

## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

### Meeting Minutes Monday, August 4, 2014

**Members:** John Kaulfus, Adam Peck, Paulina Mazurek, Alicia Huppe, Mark Munguia, Brandon, Elizabeth Massengale, Jeff Jackson, Stephanie Box, Rishi Sriram and Charlin Jones. *Fellows:* Ah Ra Cho.

**I. Call to Order:** John Kaulfus (President) called the meeting to order at 12:02 pm.

**II. Approval of Minutes (July 7, 2014)**

Jeff Jackson (Director of Technology) moved to approve July 7, 2014 meeting minutes. Elizabeth Massengale (VP for Administration) seconded. Meeting minutes passed unanimously.

**III. President – John Kaulfus**

• **Fall 2014 Conference Update (Molly & Charlin)**

- Location: Sheraton, Arlington, TX
- Date: October 12-14, 2014
- Theme: Student Affairs Leaders: Staying Ahead of the Curve
- Fellows and Scholarships – Foundation
- Golf Tournament: Confirmed venue. 10-12-2014, 10 am. Registration fee: \$70 (covers lunch as well and giveaways).
- 55 registrants so far
- Speakers set
- Program selection will be done by this Friday
- New speaker for pre-conference (original speaker is ill)
- Sponsorships coming in
- Everyone will receive a polo shirt, conference bag, and Tom Rath book.
- TACUSPA Conference website up-to-date
- John, Charlin, Molly working on conference script

• **Future Board Meetings:**

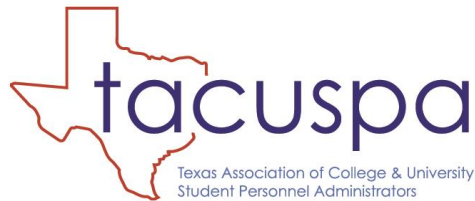
- September 8
- October 12

• **Quarterly reports**

- **Due: September 15**

**IV. President-Elect – Lisa McDougle**

- **2015 Fall Conference Update.** Things moving along
- **Needs Assessment Update.** Went out 2 weeks ago, responses coming in.



#### V. **Past President – Alicia Huppe**

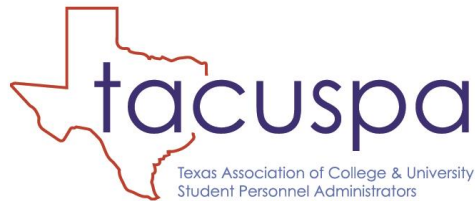
- **Newsletter Updates.** One more newsletter coming out (late August/early September)
- **Foundation Updates.** Approved \$2054 for graduate/fellowships scholarships
- **Operations Manual**
  - Review of Scholarship/Fellowship Quantities. Do we need to specify the amount of scholarships/fellowships? Can we leave to discretion to foundation? Suggestion to state “Foundation will offer a minimum of five graduate scholarships and five fellowships.”  
**Action item: Alicia will work on verbiage to update operations manual then upload updated online.**
  - Alcohol at Conferences. After discussion, board agrees that TACUSPA funds should not be used for alcohol.  
**Action: Alicia will also work on language for not using TACUSPA funds for alcohol at conferences and bring possible motion.**

#### VI. **Vice President for Administration – Elizabeth Massengale**

- **Awards Updates**
  - 19 nominations for awards (increase of four from last year)
  - Recommendations presented to board.
  - **Action Item: Approval of awards will be deferred until mid-level is decided. John will then send to board for email approval when ready.**

#### VII. **Vice President for Membership & Marketing – Stephanie Box**

- **Membership Update**
  - Professional – 479 (+6 pending payment)
  - Student – 30 (+1 pending payment)
  - Institutional campuses- 50 (+1 just contacted us – Hill College, new)
  - Emeritus/Caswell - 11
  - Total – 520 paid
- **Graduate and Doctoral Program mail out** in mid-August, will follow up with email
- **Membership Application Update** – removed TACUSPA areas of interest.
- **US Census** - Checked with US Census about demographics and they use the following categories:
  - Race
    1. White
    2. African American
    3. Asian
    4. American Indian or Alaska Native
    5. Native Hawaiian or Pacific Islander
    6. Other
    7. Identified by two or more



- Ethnicity
  - 8. Hispanic or Latino and Non-Hispanic or Latino are listed under ethnicity
- Discussion to keep asking race/ethnicity questions just in case (grants, history, etc). Suggestion to use NASPA standards on race/ethnicity. Suggestion for campaign to have members updates profiles under Dr. Lisa McDougle's tenure.

#### **VIII. Vice President for Education & Professional Development – Adam Peck**

- **Communities of Practice Updates.**
  - Open space for Community College has been filled by Claudette Jackson.
  - John Bartlett is taking over leading CoPs.
  - Interfaith service (Hall of fame room) on Monday morning at conference.
- **Scholarships & Fellowships Updates.** 4 applications for scholarships and 6 for fellowships.  
**Action Item: Cory Benson will do a push this month for more applications.**

#### **IX. Director of Technology – Jeff Jackson**

- **COSSVP Proposal.** Reviewed COSSVP website proposal (attached). Storage space for COSSVP will need to fall UNDER TACUSPA site. \$270/year to host and manage their site.
- **Action item: Get on COSSVP agenda in October to make proposal. John and Jeff will share final proposal with board at next meeting.**
- **Action Item: Mark will research and report how much TACUSPA pays for authorize.net**
- **Website Redesign.** 1<sup>st</sup> sample most popular with board (attached)
- All **webinars** are posted online for members to view
- Request to have board members “like” all TACUSPA posts on Facebook so it can get more views
- Will revisit posting job opportunities on social media

#### **X. Director of Research – Rishi Sriram**

- **TACUSPA Journal Update.** Would like to meet Monday night at 8:30 -10 pm at conference for ten people.  
**Action Item: Charlin will work on getting a room for this meeting.**
- **Five submissions for grant received**

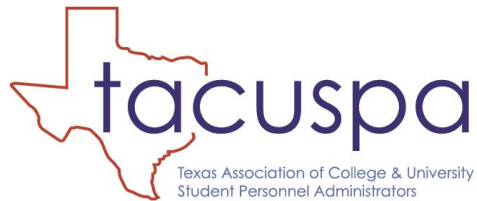
#### **XI. Secretary Report – Paulina Mazurek**

- Will notify board when trip to the archives in the fall is determined

#### **XII. Treasurer Report – Mark Munguia**

- **FY15 Budget Updates.** Reviewed proposed FY2015 budget (attached)  
Alicia Huppe (Past President) moved to approve budget as amended. Jeff Jackson (Director of Technology) seconded. Amended budget passed unanimously

- XIII. Approval of Reports.** Rishi Sriram (Director of Research) moved to approve reports. Alicia Huppe (Past President) seconded. Reports passed unanimously.

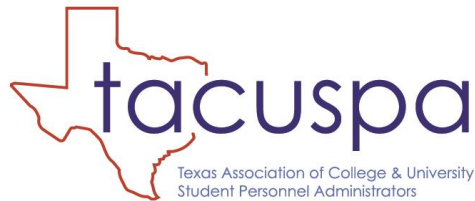


**XIV. Old Business**

**XV. New Business**

Becky Spurlock (President of NASPA Region III) and Kevin Kruger (President of NASPA) will be attending TACUSPA conference and have been invited to board luncheon on Sunday. NASPA Texas will be discussed (Possible memo of understanding (MOU) between TACUSPA and NASPA).

**XVI. Adjournment.** Alicia Huppe (Past President) moved to adjourn meeting, Mark Mungia (Treasurer) seconded. John Kaulfus (President) adjourned meeting at 1:05 pm.



## COSSVP WEBSITE PROPOSAL

**Problem:** The Council of Student Services Vice Presidents (COSSVP) need sustainable technology and web supports.

<http://cossvp.org/>

**Proposal Summary:** Acknowledging the importance of COSSVP in the continued success of TACUSPA, as an organization we support COSSVP technology needs which includes the following;

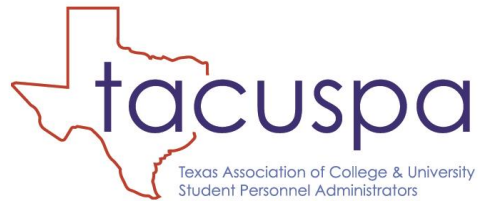
- Basic website
- Online payments
- Built in email communication
- File sharing

**Options:** After investigating options for supporting the COSSVP website, we are limited with two main options.

**Option one;** is to create a subdomain page ([tacuapa.net/cossvp](http://tacuapa.net/cossvp)) that would have the TACUSPA branding with COSSVP logos on the page. The members would be grouped; dues would come into our account then transferred.

**Option two;** create a separate Wild Apricot site that will keep data and finances separate. COSSVP can retain their own identity ([cossvp.org](http://cossvp.org)). Additionally, setup and ongoing maintenance will be easier. The cost would be \$25 per month (10% off if paid annually) for the size of site required for their size.

**Proposal:** TACUSPA pay in part or in full the \$270 per year to create COSSVP website. Additionally, the Director of Technology position description be amended to add support of COSSVP website.



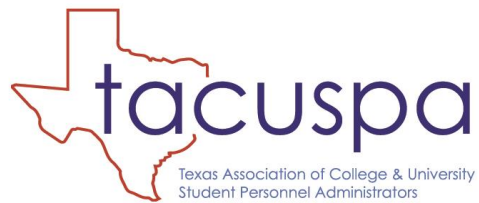
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## TACUSPA 2014-15 Budget Request

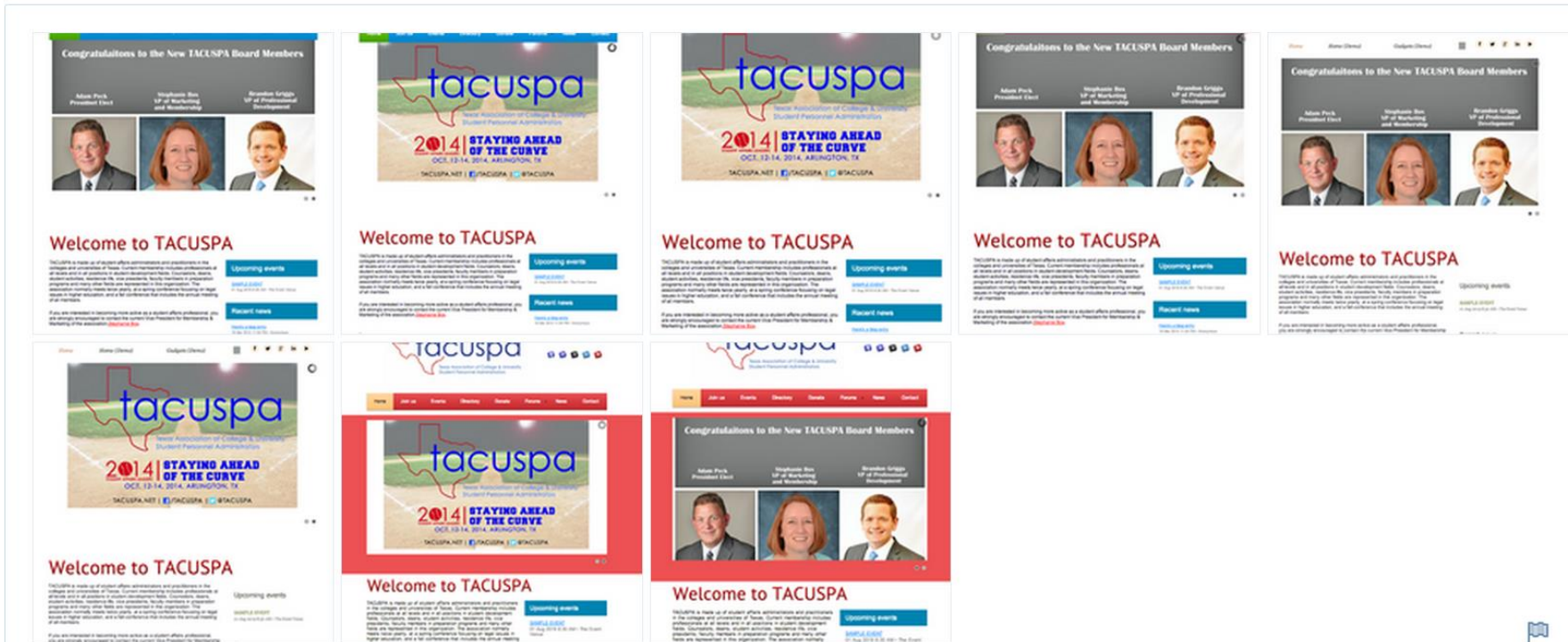
| OFFICER                     | Printing        |                 | Postage         |                 | Supplies        |                 | Meetings          |                   | Grants            |                   | Awards            |                 | Receptions        |                   | Misc               |                    | TOTAL              |                    |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
|                             | 2013-14         | 2014-15         | 2013-14         | 2014-15         | 2013-14         | 2014-15         | 2013-14           | 2014-15           | 2013-14           | 2014-15           | 2013-14           | 2014-15         | 2013-14           | 2014-15           | 2013-14            | 2014-15            | 2013-14            | 2014-15            |
| <u>President</u>            | \$50.00         | \$50.00         | \$100.00        | \$100.00        | \$100.00        | \$100.00        | \$3,000.00        | \$3,000.00        | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$1,000.00        | \$1,000.00        | \$3,750.00         | \$3,750.00         | \$8,000.00         | \$8,000.00         |
| <u>President-Elect</u>      | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$0.00            | \$0.00            | \$0.00             | \$0.00             | \$0.00             | \$0.00             |
| <u>Past President</u>       | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$0.00            | \$0.00            | \$25.00            | \$500.00           | \$25.00            | \$500.00           |
| <u>VP-Administration</u>    | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$25.00         | \$25.00         | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$1,000.00        | \$750.00        | \$0.00            | \$0.00            | \$0.00             | \$0.00             | \$1,025.00         | \$775.00           |
| <u>VP-Mktg&amp;Mbrshp</u>   | \$500.00        | \$100.00        | \$50.00         | \$125.00        | \$0.00          | \$0.00          | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$0.00            | \$0.00            | \$300.00           | \$0.00             | \$850.00           | \$225.00           |
| <u>VP Education</u>         | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$750.00          | \$1,500.00        | \$1,100.00        | \$1,240.00        | \$0.00            | \$0.00          | \$0.00            | \$0.00            | \$0.00             | \$0.00             | \$1,850.00         | \$2,740.00         |
| <u>Director of Research</u> | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00            | \$0.00            | \$2,000.00        | \$2,000.00        | \$0.00            | \$0.00          | \$750.00          | \$750.00          | \$1,600.00         | \$1,600.00         | \$4,350.00         | \$4,350.00         |
| <u>Secretary</u>            | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$0.00            | \$0.00            | \$100.00           | \$100.00           | \$100.00           | \$100.00           |
| <u>Treasurer</u>            | \$0.00          | \$0.00          | \$50.00         | \$50.00         | \$0.00          | \$0.00          | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$0.00            | \$0.00            | \$7,500.00         | \$4,950.00         | \$7,550.00         | \$5,000.00         |
| <u>Director-Technology</u>  | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$100.00        | \$0.00          | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$0.00            | \$0.00            | \$2,670.00         | \$1,939.00         | \$2,770.00         | \$1,939.00         |
| <u>Reserve</u>              | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00          | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00          | \$0.00            | \$0.00            | \$1,000.00         | \$0.00             | \$1,000.00         | \$1,000.00         |
| <b>GRAND TOTAL</b>          | <b>\$550.00</b> | <b>\$150.00</b> | <b>\$200.00</b> | <b>\$275.00</b> | <b>\$225.00</b> | <b>\$125.00</b> | <b>\$3,750.00</b> | <b>\$4,500.00</b> | <b>\$3,100.00</b> | <b>\$3,240.00</b> | <b>\$1,000.00</b> | <b>\$750.00</b> | <b>\$1,750.00</b> | <b>\$1,750.00</b> | <b>\$16,945.00</b> | <b>\$12,839.00</b> | <b>\$27,520.00</b> | <b>\$24,629.00</b> |

**\*\*Reserve will be put as Miscellaneous**  
**\*\*Director of Research is covering GEAR**

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## Web Templates



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