

## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

### Meeting Minutes | January 13, 2020

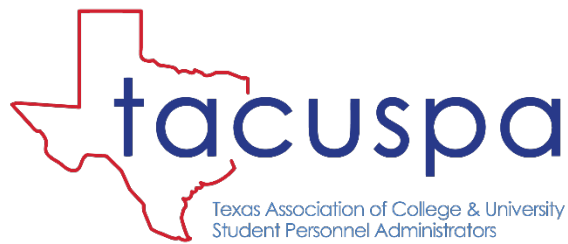
**Members Present:** Lisa Perez, Brandon Lee, Ashley Spicer-Runnels, Molly Albart, Kristy Vienne, Nicki McGee, Keith Lamb, Jody Randall, Corey Benson

**Guests:** Quynh-Huong Nguyen, Ramces Luna, Shelby Hearn (fellow)

- I. **Call to Order:** Spicer-Runnels called the meeting to order at 12:02 pm
- II. **Approval of Minutes:** Albart motioned to approve the minutes for November 28, 2019, Lee seconded; minutes were approved.
- III. **President– Iliana Melendez** – reported by Spicer-Runnels since Melendez not able to attend
  - **Conference Update(s):** Luna provided the following updated on who has been invited to speak at 2020 conference:
    - i. Sunday, October 25:
      1. Dr. Ruth Simmons, President of Prairie View A&M University
    - ii. Monday, October 26: (Panel facilitated by Dr. Simmons)
      1. Dr. Joanne Smith, Vice President for Student Affairs, Texas State University
      2. Dr. Mary Gonzalez, Texas Representative, District 75
      3. Dr. Diana Natalicio, President of The University of Texas at El Paso
      4. Dr. Soncia Reagins-Lilly, Vice President for Student Affairs, The University of Texas at Austin
    - iii. Tuesday, October 27:
      1. Dr. Michael J. Sorrell, President of Paul Quinn College
  - **Strategic Plan:** A fellow has been assigned for this and are set to work on this come February.
  - **In Person Meetings:**
    - i. Spicer-Runnels clarified that meeting will begin Wednesday, February 5 around 12pm and will continue through Thursday until 5pm. Please make appropriate plans for travel. Agenda items are to be sent to Perez. Any dietary needs are to be sent to Melendez. Spicer-Runnels reminded Board members that hotel room is covered by TACUSPA budget. **Action Item: Spicer-Runnels to get agenda and clarify room assignments with Melendez.**
  - **Action Item Tracking:** Please make sure that you are checking that. **Action Item: Melendez will be checking action item log prior to February meeting and will follow up individually.**
  - **NASPA Volunteer Opportunities/Sponsorship:** TACUSPA has the opportunity to help with the commuter lounge by recruiting volunteers for that area and/or hosting a breakfast in the lounge. Sponsorship would be \$500-\$1000. Spicer-Runnels asked Board if any general interest in participating. Question posed was if this sponsorship would come out of President line or will there be an amendment to the current budget. Need clarification on budget allocation.

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Vienne asked what would be the advantage of doing something like this? Spicer-Runnels clarified that this would be good to strengthen relationship with NASPA as well as helping to recruit membership. **Action Item: Spicer-Runnels will clarify where budget coming from and what is the time commitment by next meeting in February.**

#### **IV. President Elect – Ashley Spicer-Runnels**

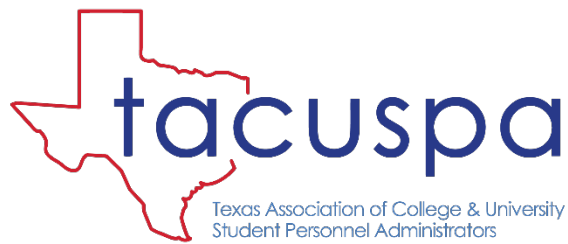
- NASPA-Texas – discussed with NASPA Texas Director the potential of TACUSPA sponsoring/having a commuter lounge at the NASPA conference. NASPA Texas Director is open to have discussion about the relationship of NASPA Texas and TACUSPA. **Action Item: Spicer-Runnels will bring updates from their follow up conversation to next meeting;** NASPA Texas is not interested in having conferences/workshops, etc. Spicer-Runnels wanted to know if we want to formalize the relationship between the two groups. Discussion ensued about what that might look. Overall the Board agrees of the relationship.

#### **V. Past President – Molly Albart**

- **2019 Conference Budget** –got everything reconciled; made \$40,552.98 profit from this conference. Made up deficit from last year.
- **Board Structure Task Force:** will talk about this in February; **Action item: Board to provide feedback to Albart by Feb. 1 so she can summarize and present at in-person meeting.**
- **Caswell Award** – no report
- **Award Renaming Process** – defer to Randall for update
- **Election Committee** – Albart will begin getting committee together to have elections ready for April.

#### **VI. Director for Administration – Jody Randall**

- **Operations Manual** – Connected with Melendez to discuss; Melendez is in the process of reviewing and providing comments.
- **Volunteer Sign-Up List** –Hearn provided feedback about volunteer requirement scholarship winners had at conference; however, volunteer slots had all been filled and they did not have a point person at conference site to know what to do. She asked that Randall take this into consideration this next year. Randall asked about the overall process. Spicer-Runnels explained the process briefly. Benson provided other ways to get the word out to solicit volunteers through social media. **Action Item: Spicer-Runnels will talk off-line with Randall to discuss the process so they are on the same page.**
- **Awards: no report**
- **Award Naming process:** Randall reported that there will be an update at the February 2020 meeting. Working on getting group together to review proposal.



VII. **Director for Membership – Staphany Lopez-Coronado** – Spicer-Runnels & Perez reported for Lopez-Coronado who was not able to attend.

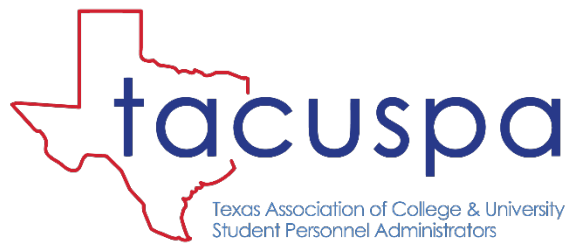
- **Membership Numbers** – Final 2019 Membership as of 12/1/19 total of 624
  - i. Emeritus – 15
  - ii. Professional – 556
  - iii. Student – 53
  - iv. Spicer-Runnels reminded board that Membership runs January 1-December 31
- New Institutional Membership Form: live on TACUSPA website at [https://docs.google.com/forms/d/e/1FAIpQLScnB3rtdG0aEZ1cYy5c0-1Y3\\_n\\_imJsJA3oJ95yVyfWAYy-QQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScnB3rtdG0aEZ1cYy5c0-1Y3_n_imJsJA3oJ95yVyfWAYy-QQ/viewform)
- All individuals should have received membership lapse email. Membership managers will receive an email to submit institutional memberships.
- As the website was updated after the first of January, **Action Item: Lopez-Coronado will have student workers utilize the information submitted on the old form to fill out the excel portion of the new one and send the final excel sheet to the membership manager.**
- Twelve institutions have submitted institutional membership payment and/or membership form.
- New Membership Email – [membership@tacuspa.net](mailto:membership@tacuspa.net); will use this email to communicate membership information
- Video Campaign –
  - Seeking a few board members who would be willing to video themselves explain #WhyTACUSPA. Video should be short (maybe 30 seconds) introducing yourself, title, when you joined TACUSPA, and why you're a part of it/your favorite thing about it/ what you've gained from it. Finally, you'll close it out by saying "join TACUSPA today or I hope you'll consider joining TACUSPA!" or something to this affect.
  - The goal is for these short clips (shared on our social media) to encourage others to join TACUSPA and understand why we're a part of it. **Action Item: Lopez-Coronado will be looking for seasoned members, board members, foundation, new professionals, graduate students (hopefully the last two from our scholarship winners of last year).**

VIII. **Director for Marketing – Corey Benson**

- Institutional Membership form has been updated on the website (see link above)
- Volunteer Interest Form – there were 11 responses; Benson has sent this out to Board for review.
- **Weekly emails** – no report
- **Newsletter(s)** – **Action Item: Benson will be sending on January 17, 2020. Action Item: Board to send information for newsletter to Benson by January 16, 2020 at close of business**

IX. **Director for Education & Professional Development – Kristy Vienne**

- **Fellows Update:** Fellows were identified and have been appointed to work on the following:



- i. Shelby Hearn: Texas A&M University  
Project & Mentor: TACUSPA Foundation Fundraising, Keith Lamb
- ii. Karina Ogunlana: Texas State University  
Project & Mentor: TACUSPA 2020 Strategic Plan, Iliana Melendez
- iii. Jordan Bryant: Lamar University  
Project & Mentor: TACUSPA Research & Benchmarking, Teresa Simpson

Vienne would still like to get another fellow since there is funding for 1 more. **Action Item: Vienne to send Benson information to help publicize in newsletter and social media.**

- **Scholarship Recipients:** TACHE scholarship applications deadline January 31 to apply; Lamb verified that there were 12 conference registrations (includes fellows) budgeted from Foundation. Lamb clarified that Fellows lodging (shared rooms) will be covered at in person meetings and at 2020 conference.
- **Career Development** – Vienne would like to get information out about podcasts and working with will be working on schedule with Taylor. **Action Item: Vienne will follow up with Benson to get the marketing out.**
- **Webinars** – Vienne also working with Benson to get marketing out about upcoming webinars.

**X. Director for Technology – Caryn Hawkins**

- **Technology Updates** - Hawkins asked for comments since none were submitted electronically. Albart mentioned that if keeping Authorize.Net then we need clear timeline of for transitions.
- Platform Report for review- Hawkins reviewed list of technology platforms that TACUSPA uses. She reminded Board that passwords will be changed prior to meeting in February. **Action Item: Hawkins will be sending out information via email.**

**XI. Director for Research – Teresa Simpson – No Report**

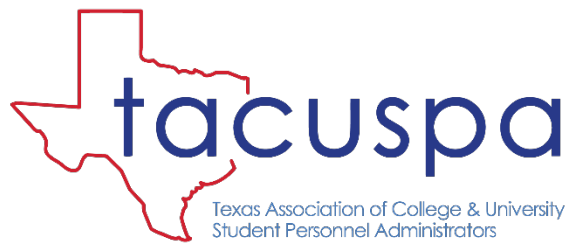
- **Journal**
- **Faculty Engagement**

**XII. Director for Assessment – Brandon Lee –**

- **Conference Assessment** – **Action Item: Lee will be sending out to the group today**
- **Quarterly Reports** – **Action Item: Lee will be emailing quarterly reports out to Board members and following up with them individually.**

**XIII. Secretary – Lisa Perez**

- **Agenda Items:** Thanked members for being timely with agenda items.
- **Action Items Log:** Perez reminded members to update action log found on shared drive. Several action items still noted as not completed.



**XIV. Treasurer – Nicki McGee**

- **Account Balance Updates:** McGee reported the following balances in each of the accounts: Checking: \$142,033.27 Savings: \$62,775.84 CDs: \$23,223.43 & \$24,215.54
- Financial Advisory Board (FAB): McGee indicated that members have been selected; past team members are in place except for Amanda Drum who was replaced by Trisha Van Duser.
- 2019 Conference Close-Out Update- see attachment.

**XV. Foundation – Keith Lamb**

- **Foundation Updates:** first meeting will be on January 23, 2020
- **Foundation Account Total:** \$60,311.57; fiscal budget for Foundation is \$8,840
- **Action Item:** Lamb to send Hawkins current members of board so that Hawkins can update the website.

**XVI. Good of Order- none**

**XVII. Approval of Reports.** Albart motioned to approve reports; Perez seconded the motion. Reports were approved.

**XVIII. Adjournment:** Spicer-Runnels adjourned the meeting at 1:05pm