



## **TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS**

**Meeting Minutes  
Friday, February 8, 2008**

Members present: Alicia Huppe, John Kalfus, Elizabeth Massengale, Thomas Moorman, Deidra Stephens, Steve Sutton, Trisha Van Duser, and Elizabeth With. Guests: Linda Bullock

### **I. Call to Order**

Meeting called to order at 11:03am.

### **II. Approval of Minutes**

- a. Alicia motioned to approve January 18, 2007 minutes. Thomas seconded. No discussion. Elizabeth M. abstained. Minutes were approved.

### **III. President Report – Steve Sutton**

- a. Summer 2008 Conference Report: Linda Bullock reported on the budget and speaker schedule. The total cost is \$500 for the registration fee, housing and meals. Possible Astros game for the Wednesday night event. Discussed graduate student scholarships as a possibility (3 total for \$500 each), but Linda will be reviewing the budget to see if this is an option and will bring to the board at the next TACUSPA meeting.
- b. Fall 2008 Conference Report: Steve reported that David is making progress and completing paperwork for President's reception (October 5-7, 2008).
- c. Spring On-site meeting at Hotel Galvez planned for Thursday & Friday, May 29 & 30. Plan on confirming 7 rooms total for \$96 per night and TACUSPA will cover cost of hotel rooms for board.
- d. Strategic Plan and 2007 Projects

### **III. Past President Report – Thomas Moorman**

- a. TACUSPA Foundation: Idea to have a silent auction at the President's Reception at fall conference.
- b. Start working on elections for June.

### **IV. President-Elect Report – Elizabeth With**

- a. Working on list for previous conference sites. Steve will send list to Elizabeth.

### **V. Vice President for Administration – Alicia Huppe**

- a. HIED Law conference graduate student scholarship/sponsorship: Elizabeth W. checking to see if they will give a special graduate student rate of \$125, rather than \$250.
- b. Fellowship/Mentorship Program Proposal: Alicia sent out proposal to review for next board meeting.

### **VI. Vice President for Membership & Marketing – Deidra Stephens**



- a. Graduate Student Caucus Initiatives
  - i. TACUSPA Facebook Page: ACPA and NASPA have facebook pages. No charge for the facebook page. Board would like to review the page once it goes live and must continue to be maintained by the caucus chair.
  - ii. Institution Site Visits: Sheila developing a proposal for site visits to other student affairs departments on various campus'.
- b. GEAR Initiatives
  - i. Online Journal; Editorial Board: Board is willing to review a proposal if there is a need for an online journal. Thomas suggested a journal of dissertation abstracts within student affairs in the state of Texas.
- c. New Professionals Caucus Initiatives
  - i. Conference Ed Session Track: Working to develop for fall conference for new professionals and graduate students. Amanda Drum is working with this initiative.
  - ii. New Professionals "Buddy" Program: Caucus would like to match new professionals with seasoned professionals at conferences.
  - iii. Letter to VPSAs: Want to write letters to VPSAs to ask them to encourage their new professionals to attend conferences and participate.
- d. Caucus meetings at fall conference will continue to be offered.

## **VII. Director, Database Management & Technology – Elizabeth Massengale**

- a. Member Update: 279 individual members at 42 institutions

## **VIII. Secretary Report – Trisha VanDuser**

- a. Contacted Texas State Historical Association to see if they were interested in TACUSPA archives. Waiting to hear back from the association.

## **IX. Treasurer Report – John Kaulfus**

- a. Financial Report
  - Checking Account Balance: \$30,875.36
  - Business Investment Account: \$22,665.49
  - CD Balance: \$42,389.08
  - Balance: \$95,929.93
- b. Approve transfer from reserves to operating for the donation to the Jim Caswell Fund: Board approved this action. Expenditure has already been approved.
- c. Would like to reimburse Amanda Drum for mileage, parking and one meal for a total of \$150 and some change under Treasurer's line item, miscellaneous, for treasurer training for John. Reimbursement will be made.

Deidra motioned to approve all officer reports, John seconded. All reports approved.

## **X. New Business**



- a. Review of Strategic Plan & Projects: Steve asked board to review for the next board meeting.

## **XI. Old Business**

## **XII. Next Meeting**

- a. Suggested: Friday, March 14, 11:00 AM-12 noon
- b. Conference Call, 1-866-215-5503. Pass Code: 6147921

- XIII. Adjournment:** Elizabeth W. motioned to adjourn the meeting, John seconded. Meeting adjourned at 12:00pm.

## **Strategic Plan Items:**

- Drive-in Workshops/Pre & Post Conferences – (Strategic Plan)
- Co-host Conferences with regional and national associations – (Strategic Plan)
- Joint meetings with other Texas Associations – (Strategic Plan)
- Offer topic of interest at conferences – (Strategic Plan)
- Encourage SA staff to utilize their campus media – (Strategic Plan)
- Letter to all CSSO in Texas about TACUSPA – (Strategic Plan)
- Faculty & Student Services Round Table – (Strategic Plan)
- Conference Programs on collaboration between faculty and SA staff – (Strategic Plan)
- Educate the public about student affairs practice – (Strategic Plan)
- Conference programs on media relations – (Strategic Plan)
- Invite State and non-state elected officials as conference speakers – (Strategic Plan)
- Job placement information for membership – (Strategic Plan)
- Fellowship Program – (Strategic Plan)
- Promote caucus & committee participation – (Strategic Plan)
- Faculty Award – (Strategic Plan)
- New Professionals Caucus – (Strategic Plan)
- Faculty Conference Registration – (Strategic Plan)
- Marketing Strategies – (Strategic Plan)
- Networking opportunities for membership – (Strategic Plan)
- Member Assessment/needs analysis – (Strategic Plan)

## **Projects for 2008**

- i. Update Operations Manual – Alicia Huppe
- ii. History of TACUSPA – Lisa McDougale
- iii. History of Award Recipients (add to website) - Lisa McDougale (Elizabeth M.)
- iv. Mentor Program – Alicia Huppe
- v. Website Renewal (add historical information) – Elizabeth Massengale



- vi. Update Database with Non-Member information ( send requests to CSAO)  
Elizabeth Massengale
- vii. Electronic Conference Evaluations – Steve Sutton
- viii. Electronic Surveys: Members Needs Assessment & Satisfaction – Steve Sutton
- ix. Establishment of a TACUSPA Foundation (Scholarships & Grants) – Thomas Moorman