer newsletter was published and mailed. It included a reflection by Jerry Robbins, but there was not enough space to include a listing of past TECSCU Presidents. The list of past Presidents will be in a future newsletter when there is sufficient space. The Millersville University print shop again delayed the newsletter print job and use of a private print company will be explored. The agency account at Millersville will be closed if another printer that provides quicker service at a comparable cost is found.

3. Accounting

Changes continue to be made as more of the QuickBooks capabilities are used. Receipts for registration for the Memphis conference were printed with Quickbooks and we know how to electronically send receipts when we receive memberships and registrations and we will probably begin doing so next year.

4. Membership

At the end of October or beginning of November, another mailing will be made to institutions that have not yet paid their 2005 membership dues. The letter will indicate that services will cease to be provided unless payment is received.

When membership renewals are sent after January 1, 2006, institutions that were members in 2004 will be invited to renew their membership. A mailing will be made to non-member AASCU institutions inviting them to the winter conference and the membership fee incentive approved last summer will be emphasized.

5. Meeting Arrangements

Proposals from two Baltimore hotels and two Charleston hotels for the fall 2006 meeting were requested. I am familiar with the Baltimore hotels contacted and recommendations of Charleston hotels were provided by Fran Welch.

The final arrangements for the Memphis meeting were made.

Facilities for the TECSCU meetings in San Diego were requested through AACTE. The process was an on-line process this year. A room from noon until 4:00 pm for the Audit Committee, a meeting room for the Executive Committee meeting, including dinner, and a conference room were requested. The conference is scheduled to begin at 8:00 am, with breakfast, and to conclude by 12 noon.

8.0 Financial Report

The financial report for year 2005 was reviewed and approved.

9.0 Brochure

Four brochure prototypes were reviewed and discussed. Preferred formats were identified and Dean Fernlund will proceed with the printing of a brochure.

10.0 Web Site

Preferred attributes of a members only section on the web site were discussed and include a bulletin board, an area where invitations to participate in grants, partnerships, etc could be posted, the current newsletter, access to member email addresses, and voting in TECSCU elections. Hotlinks to AACTE, AASCU, NCATE and TEAC were proposed and the possibility of sponsorship of a hotlink was discussed.

11.0 Constitution & By-Laws Amendment Process

Past practice when approving an amendment to the Constitution & Bylaws was discussed. In the past, the proposed amendments and pending vote by the membership during a business meeting were published in the newsletter. Before the business meeting when the vote would occur, an email reminder with the proposed amendments was distributed. Copies of the proposed amendments were available at the business meeting when a vote on the proposed amendments would occur. Sewall/Fernlund moved that past practice be followed for informing the membership about the proposed amendments and the pending vote. Motion approved.

12.0 Meetings & Program Planning

12.1 Winter 2006 – San Diego

President-Elect Evans will develop the program theme. The meeting will conclude by noon.

12.2 Summer 2006

Possible meeting sites for the summer 2006 Executive Committee meeting were discussed. President-elect Evans will work with Berhow to select a site and the dates.

12.3 Fall 2006 – Baltimore or Charleston

Charleston, South Carolina was selected as the site of the fall 2006 TECSCU conference.

12.4 Fall 2007 – Las Vegas or ?

Possible sites in the west for the fall 2007 TECSCU conference were discussed including Las Vegas, Seattle, Phoenix, San Antonio, and Portland. A site was not selected.

13.0 Establish 2006 Audit Committee

Angela Sewall, Jay Hertzog, and Larry Harris will again serve as an Audit Committee in San Diego. The Audit Committee will meet prior to the Executive Committee meeting.

14.0 Additional Items for the Good of the Order

There were no additional items.

15.0 Adjournment

The meeting was adjourned.

Respectfully Submitted.

Bennett F. Berhow
Executive Secretary & Treasurer