

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

SUMMER CONFERENCE EXECUTIVE BOARD MEETING

June 13, 2005

San Antonio, Texas

Agenda

Monday 5:00 p.m. – Dinner

Present: B. Jacobs, K. Rogers, A. Lane, T. Moorman, D. Graves, S. Sutton, D. Biggers, E. With, A. Chesser, T. Van Duser, A. Huppe (for a short time)

Absent: T. Corti

1. Approval of minutes – The minutes were reviewed and a few revisions were made. A. Chesser made a motion and K. Rogers seconded that the minutes be accepted with the minor revisions. The motion passed unanimously.
2. President's Report - Bonita Jacobs
 - a. Update on Summer Conference - Elizabeth With gave an update on the summer conference. She reported that 154 pre-registered, with 4 on site registrations, for a total of 158; Elizabeth estimated that about one-half of the participants were TACUSPA members and one-half were NASPA members. Elizabeth reported there was \$17,000 in sponsorship support ; the conference responsibilities have been split evenly between the organizations.
 - b. Approval of Fall '05 Conference Co-Chair: K. Rogers made a motion, and A. Chesser seconded, that Vicki Schrieber be appointed as the co-chair for the 2005 Fall Conference. The motion passed unanimously.
 - c. Update on Fall Conference '05 and 80th Anniversary:
 - i. No one from the planning committee was available to make a report at the meeting. The board discussed the progress that had been made towards the planning of the conference, the concerns related to safety in Laredo, and the status of the contract with the hotel. Amanda and Bonita plan to visit Laredo in the next few weeks in order to the speak with the planning committee about the status of the conference.
 - ii. Bonita talked about the need to visit the archives at the University of Texas in order to confirm the list of past-TACUSPA presidents. D. Graves offered to assist with this effort given that she now works at UT.
 - d. New Professionals Institute (NPI) – this program is on track. There's a plan to add a photo & business card exchange, and a plan to regroup on Monday evening of the conference. The NPI will be included in the mailing to faculty.
3. Past President's Agenda - Darlene Biggers
 - a. Elections: Seventy-five members have voted so far; Darlene's goal is to have 100 members vote. A reminder was sent recently, and another will be sent after the conference, noting the June 21 voting deadline. A. Lane mentioned that his By-Laws Committee has formulated some recommendations that he will send to the Board.
 - b. Update on Fall Conference '04 Deficit and Retrieval of Information: Darlene has made contact with the Fall '04 Conference chair, and is still attempting to gather details related to the deficit. Darlene also spoke to some of the members of the planning team while at this conference, and they indicated their support at trying to get some details for the board.

- c. Newsletter: Alicia talked about changes to be included in the next newsletter (anticipated publication date to be in August), such as pictures, and specific and assigned articles, such as:
 - i. Summary of Summer conference
 - ii. News from around the state
 - iii. Message from the TACUSPA president (including highlights from Bonita's trip to Spain)
 D. Graves also suggested a "stories from the street" idea.
 - d. Strategic Planning Update (30 minutes)
 - e. Other
4. President-Elect Report - Keri Rogers
- a. Conferences '06 Updates: K. Rogers reported that the co-chairs (Elizabeth Masengill and Tami Tucker) would have a presentation at our Fall '05 conference meeting. She will ask that they also have a preliminary budget and a "giveaway" promoting the conference for distribution. Keri reported that Elizabeth and Tami both are energetic and full of great ideas.
 - b. Summer Institute: Keri has solicited feedback from some key CSAO's, finding much support for the idea. Keri also presented the ideas she solicited from these individuals (e.g., drive-in conference). Keri will conceptualize a few more details to put on paper in order for the board to discuss at a later date.
 - c. New Professionals Institute: Keri is still working on finding someone to assume leadership of this program.
5. VP for Administration - Austin Lane
- a. By-Laws Committee: Austin has received some informal recommendations and plans to formulate those into a document that the board can review.
 - b. Awards & Recognition Committee: Elizabeth Masengill is leading this group. They are meeting via conference call soon and expect to have some ideas and recommendations to report in the near future.
 - c. Scholarships Committee: Austin is having a challenge finding an individual to lead this committee. The board suggested a couple names to Austin that he should contact regarding this role.
 - d. Special Projects Committee (Awards): Austin reported that he has three good volunteers to work on this committee (Mari Fuentes Martin, Gage Paine, and John Garrison), with the expectation that a set of recommendations will be submitted in early August.
 - e. Operations Manual: No update at this time.
 - f. Other: Bonita mentioned that she wants these chairs to make a report at the annual meeting.
6. VP for Membership and Marketing - Deidra Graves
- a. Graduate Student Caucus/GEAR: Bonita Butner has reported that two awardees have been selected and will split the \$1000 grant.
 - b. 2-Year College Caucus: Erik Zoellner is confirmed as the chair. There are also two members, in addition to the chair, on this caucus.
 - c. Private School Caucus: Deidra is still looking for a chair of this caucus.
 - d. Professional School Caucus: No report available.
 - e. 4-Year College Caucus: A committee report, dated June 8, was distributed.
 - f. Membership Drive & Marketing Plan: Deidra distributed the revised Marketing Plan, making some comments about the details in the plan. The board recommended that Deidra look at creating a brochure that can be crafted and distributed in the future.
 - g. Other: Deidra reported that she ordered the pens to market TACUSPA that were distributed at the law conference; these pens are also being distributed at this conference.
7. Director, Database Management and Technology - Thomas Moorman

- a. Membership Information: Thomas reported that TACUSPA currently has 318 individual members, which is more than last year. Many members have contacted him regarding their membership number for use with the elections.
 - b. Technology/Website Update: Thomas reminded the board to send him any updates to the website that are needed, such as job postings, etc.
8. Secretary - Steve Sutton: No report was given.
9. Treasurer - Amanda Chesser
- a. Financial Report – Amanda distributed a financial summary for the September 1, 2005-August 1, 2005 period. The board currently has \$45,185.81 in the checking account and \$27,267.25 in the business investment account.
 - b. Other – The board discussed options for transferring some funds from the checking account to a certificate of deposit. T. Moorman motioned that the board move \$12,500 from the funds budgeted for operations and \$12,500 from the conference funds for a total of \$25,000. These funds will be distributed as follows:
 - i. \$5,000 to the BIA
 - ii. \$10,000 to purchase a one-year certificate of deposit
 - iii. \$10,000 to purchase a two-year certificate of deposit
- K. Rogers seconded the motion; it passed unanimously.
- c. Budget – Amanda distributed an updated 2004-2005 budget. Darlene made a motion, and Austin seconded, that the board reallocate \$250 (from printing, postage and supplies) to meetings in the president’s line; K. Rogers motioned, and D. Biggers seconded, that we reallocate \$100 from printing and \$300 from postage to the miscellaneous item in the VP for Marketing & Membership.
 - d. Budget planning – Amanda distributed a budget planning sheet that she would like completed and returned by July 10 in anticipation of our July teleconference meeting.
 - e. Reimbursements requests should be submitted by August 10 to Amanda.
 - f. Amanda also distributed her Quarterly Report.
10. Old Business – Darlene began a discussion regarding our strategic plan. She reviewed the SWOT analysis conducted last summer, and handed out the 1998 strategic plan and a draft of a new strategic plan. The board decided not to discuss the plan now, but agreed to talk about a goal per meeting.
11. New Business – There was no new business.
12. Next Meeting – The next meeting is tentatively set for July 20 at 1:30 pm.
13. Adjournment – Keri made a motion, and Thomas seconded, that the meeting be adjourned at 8:58 pm.

Approved by the TACUPSA Board on September 12, 2005

TACUSPA

Quarterly Report

Date: June, 2005

Name: Keri Rogers

Office: President-Elect

I. Activity since last report (list goal, then activity/results):

- Conference Locations and Chairs – Still completing. Summer 06 – Looking at an institute-type format. Fall 06 – Omni Dallas Park West hotel in Farmers Branch. Contract signed. Chairs – Elizabeth Massengale and Tami Tucker.

II. Plans for the next quarter (please include goals, objectives, and deadlines):

- Conference Locations and Chairs – Figure out exactly what to do with Summer 06 format, chairs, and location.

III. Needs, questions, suggestions, concerns:

- n/a

Date: June 15, 2005

Submitted by: Austin Lane, VP for Administration

I. Activity since goals submission/last report:

- Confirmed Awards and Recognition Committee timeline with committee chair (June 29, 2005). Committee members include: Elizabeth Massengale-Chair, Kenneth Waldrop-Sul Ross State, Alicia Huppe-Collin County, Barry Mckinney-UTSA, Georgina Vasquez-UTA, Austin Lane-UTA (ex-officio)
- Launched Special Projects Committee (Gage Paine-Chair, John Garrison, Mari Fuentes-Martin) to review our current awards. Confirmed completion timeline with committee chair (July/August).
- Confirmed completion of Constitution and By-Laws review by committee (Rusty Jergins-Chair, Ethan Logan, Fred Henry). Committee will issue report to VP for Administration in June 2005 with their findings and suggestions.
- Searching for Scholarship Committee chair and members interested in serving on this committee.

II. Plans for next quarter (please include goals, objectives, and deadlines):

- Meet with the Awards and Recognition Committee (via conference call) to confirm recommended awards recipients (deadline-September 2005).
- Meet with Special Projects Committee to discuss their findings (August 2005). Report findings during August board meeting.
- Request a report from the chair of the Constitution & By-Laws Committee regarding their findings (June 2005). Report findings during August board meeting.
- Secure chair for Scholarship committee (Summer 2005).
- Review operations manual

III. Needs, questions, suggestions, concerns:

- Need assistance with securing a chair for the scholarship committee. Please ask your colleagues if they are interested.

TACUSPA Quarterly Report

Date: June 13, 2005

Submitted by: Deidra Graves, VP for Marketing & Membership

I. Activity since goals submission/last report:

- Caucus chair recruitment – confirmed 2-Year School Caucus Chair (Erik Zoellner)
- Sent e-mail to recruit chairs for 2-Year School and Private School Caucus Chair. Found two members for 2-Year Caucus (Randy Carter, Jodi Collins) and one member for Private School Caucus (Victor Ballesteros)
- Bonita Butner sent out research grant materials and awarded two research grants TBA.
- Assisted caucus chairs in developing plans to serve caucuses.
- Revised marketing plan and asked caucus chairs and executive board to review it.
- Ordered pens to distribute at the law conference and summer conference.

II. Plans for next quarter (please include goals, objectives, and deadlines):

- Work with Fall Conference Chair to implement one free conference registration for each graduate program in Texas. I will send a letter to each program with conference materials and do follow-up phone calls. Deadline: TBA (conference deadline)
- Work with Caucus Chairs to implement plans:
 - ✓ Conference track. Deadline: fall conference program proposal deadline
 - ✓ Survey of members. Deadline: August
 - ✓ Recruitment of new members. Deadline: June
 - ✓ Graduate student case study competition. Deadline: fall conference
- Finalize marketing plan - July
- Revise recruitment and retention plan – August
- Continue to recruit Private School Caucus Chair

III. Needs, questions, suggestions, concerns:

- Feedback on marketing plan, especially business objectives
- More direction for caucuses
- Assistance with recruiting Private School Caucus Chair

**TACUSPA
FOUR-YEAR COLLEGE CAUCUS COMMITTEE REPORT
June 8, 2005**

Since January 2005, the committee has corresponded twice by e-mail discussing several questions regarding the direction of the committee and its goals. The committee of seven (7) hopes to meet for the first time physically during the Fall 2005 TACUSPA conference in Laredo, Texas.

**TACUSPA Four-Year College Caucus Committee Meeting
February 1 – February 10, 2005**

Trisha Van Duser – Committee Chair

What are the current issues you face today at your four-year institution that you feel other institutions might be facing as well? This will help guide the types of sessions we would like to be included at future TACUSPA conferences.

Cary Poole – Committee Member

- Technical issues related to internet and cable services

Karen Click – Committee Member

- Drug use on campus
- Polarization of students and lack of programming to address it
- Financial aid concerns as packages decrease and length of college careers increases
- Involving parents
- Multiculturalism

Ethan Logan – Committee Member

- Free Speech policies
- Mental health issues
- Risk management assessments and strategies

Trisha Van Duser – Committee Chair

Provide three ways that TACUSPA can better serve your needs professionally.

Carey Poole – Committee Member

- Provide more job postings on TACUSPA website

Karen Click – Committee Member

- More publicized membership drives
- Issues-oriented forum on website
- Technology training sessions to keep up to date on what students commonly use, such as Facebook, Xanga and Friendster

Ethan Logan – Committee Member

- Attract more membership by establishing a “best practices”, by developing and promoting personnel for professional positions and influencing state legislation

Trisha Van Duser – Committee Chair

Do you think that it would be beneficial to have a networking session at a TACUSPA conference that would pair new professionals with seasoned professionals? If so, what do you think are the benefits of this type of session? If not, please explain.

Karen Click – Committee Member

- Yes, but have it structured with specific topics (i.e. Achieving Balance, Leadership Development, Things I Wish I Knew Then...). This also helps seasoned professionals see the enthusiasm of new professionals.

Ethan Logan – Committee Member

- Yes, go back to previous New Professional reception styles where mid-level and senior administrators are paired with graduate students in college and new professionals.

Four-Year Caucus Objectives & Goals

Purpose: To provide feedback to the TACUSPA Executive Committee regarding the needs of four-year college members and their conference program interests, as well as assist in marketing to new members.

To determine the needs of current members and recruit new members, the following are suggestions regarding the goals of this committee:

- To raise awareness by marketing TACUSPA at regional and national conferences;
- To provide more opportunities at TACUSPA conferences for four-year representatives to network and develop mentor relationships;
- To survey four-year college members via email or internet forums to determine how TACUSPA can better serve their needs and communicate these needs to the TACUSPA Executive Board; and
- To provide input regarding conference planning that addresses current needs of four-year institutions, i.e. assessment, spirituality, legal issues, free speech, new professionals, etc.

Two Year College Caucus Purpose Statement DRAFT:

Purpose: To provide feedback to the TACUSPA Executive Committee regarding the needs of two-year college members and their conference program interests, as well as assist in marketing to new members.

Additionally, we will need some goals for our two-year Caucus. Again, I've incorporated the 4-year Caucus Committee goals draft into something we could build from (or adopt) as our two-year caucus committee...

Suggestions for goals for two-year colleges TACUSPA caucus committee:

- To raise awareness by marketing TACUSPA at regional and national conferences;
- To provide more opportunities at TACUSPA conferences for two-year representatives to network and develop mentor relationships;
- To survey two-year college members via email or internet forums to determine how TACUSPA can better serve their needs and communicate these needs to the TACUSPA Executive Board; and
- To provide input regarding conference planning that addresses current needs of two-year institutions; legal issues, etc.

Whew, please forgive the long e-mail. On a final note Deidra gave some excellent suggestions on what the committee could do within the next few years; please feel free to add... or do these look OK?

- Surveying 2-year members to see how TACUSPA can better meet their needs
- Developing listservs, chat rooms, electronic message boards, or similar mechanisms for communication between caucus constituencies
- Developing a conference track designed for 2-year members (by 2006 at the latest)
- Developing a mentoring program or other networking opportunity for 2-year members
- Investigating TACUSPA partnerships with other associations serving 2-year schools

Thanks for those of you that have taken the time to read all of this e-mail. I look forward to serving TACUSPA and two-year colleges in my new role. Looking forward to the suggestions that you might have regarding how we can strengthen TACUSPA and the impact that two-year colleges can play within this organization and within our GREAT state!

G. Erik Zoellner, Ed.D.

TACUSPA Quarterly Report

Date: June 9, 2005

Submitted by: Amanda Chesser, Treasurer

I. Activity since goals submission/last report (list goal, then activity/results):

1. Scheduled Finance Advisory Board meeting for Summer Conference.
2. Learn to create new reports to assist the board and finance committee in understanding our financial health.
3. Compiled forms and information for use by fall conference chairs in reporting income and expenses.

II. Plans for next quarter (please include goals, objectives, and deadlines):

1. Compile data for IRS Tax Return for 2004 (August 2005).
2. Develop budget for 2005-2006 (July, 2005).
3. Develop a step-by step guide for conference chairs to use for financial areas (registrations, donations and reimbursements) (October, 2005).
4. Inform Finance Advisory Board of the state of TACUSPA (June Conference, 2005).

III. Needs, questions, suggestions, concerns:

I need to know what types of information/reports the board would like to see (and frequency) in addition to the financial summary.

CHECKING ACCOUNT	<i>BUDGET</i>	<i>ACTUAL</i>	
Operations			
<i>Expenses</i>			
President	\$3,600.00	\$796.56	
President-Elect	\$0.00	\$66.00	
Past President	\$5,200.00	\$614.00	
Vice President-Admin	\$550.00	\$345.11	
Vice President-Mktg&Mbrshp	\$2,100.00	\$2,000.00	
Secretary	\$75.00	\$0.00	
Treasurer	\$2,300.00	\$1,713.05	
Dir-DataMgmt&Tech	\$3,000.00	\$357.76	
Reserve	\$1,000.00	\$0.00	
			\$5,892.48
<i>Income</i>			
Balance as of 9/1/04		\$13,761.69	
2004 Membership Dues		\$1,545.00	
2005 Membership Dues		\$10,935.00	
Transfers from BIA		\$0.00	
Interest		\$0.00	
			\$26,241.69
			\$20,349.21
Conference			
<i>Expenses</i>			
Summer '04		\$132.24	
Fall '04		\$19,197.42	
Summer '05		\$65.45	
Fall '05		\$0.00	
			\$19,395.11
<i>Income</i>			
Balance as of 9/1/04		\$29,297.21	
Summer '04		\$100.00	
Fall '04		\$14,834.50	
Summer '05		\$0.00	
Fall '05		\$0.00	
			\$44,231.71
			\$24,836.60
Checking Balance			\$45,185.81
 BUSINESS INVESTMENT ACCOUNT			
<i>Expenses</i>			
Transfers to Checking		\$0.00	
			\$0.00
<i>Income</i>			
Balance as of 9/1/04		\$27,167.12	
Interest		\$100.13	
			\$27,267.25
BIA Balance			\$27,267.25
 BALANCE			\$72,453.06

YTD 2005 Budget - working

	Printing		Postage		Supplies		Meetings		Grants		Awards		Receptions		Miscellaneous		TOTAL		
OFFICER/COMMITTEES	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
President's Total	\$100		\$100		\$100		\$500		\$0		\$100		\$700		\$2,000		\$3,600		
Officer	\$100		\$100		\$100		\$500	\$246.01			\$100		\$700	\$550.55	\$2,000		\$3,600	\$796.56	
President-Elect's Total	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		
Officer											\$66.00						\$66	\$66.00	
Past President's Total	\$100		\$850		\$50		\$0		\$0		\$0		\$0		\$4,200		\$5,200		
Officer	\$100		\$850		\$50										\$200	\$614.00	\$1,200	\$614.00	
Journal															\$4,000		\$4,000	\$0.00	
Newsletter																		\$0.00	
VP-Administration's Total	\$0		\$0		\$200		\$0		\$0		\$350		\$0		\$0		\$550		
Officer					\$200												\$200	\$0.00	
Awards & Recognition											\$350	\$345.11					\$350	\$345.11	
Scholarships																	\$0	\$0.00	
Special Projects																	\$0	\$0.00	
Legislative																	\$0	\$0.00	
VP-Mktg&Mbrshp's Total	\$200		\$400		\$0		\$0		\$1,000		\$0		\$0		\$500		\$2,100		
Officer				\$25.00													\$475.00	\$25	\$500.00
Research									\$1,000	\$1,000.00								\$1,000	\$1,000.00
Graduate Student															\$500	\$500.00	\$500	\$500.00	
2-Year	\$50		\$100														\$150	\$0.00	
Private School	\$50		\$100														\$150	\$0.00	
Professional	\$50		\$100														\$150	\$0.00	
4-Year	\$50		\$100														\$150	\$0.00	
Secretary's Total	\$0		\$0		\$75		\$0		\$0		\$0		\$0		\$0		\$75		
Officer					\$75												\$75	\$0.00	
Treasurer's Total	\$0		\$0		\$100		\$0		\$0		\$0		\$0		\$2,200		\$2,390		
Officer					\$100	\$89.99									\$2,200	\$1,623.06	\$2,390	\$1,713.05	
Director-DataMgmt&Tech's Total	\$0		\$1,000		\$1,000		\$0		\$0		\$0		\$0		\$1,000		\$3,000		
Officer			\$1,000	\$142.36	\$1,000										\$500		\$2,500	\$142.36	
Web Site															\$500	\$215.40	\$500	\$215.40	
Reserve Total															\$1,000		\$1,000		
																		\$17,915	\$5,892.48

YTD 2005 Budget Proposed

		Printing		Postage		Supplies		Meetings		Grants		Awards		Receptions		Miscellaneous		TOTAL	
		Budget	2006	Budget	2006	Budget	2006	Budget	2006	Budget	2006	Budget	2006	Budget	2006	Budget	2006	Budget	2006
OFFICER/COMMITTEES																			
President's Total		\$100		\$100		\$100		\$500		\$0		\$100		\$700		\$2,000		\$3,600	
	Officer	\$100		\$100		\$100		\$500		\$100		\$700		\$2,000		\$3,600		\$0.00	
President-Elect's Total		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
	Officer																	\$0	\$0.00
Past President's Total		\$100		\$850		\$50		\$0		\$0		\$0		\$0		\$4,200		\$5,200	
	Officer	\$100		\$850		\$50		\$0		\$0		\$0		\$200		\$1,200		\$1,200	\$0.00
	Journal													\$4,000		\$4,000		\$4,000	\$0.00
	Newsletter																	\$0	\$0.00
VP-Administration's Total		\$0		\$0		\$200		\$0		\$0		\$350		\$0		\$0		\$550	
	Officer					\$200		\$0		\$350		\$0		\$0		\$200		\$200	\$0.00
	Awards & Recognition									\$350		\$0		\$0		\$350		\$350	\$0.00
	Scholarships													\$0		\$0		\$0	\$0.00
	Special Projects													\$0		\$0		\$0	\$0.00
	Legislative													\$0		\$0		\$0	\$0.00
VP-Mktg&Mbrshp's Total		\$200		\$400		\$0		\$0		\$1,000		\$0		\$0		\$500		\$2,100	
	Officer									\$1,000		\$0		\$0		\$500		\$1,000	\$0.00
	Research																	\$500	\$0.00
	Graduate Student																	\$150	\$0.00
	2-Year	\$50		\$100														\$150	\$0.00
	Private School	\$50		\$100														\$150	\$0.00
	Professional	\$50		\$100														\$150	\$0.00
	4-Year	\$50		\$100														\$150	\$0.00
Secretary's Total		\$0		\$0		\$75		\$0		\$0		\$0		\$0		\$0		\$75	
	Officer					\$75		\$0		\$0		\$0		\$0		\$75		\$75	\$0.00
Treasurer's Total		\$0		\$0		\$100		\$0		\$0		\$0		\$0		\$2,200		\$2,300	
	Officer					\$100		\$0		\$0		\$0		\$2,200		\$2,300		\$2,300	\$0.00
Director-DataMgmt&Tech's Total		\$0		\$1,000		\$1,000		\$0		\$0		\$0		\$0		\$1,000		\$3,000	
	Officer			\$1,000		\$1,000		\$0		\$0		\$0		\$500		\$2,500		\$2,500	\$0.00
	Web Site													\$500		\$500		\$500	\$0.00
Reserve Total														\$1,000		\$1,000		\$1,000	
																		<u>\$17,825</u>	\$0.00