



CSOTTE Board Retreat
Port Royal Ocean Resort
Port Aransas, Texas
12:30-5:00pm, Tuesday, May 24, 2016
9:00am-Noon, Wednesday, May 25, 2016

Minutes

<ol style="list-style-type: none"> 1. Lunch - 12:30pm 2. Call to Order 3. Introductions <ol style="list-style-type: none"> a. General introduction of Board Members b. Introduction of incoming board members by organization c. Information from organizations regarding upcoming meetings 	<p>Grant Simpson called the meeting to order at 12:33. After lunch the attendees introduced themselves. Those in attendance were: Judy Abbott (TACTE New Pres.), Shari Albright (TACTE Pres.), Glenda Ballard (Chair Elect), Anna Bergstrom (TACO New VP), Christie Bledsoe (TxATE VP), Donna Brasher (TCTCT VP), Gayle Butaud (TDFE Pres. Elect), Ginny Fender (TACTE ED), Paula Hollis (TACO VP), Jean Hubbartt (TCTCT Pres.), Elda Martinez (Consultant) Zach Rozell (Treasurer, TACA Advisor), John Sargent (EDICUT VP), Debby Shulsky (TxATE New VP), Grant Simpson (Chair), Marlene Zipperlen (TxATE Pres.), Lidia Zatopek (TACA Pres.), Danielle Varela (TACO Pres.), Pam Tipton (Exec. Sec.) and Sara Langford (TDFE Pres., Sec.)</p>
<ol style="list-style-type: none"> 4. Minutes, Approval March 2016 Board Meeting (see page 5) 	<p>A motion to approve the Minutes was made by Judy Abbott and second was called by Marlene Zipperlen. Lidia Zatopek noted a correction in Eric Brown’s office for TACA should be Vice President and she is TACA’s President.</p> <p>The Board voted unanimously to approve the Minutes with this correction.</p>
<ol style="list-style-type: none"> 5. Financial Report – Executive Secretary <ol style="list-style-type: none"> a. Current Financial Status Report (see page 9) b. Proposed 2016-2017 Budget (see page 11) c. Organization Dues– submit or mail check <ol style="list-style-type: none"> i. Paid: EDICUT, TAHPERD, TACO, TDFE, TxATE ii. Due: TACTE, TACA, TCTCT 	<p>Pam reviewed the changes to the Financial Report since our last meeting. We have \$74,112.03 in Savings and Assets of \$95,276.81. One correction was noted: YTD Transactions listed as \$776,150 should be \$76,150. Glenda Ballard moved to accept the Financial Status Report. Shari Albright seconded. There being no nays or abstentions, the motion to approve the Financial Status Report carried.</p> <p>Budget: Pam created this budget for us. A few errors were detected and corrected. Ginny Fender made a motion to accept the budget. Lidia Zatopek seconded the motion. All approved the Budget with the noted corrections Pam added on the screen for all to see.</p> <p>TACTE and TACA paid their CSOTTE dues today. TCTCT will pay their dues once a new treasurer is in place.</p>
<ol style="list-style-type: none"> d. Retreat financials – Cost for 2015 Retreat was \$2211, ~\$110 each, fee is \$65.00 pp e. Financial Audit Committee for 	<p>The Registration Fee for the Board Retreat is lower than the actual expense. Pam stated this is to appreciate the Board members. We took a moment to feel appreciated.</p>

2016– Appointment of Committee Members	A committee of Lidia Zatopek, Zach Rozell and Shari Albright was appointed to review the financial books for CSOTTE Board.
6. Conference journal ideas – Amanda Rudolph and Elda Martinez	<p>Elda Martinez reviewed a proposal for an online conference journal. A title for the journal, a timeline for publishing, and an ISSN number will be needed to get started. Discussion followed. Preference would be given to those who present at CSOTTE. Marlene Zipperlen made a motion to begin an online journal for CSOTTE and Paula Hollis seconded that membership in one of the CSOTTE organization was a requirement for publishing in the journal. All approved.</p> <p>Three editors would rotate through over three years. Managing Editors will start out being Amanda Rudolf and Elda Martinez. Debby Shulsky was added to the committee. A motion to accept the title, TxED Preparing Texas Educators: The Journal of CSOTTE, was made by Debby Shulsky, with a second by Gayle Butaud, Debby and Gayle amended their motion to change the title to “TxE P: Texas Educator Preparation.” The motion passed and our on-line journal has a title. (Applause.)</p>
7. Conference website (www.csotteconference.com) / eProgram options – Elda Martinez	<p>Our E Program was pulled up and the number of hits was over 600 for the October 2016 conference. Elda Martinez addressed the issue of the conference site being mobile friendly. It's in Weebly and the company is moving toward mobile format. Donna Brasher made a motion that we stay with what we have (Weebly format) and let Elda Martinez continue to investigate and advise us. Glenda Ballard seconded the motion and all approved.</p> <p>A motion was needed to add the Journal Editor as an ex- officio member of the Board. Pam pulled up the Constitution to add the change in the Membership section. A motion was made by Sara Langford with a second by Christie Bledsoe that the Journal Editor be an ex-officio member of the Board and that this change be made to the CSOTTE Constitution. The motion was approved by the Board unanimously.</p>
8. Website (csotte.com) a. Update officers / other information (please check the website and forward changes to Executive Secretary)	Pam gave printed copies of their web page to each organization’s leader to proofread. Pam can make most of these changes herself. Others she will need to forward to our web designer.
9. 2015 Conference – Final Report a. Finances / Attendance – Pam (see page 12) b. Conference Evaluations and Comments – Glenda / Grant	<p>Conference Registration is declining each year. Weather was a factor in the fall. Food costs were reduced by having it at Embassy Suites. Location is a strong indicator of number of attendees. Sponsors reduce the price of registration.</p> <p>Evaluations were reviewed briefly again. TEA speakers were least favorite because of information not because of them <i>personally</i>. The stake holders' meeting was not well planned for in advance so many couldn't stay over to attend this extra meeting.</p> <p>Acceptance videos of winners were popular.</p>

<p>10. SBEC/TEA/EPAC Update</p>	<p>Grant Simpson updated the board on SBEC events, board meetings, and Tim Miller’s discussion with the TACTE retreat attendees.</p> <p>Glenda Ballard will replace Amanda Rudolph as the CSOTTE EPAC advisory member.</p> <p>Shari Albright said Ed Prep is in crosshairs of next legislative session. For example: Early Childhood certification will be proposed for offering at community colleges. TACTE provided \$5000 toward the use of a service to push out the information to us. She asked us to ask our organizations to help provide this service. This is an advocacy group that could be used as a pilot to see what we need and what it can provide. Shari said they need to know by July. TACTE would like this collaboration to be a CSOTTE function. We are unsure of the cost of this service. Organizations would need to vote on their support at June meetings. A proposal will follow from Shari.</p>
<p>11. Conference Location 2019: Responses from Houston Marriott Westchase, Omni Houston Hotel at Westside, Embassy Suites Frisco, La Torretta Lake Resort (Montgomery/Lake Conroe), JW Marriott Houston, DoubleTree by Hilton (HIA)</p>	<p>Pam narrowed down the list to four hotel locations that provided the information we need for planning a future conference.</p> <p>After much discussion, Glenda Ballard made a motion to vote between two locations: LaToretta and Frisco. Ginny Fender seconded the motion. Frisco won the vote and the 2019 CSOTTE Conference to be held October 27-29, 2019.</p>
<p>12. Conference 2016 - planning</p> <ol style="list-style-type: none"> a. San Marcos, Texas / Embassy Suites Hotel, Conference Center & Spa b. Theme – <u>Build a Coalition to Empower Our Educators</u> c. Speakers d. Sponsors / Donors / Vendors / Exhibitors – distribute Sponsorship Opportunities to members, available electronically <ol style="list-style-type: none"> i. Sponsors: Certify Teacher: Silver (\$7,000) ii. Vendors: <ul style="list-style-type: none"> • 240 Tutoring • EdThena 	<p>Glenda Ballard took over leading the meeting. Reservations can be made now for 2016 Conference.</p> <p>Glenda will build on Grant's 2015 theme.</p> <p>Speaker- Dr. Jeff Bordon is motivational and fun. He makes his audience think and laugh. He will be the Keynote Speaker. Teacher of the Year from UT Arlington will be a speaker. Mike Morath wants to come and speak on his role of quality teaching.</p> <p>Judy recommended we contact Patrice Weller so her candidates can act as volunteers from Texas Sate.</p> <p>Pam has asked ETS and they are on hold. Members are asked to send names of possible vendors to Pam. New Braunfels and local wineries were recommended.</p>
<ol style="list-style-type: none"> e. Door Prizes – Next year conference registration decided through Conference Evaluation random number f. Registration desk – will sign up in September/October g. Registration fee i. Early price of \$ 225.00 ends 	<p>The Paper Bear and restaurants will be asked to donate door prizes.</p> <p>The registration table will need to be covered.</p>

<p>on 9/15/2016 at 11:59 PM</p> <p>ii. Standard price of \$ 275.00 starts on 9/16/2016 12:00 AM and ends on 10/16/2016 11:59 PM</p> <p>iii. Late/Onsite price of \$ 325.00 starts on 10/16/2016 12:00 AM</p>	
<p>h. Call for Proposals / Breakout sessions – TxATE/Christie Bledsoe (see page 15)</p>	<p>The call for proposals was sent and two have been received. Pam will add the new Journal information to the proposal and send out to us.</p> <p>Two rooms were added for Monday for a total of 56 presenter slots. Vendors who want to present will need to pay an extra \$2,000.00. Christie Bledsoe will need to be aware of this and the description will have the vendor's link.</p>
<p>i. Schedule (Conference at a Glance) (see page 18)</p>	<p>TACTE will add one hour of professional development for new deans. TCTCT had a time change.</p>
<p>j. Menus (Appoint committee: use master document)</p>	<p>Anna Bergstrom, Donna Brasher and Paula Hollis were appointed to serve on this committee.</p>
<p>k. Entertainment –</p> <p>l. Evaluations – edit questions (see 2015 Conference Eval)</p>	<p>Background music is the best option. Patrice Weller from Texas State will be asked to assist with finding a singer for Sunday night (perhaps the national anthem). Shari suggested since it's at 5:00 that students be included.</p> <p>Editing the questions for the evaluation was tabled until September meeting.</p>
<p>m. Vendor Bingo (see page 21)</p>	<p>The board decided to let the individual vendors have their own raffles instead of hosting Vendor Bingo. Announcing door prizes to whole group will highlight vendors.</p>
<p>n. Awards – conference procedures and schedule</p>	<p>TACTE will have three awards to give. TDFE to change to Clinical Teacher of the Year Award.</p>
<p>o. Audio-Visual</p> <p>p. Other</p>	<p>Bids will be sent after this meeting.</p> <p>A cart will be in each room and the presenter will need to bring their own projector.</p> <p>Board members need to be there at 10:00 on Sunday. Dana Kennamer Pemberton, Abilene Christian University, will lead Emerging Scholars, as always.</p>
<p>Meeting continued at 8:00 am on Wednesday morning.</p> <p>13. Quest for Quality Awards Update</p> <p>a. Exemplary Faculty Practices – TACTE and EDICUT / John Sargent</p> <p>b. Exemplary School Partnerships – TxATE / Marlene or Christie</p> <p>c. Exceptional Teacher Candidates – TDFE and TACA / Gayle and Lidia</p> <p>d. Website Impact?</p>	<p>Meals were selected and financial records were reviewed at the close of yesterday's meeting.</p> <p><i>Leftover Items</i> from yesterday:</p> <p>Friend of Education Award by CSOTTE for Individuals who have contributed to teacher education.</p> <p>Marlene Zipperlen suggested we honor Tim Miller because he tries to reach consensus. Bylaws were consulted and do not allow this award to go to a current TEA employee. Members were asked to consider a person and bring their names forward in September.</p> <p>a. John Sargent asked questions for Exemplary Faculty Practices. EDICUT will lead this year. Photos of winners can be posted on our website. Ginny Fender will send this information out.</p> <p>b. Exemplary School Partnerships- Marlene and TxATE will</p>

	<p>revise at June 6th meeting and send through Pam Tipton and Ginny Fender.</p> <p>c. Exceptional Teacher Candidates- both groups are in selection process; two minute acceptance speeches to be posted on website. The impact of these slots on the websites is not a factor because they are links. Actual plaques are purchased by the sponsoring organization.</p> <p>Ginny Fender made a motion to allow the various organizations to provide trophies like they have always done. Lidia Zatopek added a second to the motion. CSOTTE board will not purchase these awards.</p>
<p>14. Texas Association for Community College Teacher Education Programs membership in CSOTTE</p> <ul style="list-style-type: none"> a. Is there a fee for an organization to join CSOTTE? b. What is the application process? c. Would our organization need to become a 501 C3, and if so, do you know how to proceed with this? 	<p>Lisa Hill asked if TACCCTE: Texas Association for Community College Teacher Education Programs could become a member of CSOTTE. A handout was provided. NACCTEP is the national group, but there is not a Texas Chapter. The bylaws are specific, so the group will be sent information on how to apply. This was not voted on by the Board since it was an inquiry only.</p>
<p>15. CSOTTE Board meeting Schedule for 2016-2017</p> <ul style="list-style-type: none"> a. September 16, 2016 – TAHPERD Office, Austin b. Sunday, October 16, 2016 10:00 a.m. – 1:00 p.m. San Marcos Embassy Suites Hotel, Conference Center & Spa; Veramendi Salon D c. March 3, 2017 – TAHPERD Office, Austin d. April, 2017 – TBD TAHPERD Office, Austin (only if needed) e. May ___ or June ___, 2017 – Board Retreat (with TACTE or with summer conference??) 	<p>Board Meetings:</p> <p>Sept. 16 at TAHPERD Office 9:30-2:00</p> <p>Oct. 16 arrive early to take care of business.</p> <p>March 3, 2017 to review all feedback from the October Conference.</p> <p>April is TBD.</p> <p>May 23-24, 2017 at Port Aransas or move to June with other summer meetings; Pam requested we not wait until June to meet because of deadlines for conference and would like to finalize information in May and stay with Port A for two more years.</p>
<p>16. Future Conferences</p> <ul style="list-style-type: none"> a. 2016: October 16-18, 2016: Austin: Embassy Suites San Marcos b. 2017: October 22-24, 2017: Corpus Christi Omni c. 2018: October 21-23, 2018: San Antonio Omni Colonnade 	<p>October 27-29, 2019 at Embassy Suites in Frisco will be added to the list.</p>
<p>17. Audit Committee Report</p>	<p>Lidia Zatopek, Zach Rozell and Shari Albright found an error in March, so a few adjustments will need to be made.</p>

	<p>Overall, the records are thorough and Pam Tipton was commended for her work.</p> <p>Marlene Zipperlen made a motion to accept the report of the Audit Committee and Sara Langford seconded the motion. All approved by saying "Aye."</p>
18. Other Business [Conference Menu Committee selections, Event Bag Committee]	<p>Conference Menu Committee- Anna Bergstrom, Donna Brasher and Paula Hollis served on this committee. They mentioned a stuffed avocado and slider bar at brunch. Steak/chicken/etc. were recorded for Pam Tipton. She will follow up on the selections with the hotel.</p> <p>No event bags are needed because they are provided by the city of San Marcos.</p>
19. Recognition of outgoing board members	Awards for Jean Hubbartt, Shari Albright, Zach Rozell, and Daniella Varela were well received.
20. Recognition of outgoing Board Chair	Grant Simpson was recognized for his years. Lidia Zatopek suggested a photo for the website.
21. Adjournment	<p>A personal thank you from Glenda Ballard was followed by a motion to adjourn by Judy Abbott. A second by Marlene Zipperlen led all to approve.</p> <p>Minutes recorded by Sara Langford, CSOTTE Board Secretary on May 31, 2016.</p>