



## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes  
Friday, August 1, 2008

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

### I. Call to Order

Meeting called to order at 10:02am.

### II. Approval of Minutes

- a. John motioned to approve May 29-30, 2008 minutes. Thomas seconded. No discussion. Minutes were approved unanimously.

### III. President Report – Steve Sutton

- a. Summer 2008 Conference Report (Linda Bullock): Reported as a success.
  - i. Final Budget: made a profit. Thomas motioned to approve the final budget, Elizabeth seconded. No discussion. Budget approved.
  - ii. Evaluations
- b. Fall 2008 Conference Update (Committee Rep) – Collected \$1,360 so far.
- c. Distinguished Service Award update: Moving forward to name it after Dr. Jim Caswell. Will receive notification from Mrs. Jim Caswell regarding the specific name for the award that will be given at the fall conference.
- d. Articles for the fall newsletter: Amber Dean working on newsletter to include information regarding elections, summer conference, and flu shots by August 18.
- e. Updated Strategic Plan and Projects

### IV. Past President Report – Thomas Moorman

- a. Updates: Received approximately \$600 for foundation; working on getting ribbons for fall conference
- b. Elections: Marlon Anderson elected as Vice President for Membership & Marketing and Amanda Drum elected for President Elect. Approximately 1/3 of the members voted.
- c. Revision to Constitution Article III, Section 3a approved.

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

- a. 2009 conference sites: Austin, San Antonio or El Paso for 2009 conferences; will work on getting contracts for hotels to determine costs. Austin and San Antonio can not give us state rates and the rates will be over \$100.

### VI. Vice President for Administration – Alicia Huppe



- a. Fellowship Program: submitted proposal for application to board. Need to determine when it will be awarded (early September) and when the term will expire. Needs to be advertised to graduate programs as well since many are not TACUSPA members yet.

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

- a. Caucus gatherings for fall conference – working with David Rachita; Gear Up – 3 submissions for research grant and 1 for article submission; setting up blogging site

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

- a. 333 members at 61 institutions.

**IX. Secretary Report – Trisha VanDuser**

- a. No report.

**X. Treasurer Report – John Kaulfus**

- a. Financial Summary: John over budget on his line item due to extra cost of audit. Checking with Bank of America on charges for us to use the credit card machine, seems excessive.  
Checking Balance: \$37,943.20  
BIA: \$22,693.56  
CD Balance: \$43,121.46  
Balance: \$103,758.22
- b. 2008-09 Budget: No changes requested by board. Noted that our income is exceeding our expenses. Thomas motioned to approve 2008-2009 budget, Alicia seconded. No discussion. Budget for 2008-2009 approved unanimously.
- c. Research on CDs: Will take all suggestions to the Finance Advisory Board. Working on getting Finance Advisory Board meeting before September.

Alicia motioned to accept all officer reports, John seconded. No discussion. Officer reports approved unanimously.

**XI. New Business**

- a. Review of Strategic Plan & Projects – next meeting

**XII. Old Business**

**XIII. Next Meeting**

- a. Via teleconference: Friday, September 12, 11:00 am-12 noon

- XIV. Adjournment:** John motioned to adjourn the meeting. Thomas seconded. Meeting adjourned at 10:57am.



## Strategic Plan Items:

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

## Projects for 2008

- i. Update Operations Manual – Alicia Huppe **[complete]**
- ii. History of TACUSPA – Lisa McDougale **[in progress]**
- iii. History of Award Recipients (add to website) - Lisa McDougale (Elizabeth M.) **[complete]**
- iv. Mentor Program – Alicia Huppe **[in progress]**
- v. Website Renewal (add historical information) – Elizabeth Massengale **[complete]**
- vi. Update Database with Non-Member information ( send requests to CSAO) Steve Sutton **[complete]**
- vii. Electronic Conference Evaluations (conference chairs) **[in progress]**
- viii. Electronic Surveys: Members Needs Assessment & Satisfaction – Steve Sutton **[complete]**
- ix. Establishment of a TACUSPA Foundation (Scholarships & Grants) – Thomas Moorman **[in progress]**