



## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes  
Friday, April 18, 2008

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

Members Absent: Trisha Van Duser

### I. Call to Order

Meeting called to order at 11:02am.

### II. Approval of Minutes

- a. Deidra motioned to approve February 8, 2008 minutes. John seconded. No discussion. Trisha abstained. Minutes were approved.

### III. President Report – Steve Sutton

- a. Fall 2008 Conference Report: website is up and running; individuals can now register and pay; seeking mailing lists from ACPA, NASPA, ASJA to promote the conference; working on indentifying speakers that will attract participants; possibly speaker from NSSE or the area of assessment; possible panel of Presidents; will send e-mail to listserv to promote conference; proposed budget was presented, Elizabeth W. motioned to approve the proposed budget. John seconded.
- b. Summer 2008 Conference Report: website is up and running; updated the proposed budget, John motioned we approve the proposed budget, Deidra seconded; discussion regarding graduate student scholarships – budget for 2; discussion regarding graduate student discounts – Deidra moved to accept a \$375 fee for up to 5 graduate students John seconded
- c. Spring on-site meeting – begin dinner time on Thursday and wrap up at noon on Friday, an agenda will be sent prior to the meeting
- d. Strategic Plan and 2007 projects to be discussed at the May meeting

### III. Past President Report – Thomas Moorman

- a. Elections: seeking nominations for President-Elect and Vice President for Membership and Marketing; several individuals were identified – Thomas will approach those individuals about their interest, please send him additional names

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

- a. COSSVP report – discussion about their website possibly be hosted and maintained by TACUSPA due to the need to centralize information; will go mid-May or June to look at possible sites for Summer 2009 and Fall 2009 conference sites



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

- a. Fellowship and Mentorship Proposals – tabled until May meeting; nominated Amanda Drum as Scholarship chair; Alicia motioned to accept the nomination and John seconded
- b. Constitution – the committee has identified an area that needs updating and membership vote

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

- a. Graduate Student Summer Site Visit Program; free program for institutions would provide graduate students the opportunity to visit other HIED institutions; Board did support the program; Steve volunteered to host the visit in Houston students would be able to visit a wide variety of institutions in the area

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

- a. Member Update: 318 individual members at 53 institutions
- b. Could use some assistance with the website – if have student or staff who is good with websites let her know – it's just one small area

**VIII. Secretary Report – Trisha VanDuser**

- a. No report

**IX. Treasurer Report – John Kaulfus**

- a. Financial Report- e-mailed to all prior to the meeting

Elizabeth With motioned to approve all officer reports, Deidra 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**

- a. None

**XII. Next Meeting**

- a. May 29-20, 2008 Galveston, TX

**Adjournment:** Motion by John to adjourn, seconded by Thomas 11:52am

**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