



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

**Meeting Minutes
Thursday & Friday, May 29 & 30, 2008
Hotel Galvez**

Thursday, May 29

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

Fall Conference Update: David Rachita

- Postcards out and email going out to listserv next week
- Still looking for keynote speakers and sponsors
- Sponsors: Trisha will contact Public Identity and Thomas will contact Aramark
- USA Today sponsoring business luncheon
- ASJA wants to sponsor vendor table and be involved
- Other sponsor costs: Premier for agendas/planners; keynote speakers and travel
- Holly Williams in charge of programs
- 10 graduate student scholarships (\$95 each)

Summer Conference Update: Linda Bullock

- 27 registered as of today
- Passed around schedule and discussed budget

Friday, May 30

Members present: Alicia Huppe, John Kaulfus, Elizabeth Massengale, Thomas Moorman, Deidra Stephens, Steve Sutton & Trisha Van Duser. Absent: Elizabeth With

I. Call to Order

Meeting called to order at 8:32am.

II. Approval of April 18 minutes

Alicia noted to change "Chesser" to "Drum" in Section V. Elizabeth noted to change "4" to "53" in Section VII. a. Deidra motioned to approve April 18, 2008 minutes with changes. John seconded. Minutes approved with amendments.

III. Mentorship Proposal (Alicia): Passed out proposal. Professional partnership between graduate students and new professionals with mid-level professionals. Fellowship program approved as opposed to mentorship program.



- IV. Fellowship Proposal (Alicia): Open to graduate students and new professionals. Scholarship for conference registration, shared hotel accommodations, attendance to board meetings, and monthly mentoring session with TACUSPA board member. Responsibilities include submission of an article for at least one newsletter, attendance at the fall conference, and serving on a caucus or committee. Deidra suggested requiring them to participate in case study and article competitions. Deidra motioned that TACUSPA offer 4 fellowship participants' hotel rooms for 3 nights. Elizabeth seconded. Motion approved. Application process will be same as graduate student scholarships and we will now have 5 graduate student scholarships and 4 fellows as opposed to 10 graduate student scholarships. Deidra suggested the selection committee for the fellows be the board and they are interviewed by phone by the board. Application, personal statement of interest, resume with 3 professional references, and interview will be required. Alicia will provide final proposal at next meeting.
- V. Foundation Bylaws (Thomas): Passed out bylaws. Collected \$525 as of today. Setting up a table at the fall conference. Recognition at fall conference with ribbons for those donating money. Suggested the Foundation operate under TACUSPA as a subsidiary. Until a Foundation Board is in place, the TACUSPA Board will make decisions about money being spent from the budget. Bylaw changes suggested were as follows: 1. Article VII. "minimum of 2/3 of members shall constitute a quorum". (Alicia) 2. Article XI. "Bylaws may be recommended to change by a majority of the board and must be approved by the majority vote of the TACUSPA Board before they can take affect" (Thomas). Thomas will bring final bylaws at the next meeting. Thomas motioned that the TACUSPA Board operate as the Foundation board until the TACUSPA board determines who will serve as the Foundation members. Deidra seconded. Motion approved.
- VI. Wanda Mercer Proposal for Naming of the Distinguished Service Award (Steve): Passed out proposal. Steve suggested that we invite Jim's wife to the luncheon and pay for her travel costs to the conference if we name the award after him. Thomas motioned to accept the proposal and name the award after Dr. Jim Caswell. John seconded. Motion approved.
- VII. Recommended changes to the Constitution (Alicia): Bylaw changes include some formatting/grammar issues that do not need to be approved by board. Membership will need to vote on Article 3 section 3 subpart A change stating, "All TACUSPA members will be listed in the directory on the TACUSPA website". Bylaws will be sent out for a vote with the elections.
- VIII. TACUSPA Elections (Thomas): 2 candidates for President Elect: Amanda Drum and Greg Elkins. 4 candidates for VP Marketing & Membership: Misty Smethers, Tammy Tucker, Keith Lamb & Marlan Anderson. Will use zoomerang survey for elections in June or July. Alicia motioned to amend bylaws article 1 section 1 to "complete election of officers prior to July 31". Deidra seconded. Motion approved.
- IX. Officer Reports
- a. President (Steve): No report.
 - b. Past President (Thomas): No report.



- c. President-Elect (Elizabeth W.): Absent
- d. Vice President for Administration (Alicia): No report.
- e. Vice President for Membership & Marketing (Deidra): June 1 quarterly report; research grant and article competition going out soon
- f. Director, Database Management & Technology (Elizabeth M.): No report.
- g. Secretary (Trisha): No report.
- h. Treasurer (John): Added line items for TACUSPA Foundation and fall and summer conference incomes. Thomas motioned to move the 2 CDs that mature in 2008 into new 3 year CDs. Alicia seconded. Motion approved. Thomas requested that we find out the interest rates on our CDs and BIA.

Checking Account Balance: \$35,083.92

Business Investment Account: \$22,682.22

CDs: \$42,815.56

Total Balance: \$100, 581.70

X. New Business - Review of Strategic Plan & Projects

XI. Old Business

XII. Next Meeting: Friday, August 1 at 10am

XIII. Adjournment: Deidra motioned to adjourn the meeting. Elizabeth seconded. Meeting adjourned at 11:25am.

Strategic Plan Items:

- Drive-in Workshops/Pre & Post Conferences – (Strategic Plan): Site visits for graduate students: in progress
- Co-host Conferences with regional and national associations – (Strategic Plan): completed and continue to consider in future
- Joint meetings with other Texas Associations – (Strategic Plan): completed
- Offer topic of interest at conferences – (Strategic Plan): in progress with summer institutes
- Encourage SA staff to utilize their campus media – (Strategic Plan): needs action plan
- Letter to all CSSO in Texas about TACUSPA – (Strategic Plan): new professionals caucus will be working on this at fall conference; in progress
- Faculty & Student Services Round Table – (Strategic Plan): needs action plan
- Conference Programs on collaboration between faculty and SA staff – (Strategic Plan): completed
- Educate the public about student affairs practice – (Strategic Plan): needs action plan
- Conference programs on media relations – (Strategic Plan): needs action plan
- Invite State and non-state elected officials as conference speakers: (Strategic Plan) in progress/continue
- Job placement information for membership – (Strategic Plan): achieved and continue
- Fellowship Program – (Strategic Plan): in progress
- Promote caucus & committee participation – (Strategic Plan): ongoing/continue
- Faculty Award – (Strategic Plan): achieved and continue
- New Professionals Caucus – (Strategic Plan): achieved and continue
- Faculty Conference Registration – (Strategic Plan): achieved and continue
- Marketing Strategies – (Strategic Plan): needs action plan
- Networking opportunities for membership – (Strategic Plan): achieved and continue



- Member Assessment/needs analysis – (Strategic Plan): achieved and continue biannually

Projects for 2008

- a. Update Operations Manual – Alicia Huppe: completed
- b. History of TACUSPA – Lisa McDougle: in progress
- c. History of Award Recipients (add to website) - Lisa McDougle (Elizabeth M.): completed
- d. Mentor Program – Alicia Huppe: in progress
- e. Website Renewal (add historical information) – Elizabeth Massengale: completed
- f. Update Database with Non-Member information (send requests to CSAO) Steve Sutton: needs action plan
- g. Electronic Conference Evaluations – Steve Sutton: in progress/modify to supplement paper surveys
- h. Electronic Surveys: Members Needs Assessment & Satisfaction – Steve Sutton: completed
- i. Establishment of a TACUSPA Foundation (Scholarships & Grants) – Thomas Moorman: in progress