

# GACTE Board Meeting Minutes

JULY 8, 2020

## **Call to Order & Welcome;** President Karynne

- Karynne welcomed the group and began the meeting.

## **Approval Minutes** (Posted Zoom) Secretary, Rachel

- Minutes were approved through a Poll response in Zoom.
- Fix spelling of Karynne and Adrian

## **Approval Treasurer's Reports** (Posted Zoom) Treasurer, Susan

- Susan presented the minutes and asked for questions/comments.
- Update and audit from the checkbook that was asked to be completed. There were few suggestions and we can address suggestions as needed. The biggest piece out of audit was the taxes piece but Cindy asked Susan to hold off on that for now.
- Karynne asked Susan how much training Susan received so that we know for the future how to support the treasurer. Susan did not receive training but has support from colleagues.
- Loleta thanked Susan for her service and hopes she does not leave anytime soon!
- Minutes were approved through a Poll response in Zoom.

## **Membership Update for 2019/20 & 2020/21**

### **Dues for 2020/21 President-Elect Loleta**

- Maintain at \$380 because of economic times. Zoom poll was launched to receive feedback on this question.
- Adrian asked if there were any institutions having concerns based on the unawareness of budgets at this time. More than half USG schools were going through cuts pre-COVID.
- Loleta said she has not heard of any concerns at this time. Some institutions have paid at the end of the year to go into the next year as a paid member. We would need to work with institutions on an as needed basis.
- Cindy said there has never been a disadvantage to institutions not paying dues. They still get the same information but it does hurt the budget. We try to support the members.
- Dianne appreciates the bill being sent out early so we can pay at the end of the year budget.
- Adrian gave more context that colleagues that Education departments are receiving steeper cuts from provost in the coming year. He is thankful they will still be kept in the loop if their budget is affected.

### **Appointment/Action of Any Vacant Board Positions**

- Joe Peters, GCSU, President Elect
- Adrian Epps, KSU, member at large- will also help with bylaws committee
- All committee chairs have agreed to remain as chairs. We have not heard from Tom and Joyce, but Loleta knows they will continue to serve.
- At the spring meeting, the board agreed to pay for Washington Week, but Loleta prefers not to go in September. Her reasons included: COVID, childcare issues/delays, and new position. Loleta asked if they would allow her to use them in Spring 2021 and accompany Joe Peters in the summer of 2021.

### **Action: Past President's Continued Role on Board**

- Karynne is stepping out of the role of dean and working at Georgia College outside the role of dean, assistant/associate dean. Loleta asked us to consider allowing her to continue serving as past president on the board.

### **Update: New Executive Director (Posted Zoom) President Karynne**

- Karynne updated the board on Cindi's role as executive director. Individuals submitted names of individuals who may be interested and prepared for the role. We received 5 names of individuals that meet the criteria. Four of the individuals are otherwise engaged. The committee reformulated and wrote a job description for the position. This information was shared with each of the potential candidates. The position is very intensive. We discovered in conversation with Cindi that she has been paying for herself all the travel, supplies, and various sundry items the organization uses. The candidate that is interested is only interested if there is a budget for the individual who will serve. We intend to interview Kelly Henson in the fall, but he will not accept the position if there is not additional funding for the additional expenses for carrying out the duties of executive director.
- Karynne has a proposal for the budget of those expenses. We have to approve the budget before we go into the interview with Kelly Henson. Even with that we are not certain after the interview the decision the board might make. We continue to search for an executive director to ensure Cindi can retire from the position.
- Karynne asked if there were questions for the process of getting an executive director. Please take a look at the proposed budget presented to the board.
- In the new budget, the executive director will attend the AACTE leadership meeting every 3 years.
- Loleta mentioned that the GACTE conference will change but generally depending on the conference we will get a comp room to the executive director. The meals would come with the registration. That \$1,500 is a fluid number.
- Penny mentioned that most PSC meetings will be virtual so that would adjust the budget as well.
- Susan wondered if the cost of membership dues remaining at \$380 compared to this increase of \$10,000, how much have you done in comparison with this increase. She is concerned the money in the treasury is decreasing. Karynne reminded the group that we have potential to have more money coming in with conferences now that we are holding them on our own. The new executive director will need to take on membership development. She does not think we can ask institutions to pay anymore dues given we know some can't pay \$380 at this time. We would not accept the proposal for the executive director but know it is unlikely we will not find someone who will agree to serve as executive director without a budget.
- Cindi said it is unlikely we will make any money on conferences this year. People are going to be afraid to attend. We have a sponsor to cover the cost, but the cost of participation is low this year. Cindi said we are in a bind with money but we might lose Kelly if we don't act now. We can't afford to be broke. Cindi is willing to serve one more year but does not want to lose Kelly as a candidate.
- Adrian followed up on Susan's piece. Is there the opportunity to have a sliding membership dues piece? Some institutions are struggling, but some can probably afford to pay more based on their size and level of engagement. Sharon Hixon liked the idea of a sliding membership scale.
- Susan H. agreed with reimbursing whomever serves in the executive director position, but as the treasurer we have to ask where the money will come from.
- Karynne said the independent institutions operate very differently from USG. She is worried some smaller institutions will see this as a mandate or have hard feelings that they are not understood. It isn't that she doesn't support it, she does not want to ignore the independents perspective/feelings on this sort of thing.
- Adrian said there could also be membership levels. He isn't sure what could be differentiated for membership levels. He believes it is worth to explore other options. If we are going to do something we should do it sooner rather than later.
- Karynne asked what the board's thoughts were for delaying the recommendation regarding the budget and new GACTE executive director and exploring sliding scales.
- Based on Karynne's comment and historical aspects of the organization, Cindi said we should not act immediately. We should present a new plan to the membership during the fall conference.
- Loleta said the strategic planning committee could discuss how to generate more information and the sliding scale rather than having another committee.
- Loleta asked if Cindi would be willing to serve at least through spring 2021 to get a handle on what the situation is from the spring conference.

- Need to make a decision on the budget issue: Table budget conversation or vote on conversation or vote on amount but knowing we are looking at the fall 2020 executive director.
- Sharon Hixon motioned to table. Joe seconded. Vote was through chat with a yes or no to approve the motion. Motion passed to table the budget for executive director.

### **Introduction of New Web Site Paige Tompkins & April Burke**

- Loleta and Paige met to discuss improvements we want to see with the site. April Burke was contracted to complete the redesign. Paige met with April and found the redesign will include a new design. April wants a strong statement of the purpose of the website. Paige said she sees the website as a source of information, but also a site our members can and will use the site. Paige said we need some archival space to know who has been president and the board, minutes, etc. Members need the website as a source of information about upcoming conferences and a place to submit payment. Paige asked if that is the sole purpose of the website. Do we need to broaden the sources of information to this website such as employment information, professional development opportunities, highlights/shout outs, etc.
- Cindi said we need more than just information. Registration payment, send requests for payment for dues, etc. We need the administration side of it.
- Michele suggested having a GACTE hashtag that we could link Twitter hashtags to automatically update on the website.
- Paige let us know that April told her it takes time to build a website, but Paige will get with her to see when the changes can be implemented. Forward great ideas of websites to Paige to incorporate it into our website.

### **Fall Conference Plans** (Posted Zoom) President Elect-Elect, Joe

November 19, 2020

Columbus State University

#### Registration

- GACTE Members \$50 per person (with \$25 applied to spring registration if in attendance at the fall conference)
- GACTE Members Virtual-only meeting: \$25 per person (with none applied to spring registration)
- Non-Members \$100 per person (with none applied to spring registration)

#### Hotel: Columbus Marriott

- \$159 Standard King or Queen

#### Conference Theme: Navigating Uncharted Waters

#### Program Outcomes:

- To share planning information and updates from the GaPSC, GaDOE, GA Governor's Office.
- To explore ways to complete virtual field experiences and internships.
- To explore options to the edTPA.

Joe shared the schedule for the conference via screen sharing. The document is posted on the GACTE link for the meeting. They limited the time so people can drive in if they don't want to stay overnight. There are two options to attend: virtual or in-person. Go React is sponsoring whether virtual or in-person. We will announce closer to date if it will be virtual only depending on the situation.

Dianne H. expressed concerns about having the Deans meeting and Board Meeting the day prior to the conference. There are concerns with the budget.

Cindi is glad we haven't signed the contract with the hotel, but if the deans can't plan to meet in person we don't need to sign the contract.

Cynthia said we don't know what will happen in November. There is too much in the air about travel right now.

Loleta asked if we could ask the hotel if there would not be a penalty for not coming. If not, we may need to work harder to look for a restaurant in the area with private dining. Lets see how much leeway they give us.

Dianne said she planned an event and placed a deposit and if we could not hold it, we would hold the event in the spring.

Loleta suggested if the hotel can't be accommodating, we need to move the meeting to CSU.

Sharon H. moved the executive committee should make the final decision.

#### Discussion:

- Michele suggested we do a virtual meeting for fall following same format
- Cynthia asked about social distancing. Loleta said that GACTE would provide masks. CSU said the rooms are large enough to accommodate. The conference committee did discuss hosting a virtual only meeting. GaDOE could support us virtually.
- Cindi said food services was going to have individually packaged food, etc.
- Paige asked if it would be worth it to ask the deans if they were planning to come in person.
- Cynthia has a dean with meetings tomorrow and will ask Paige's question.
- Loleta asked for a motion of what to do now. Michele motioned for virtual motion and Susan H. second. The board approved to move the fall meeting to a virtual conference.

#### **Executive Director Report** (Written/Posted Zoom) Exec Director, Cindi

- Cindi wrote this and posted to Zoom. Cindi briefly discussed.
- The awards will wait until the spring due to the virtual meeting.

#### **Committee Charges:**

The charges for each committee are posted on the website. Loleta asked what the research committee should be charged with.

#### Discussion for interest in research charge:

Susan H.: Anything related to field practices? Effects of what different people are doing at various universities.

Karynne asked if it would be what the experiences would be or whether they are useful or not.

Cindi- what are people doing to survive in the fall? What are their plans?

Loleta suggested: Lessons learned from the various experiences. What are some things we all need to embed in our programs once COVID is under control.

Karynne said maybe we should have something other than a panel on adapting and submits lessons learned during the virtual conference.

If you have any other suggestions for the research charge, email to Loleta and Michele. We will give feedback to board in November.

#### **Approval for ad hocs:**

1. Constitutions and bylaws- This document prevents us from doing certain things. There are certain polls we have to ask because it is dictated by the bylaws. Jo, Karynne, Rhonda, and Dee will serve on the committee. If you are interested in serving, please let Loleta know. They will work on a draft and bring to the executive board for feedback.

2. Strategic Planning Committee: Adrian, Jo, and Sharon to serve on the committee. We can have more membership from the executive board and ask the general membership. If you are interested in serving, please notify Loleta.
3. Cindi Chance Award Committee: Need a chairman and have history with leaders in the system.

Poll: Will you approve three ad hoc committees? Send through a virtual poll to the board. Approved.

**Loleta concluded her report.**

**Karynne concluded the meeting and board voted to adjourn. Meeting adjourned at 11:17 AM.**