



TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes

Thursday – Friday, January 29-30, 2009

Omni Dallas Hotel

Members present: Marlon Anderson, Amanda Drum, Alicia Huppe, Elizabeth Massengale, Rusty Jergins, Trisha Van Duser & Elizabeth With. Guests: Gary Edens, Sandi Osters & Tom Reber. Absent: John Kaulfus.

I. Call to Order

Meeting called to order on Thursday, January 29, 2009 at 1:40pm.

II. Approval of Minutes

- a. Approval of September 26, 2008 minutes tabled until March 5, 2009 meeting.

III. President Report – Elizabeth With

- a. Executive Board member update:

- i. New Professionals Caucus Chair – Jennifer Lilly, UTSA. Elizabeth W. suggested having a co-chair for the New Professional Institute and to work with the caucus to provide guidance/advice. Elizabeth W. offered to contact Eliot Chenaux to serve as NPI Co-Chair.
- ii. Two Year Caucus: Alicia offered to contact the community college association to see if there is an interest in any collaborations.
- iii. Professional & Graduate School Caucus: Discussed marrying the fellowship program with the Graduate School Caucus
- iv. Newsletter: Currently, Hope Garcia and is in charge of the newsletter with assistance from Deidra Stephens. Deidra Stephens will be in charge of the newsletter under Amanda Drum's presidency. Suggestion was made to include legislative updates this year and more frequent submissions with email alerts to the membership.

- b. UNT/TACUSPA Law Conference Update:

- i. Two workshops at the conference will include submissions from the fall TACUSPA conference that was cancelled.
- ii. Conference will begin on Monday morning, with a Monday evening dinner/event to encourage TACUSPA members to attend (extra cost on top of the conference registration). Registration for the conference is not available yet. The board will discuss at the March meeting whether or not TACUSPA will pay for the members' dinners that night. Trisha will talk with Misty Smethers at UNTHSC about planning the Monday night event.
- iii. TACUSPA board meeting will occur on Sunday, April 5 on the UNT campus and will include dinner.

IV. Past President Report – Rusty Jergins



- a. Appointment of Election Committee: Appointed in January
- b. Discuss & Adopt Election Timeline
 - i. February - Call for nominations will occur
 - ii. March – Certify nominees interest and membership, coordinate bios of nominees, and create ballot
 - iii. April – May – Open voting online, have nominees speak at the Monday night dinner at the UNT/TACUSPA Law Conference, and allow members to vote in person at the conference
 - iv. June – Announce new officers
 - v. Available positions: President-Elect, Secretary, Vice President for Administration, and Director, Database Management & Technology
 - vi. Rusty motioned for this timeline and the available positions to be approved, Elizabeth M. seconded. Motion approved.
 - vii. Rusty raised a question about the bylaws stating that the responsibility of the Past President (page 10) coordinates the Distinguished Service Award nomination and process, but the Operations Manual states on page 22 that the Vice President for Administration is responsible for coordinating all awards, including the Awards & Recognition Chair, as well as stating that it is also a responsibility of the Past President. Rusty noted the discrepancy in the bylaws and the Operations Manuals. The Distinguished Service Award also needs to be renamed in the Operations Manual as the Dr. James “Jim” Caswell Distinguished Service Award. A discussion was raised about standardizing all awards so they look the same each year and adding this information to the Operations Manual. The Awards & Recognition Committee will work on this and develop a plan. Trisha motioned to approve the change to be made in the Operations Manual to be consistent and state that the nomination process of the Distinguished Service Award be coordinated by the Past President; Alicia seconded. Motioned passed.

V. President-Elect Report – Amanda Drum

- a. Conference discussion: Made the suggestion to not have a summer conference due to too many schedule conflicts and the extra costs to members. Amanda will host a fall conference and collaborate with the UNT Law Conference again next year.
- b. Fall 2010 Conference Update: Suggestion was to host the conference in Lubbock. Second choice would be Austin.
- c. Amanda requested getting past records of the number of people that attended all fall conferences and what institution they were from as well. Marlon said that he would keep records of this for this fall’s conference. Amanda would also like to add to the strategic plan to keep track of membership demographics and the number of people attending conferences and will begin soliciting information now from past conference chairs.

VI. Vice President for Administration – Alicia Huppe

- a. Will work on organizing the Operations Manual.
- b. Fellowship Program: We need to develop a formal evaluation process for applications. This process was halted due to Hurricane Ike. The application will be changed to state



that one-half of the conference hotel room rate will be reimbursed to those accepted. The fellowship program will also be included in the Operations Manual. The program will be advertised in the spring to all time to prepare the application and make room reservations. Interview process will include a conference call format and the same people will interview each applicant with the same list of questions. Call for nominations will be sent out after spring break.

- c. Alicia asked the board members to send her suggestions for interview questions by the next meeting, March 5.
- d. Committees and Caucus Chairs:
 - i. Scholarships & Fellowships Committee: Deidra Stephens
 - ii. Constitution & Bylaws: Open
 - iii. Legislative Committee: Tom Reber
 - iv. Awards & Recognition Chair: Co-chair needed

VII. Vice President for Membership & Marketing – Marlon Anderson

- a. Graduate Student Caucus: Iliana Mendez at Texas State University. She has coordinated one institutional site visit already. Discussion regarding this caucus' involvement with the GEAR commission and how they can work together.
- b. Faculty Recognition: Suggested changing the name to "Scholar In Residence"
- c. Ideas to increase graduate student and new professional membership:
 - i. To increase graduate student participation, we discussed the idea of hosting a reception on each campus that offers a degree in Student Affairs Administration/Higher Education for incoming graduate students and recognize the faculty members as well. This will allow us to advertise TACUSPA to graduate students and have a drawing for a free TACUSPA membership. Sandi will send a list of all programs to Marlon.
 - ii. Send a welcome to the profession letter from TACUSPA to all new graduate students accepted into the programs and advertise the conference.
 - iii. Offer a graduate track at the fall conference that includes resume critiques, mock interviews, and meetings with VPs.
 - iv. Identify all new professionals in August of each year and personally invite them to the fall conference.
 - v. Develop a plan for direct marketing to all graduate programs in Texas.
 - vi. Amanda motioned to designate an amount not to exceed \$2500 (\$500 from the VP, Membership & Marketing budget and \$2000 from the unallocated budget) for graduate recruitment at institutions with higher education/student affairs administration programs. Rusty seconded. Motion approved.

Rusty motioned to adjourn today's meeting and reconvene on Friday, January 30 at 8:30am-11am. Amanda seconded. Motion approved.

Call to order: Meeting called to order Friday, January 30, 2009 @ 8:30am.

VIII. Director, Database Management & Technology – Elizabeth Massengale



- a. Will make minutes available on website for all members to view, as opposed to only board members.
- b. Will check to see if the TACUSPA domain name is coming up for renewal, and if so, will renew our website address.
- c. Approximately 100 membership renewals have been received.
- d. Will look into having online membership renewal and ability to update members and addresses and pay online. Will also look at the fees associated with credit card payments for membership and online conference registration.
- e. Membership at the end of 2008: approximately 350

IX. Secretary Report –Trisha VanDuser

- a. Will create a list of all items that need to be archived each year from each position and create a deadline for this information to be turned in each year. Trisha will send this information to the board and this will need to be added to each board member's job description.

X. Treasurer Report – John Kaulfus

- a. Absent. Elizabeth W. will ask him to email updated budgets to the board.

XI. Newsletter Report – Hope Garcia & Deidra Graves

- a. Absent.
- b. Elizabeth W. reported that both are working on the newsletter and it will go out next week. Wanda Mercer is including an article on the Dr. James "Jim" Caswell Distinguished Service Award.

XII. GEAR Commission Report – Sandi Osters & Jennifer Edwards

- a. Sandi present to report, Jennifer unable to attend meeting. Sandi reported that Jennifer said the grant competition was a success and she needs more people to serve as guest bloggers. Sandi will get more information on this from Jennifer.
- b. Sandi will send a list of all faculty in higher education programs in Texas to the board members. She will contact them in the spring to remind them about the fall conference and to send the information to their graduate students. She will also refer faculty to the website to see the newsletter and encourage students to write articles for the newsletter.
- c. Sandi will collaborate with the Graduate Student Caucus if needed and where appropriate.
- d. GEAR will be responsible for coordinating the receptions for the graduate students and faculty.
- e. TAMU will host their reception on February 26 and TACUSPA will sponsor \$400 for the reception and give out brochures, pens, portfolios and one free membership as a door prize drawing.

XIII. Fall Conference 2009 Report – Gary Edens

- a. October 4-6, 2009 in El Paso



- b. They will offer golf trips and shopping excursions for Sunday; hotel Hilton Garden is next door to the UTEP Student Union.
- c. Passed out preliminary budget for approval. Rusty motioned to approve the preliminary budget with the updates for the graduate student scholarship and fellowship costs. Amanda seconded. Motion approved.
- d. Working on major speakers and tracks for the conference and identifying those programs accepted last October to invite back to present.
- e. Theme: Bright Horizons: Future Trends in Higher Education

XIV. Legislative Commission Report – Tom Reber

- a. Passes out summary of the bills submitted so far in the legislature
- b. Rusty asked if TACUSPA could write letters of support or non-support to the House or Senate or if this was a conflict of interest? Elizabeth W. stated that we might not be able to since we all work for the state and it could be considered a conflict of interest, but will check with Nancy Footer at UNT. Amanda also mentioned that since TACUSPA is a tax exempt organization, we may not be able to lobby.

XV. New Business

- a. Goals for the Year/Strategic Plan Review
 - i. Review of the goals by the board included the following:
 1. Goal 3.2: Use the word “offer” rather than develop.
 2. Goal 4: Need to focus more attention on Goal 4 this year.
 3. Goal 4.2.1: Should this still be included as a strategy?
 4. Discussed the addition of an assessment coordinator or committee and having TACUSPA serve as a clearinghouse for data.
 5. Goal 4.2.1: Replace “support” with “develop”
 6. Items needed on the website: strategic plan, financial statements, board meeting dates and minutes, goals, organizational chart, and agendas by March 2009.
 7. Option of approving the minutes electronically.
 8. Present the strategic plan to the members and at NPI.

XVI. Old Business

- a. Discussion of the Foundation becoming part of someone’s position on the board and will discuss at the next meeting.

XVII. Next Meeting

- a. Cancel February 5th conference call
- b. Next meeting March 5, 2009 @ 3pm – conference call

XVIII. Adjournment

- a. Rusty motioned to adjourn the meeting at 11:07am; Sandi seconded. Motion approved.



Action Items

President – Elizabeth With

1. Contact Eliot Chenux to ask if he will serve as co-chair of NPI.
2. Draft a welcome to the profession letter from TACUSPA to all new graduate students accepted into programs in Texas.
3. Ask John Kaulfus to email updated budgets to board members.
4. Ask Nancy Footer if TACUSPA can send letters to legislature supporting/not supporting certain bills.
5. Changes/additions to strategic plan/goals

President Elect – Amanda Drum

1. Survey membership regarding Fall 2010 conference location
2. Coordinate assessment of membership and past conference attendee geographic locations.

Vice President for Administration – Alicia Huppe

1. Contact community college association for interest in collaborations.
2. Changes/updates to Operation Manual regarding Distinguished Service Award.
3. Outline Fellowship Program evaluation process and add to Operations Manual.
4. Compile interview questions from board members for Fellowship Program evaluation process.

Vice President for Membership & Marketing – Marlon Anderson

1. Outline plan for direct marketing to all Texas graduate programs in Higher Education.
2. Assist in coordination reception for students at TAMU in February.

Director, Database Management & Technology – Elizabeth Massengale

1. Check to see if TACUSPA domain name needs to be renewed.
2. Research options for online membership renewal and online conference registration.
3. Add to website: strategic plan, financial statements, board meeting dates and minutes, organization chart, and agendas.

Secretary – Trisha Van Duser

1. Ask Misty Smethers to coordinate TACUSPA reception dinner/event at the UNT Law Conference.
2. Create list of all items needing archived for TACUSPA records.

GEAR Commission – Sandi Osters & Jennifer Edwards

1. Get more information about the guest bloggers needed on the website.
2. Send list of all faculty in higher education programs in Texas to board members.
3. Assist in coordinating reception for students at TAMU in February.