

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | December 7, 2020

Quorum: 9 members present; Quorum is met

Members Present: Ashley Spicer-Runnels, Nicki McGee, Lacey Folsom, Heather Snow, Lisa Perez, Diana Lee, Brandon Lee, Theresa Simpson, Jody Randall

Guests: Elizabeth Massengale, Valerie Holmes

Action Items from Previous Meeting on 11/9/2020

- Spicer-Runnels will work with B. Lee to work through Campus Lab partnership process.
- Snow to work on process for soliciting volunteers since form not distributed during conference.
- Spicer-Runnels to research other organizations (TABHE, TACHE, Community College Coalition) about possible volunteer opportunities within association
- Melendez searching for Elections committee members
- Melendez to work on having presentation recordings from conference available so that they can be included in newsletter
- McGee to work with Hawkins on direction of ToGo meetings upgrade; Spicer-Runnels would like to have decision at December meeting
- Melendez and Randall to work on updates to operations manual
- Spicer-Runnels and Randall to work on Legislative Committees chair
- Lopez-Coronado to have membership goals for December meeting
- Massengale to discuss with Foundation how fellows to be recognized for their efforts since registration and lodging not covered this past conference.
- Spicer-Runnels and B. Lee to work on goals updates

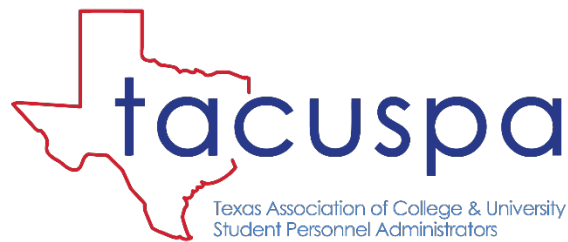
I. **Call to Order:** Spicer-Runnels called meeting to order at 12:01

II. **Approval of Minutes:**

- **Approval of Minutes from November 9, 2020:** Folsom moved to approve minutes; B. Lee seconded the motion; minutes approved.

III. **President– Ashley Spicer-Runnels**

- **2021 Conference Updates:** Introduction of Co-Chairs; Valerie Holmes PVAMU and Grisell Perez-Carey from UTA; they will be joining monthly Board meetings moving forward; Spicer-Runnels would like to have Stephanie Martinez continue as the Registration chair and would like to include her in meetings as well. Conference chairs will have committees (logistics/local rearrangements) and are preparing for both a virtual and f2f component conference. Please



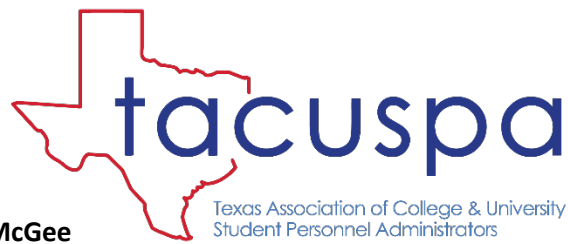
forward recommendations for conference committee members to Spicer-Runnels. She is also looking for keynote ideas.

- **Update on February meeting:** Meeting is typically in person, but due to COVID-19 will not meet in person; Spicer-Runnels is hopeful for an in-person meeting during the summer.
- **Partnerships:** Spicer-Runnels asked Board to review the list of associations/organizations that might be of interest to Board to partner. Spicer-Runnels asked for interest in serving on Think Tank and Melendez, Simpson and Snow agreed to serve. Randal suggested adding Texas Association of Diversity Officers in Higher Education to the list. Partnership list can be found at
 - https://docs.google.com/spreadsheets/d/16_P0OvCAkxLPbFzlhmaEecUjOX8zxxPtx1m_hgTYGQ/edit?usp=sharing
- **Board structure**
 - See attached at end of agenda. Proposal from previous past president Albart. Would like to bring this to membership and align with elections. Randall asked where awards process sit under this structure. Spicer-Runnels will follow up with Albart to see where Administration falls under this structure.
- **Proposed Events**
 - Resume exchange: Board provided feedback and agreed that this would be better to do this over the holiday break. Link to submission of resumes located at https://docs.google.com/document/d/1JN6pycYqQ7h7K9B_8UGBmJJfHddkKMKWO8-GXn_S1vs/edit?usp=sharing
 - TACUSPA@Work Proposal: Multi-Day Summit during Spring which will focus on three-part leadership model (development, advocacy, networking). The goal is to connect before entering conference. Feedback: Simpson would like to revisit objective/name to see if can be more inclusive of membership; also wanted to know if the cost was free. Spicer-Runnels responded that she would prefer it to be free. Good response and feedback. Simpson suggested she could bring this to research committee to get feedback on a name and how to include faculty. Link to the proposal can be found at https://docs.google.com/document/d/1OrZTVrbKyod1IbNLV_wFUhgw0lCgcSXMszLbzZkHhA/edit?usp=sharing
 - Upcoming Events – Resume Exchange will be sent out in December. Resumes will be accepted resumes through the close of business for the holidays and returned mid-January.

IV. President Elect – Heather Snow – looking for opportunities for projects; no updates.

V. Past President – Iliana Melendez –

- All videos and recordings from Conference sessions are done and ready to be added to the website for our membership. Info will be in the newsletter.



VI. Treasurer – Nicki McGee

- **Account Balance Updates:** McGee reported the following balances
 - i. Checking - \$103,361.87
 - ii. Savings - \$63,744.54
 - iii. CDs – \$23,340.97 & \$24,234.30
- **Cash Flow Report** (see end of agenda): tool that can be used for update on budgets. Expenses listed are those through first quarter

VII. Secretary – Lisa Perez

- **Deadline January Agenda: 1/4/2021**
- **Minutes:** updated on website

VIII. Director for Administration – Jody Randall

- Randall working on call for volunteers and will get that out once get access
- **Operations Manual:** still ongoing; Randall & Melendez working on this.

IX. Director for Membership – Staphany Lopez-Coronado via email (not present)

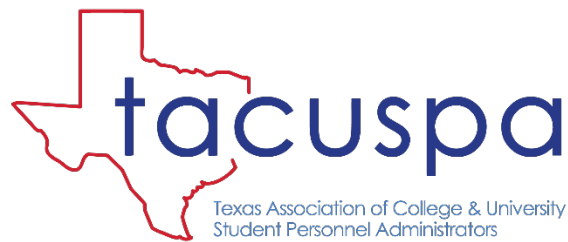
- **Membership Updates:** 16 emeritus, 521 professional, 44 students; for a total of 581 members
- **Membership Meet-Ups:** Lopez-Coronado will host a TACUSPA Café on Friday, December 18th over lunch to present this info to our membership and get some additional feedback before we are officially live in January.
- **Membership Fields:** Personal data fields have the prefer not to answer choice.
- Membership goals will be presented in January's meeting.

X. Director for Marketing – Lacey Folsom

- **Social Media:** asked that Board send information ahead a time. Asked Board to help with engaging on social media; Folsom will work on highlighting members and colleges/universities that are part of TACUSPA; will also share this on website.
- **Newsletter(s):** Asked that Board send information to her for the Newsletter. Thanked Board for submissions thus far.
- **Website:** send updates for Website to Folsom; will be working on it during the break. Spicer-Runnels suggested that previous keynotes be added to website.

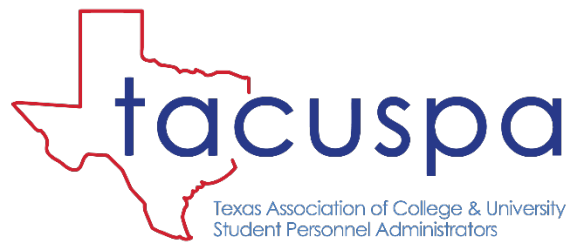
XI. Director for Education & Professional Development – Diana Lee

- **Fellows Update**
 - i. **Fellowship Timeline**
 - ii. **Review project proposals:** D. Lee received 6 projects for fellows for 2021; D. Lee asked Massengale how much funding is available for fellows? Massengale will work with McGee to see what will be available. Link for project proposals

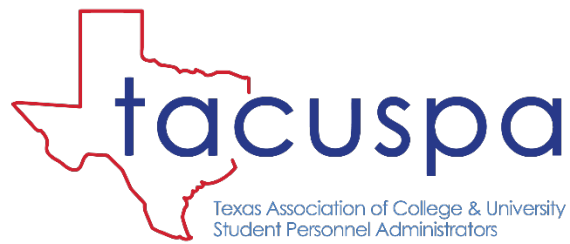


<https://drive.google.com/file/d/1y5tKqrQgg-1p0bamWdhMEvWomgJKCQ2C/view?usp=sharing>

- iii. D. Lee will open application by Dec 11 and close Jan 11 and have applicants rank their choice and then call for committee to choose fellows. Hope to announce fellows in January 2021.
 - iv. **19-20 Fellows** – D. Lee will work with fellows to present their projects on social media; will be sending items to Folsom for assistance. D. Lee, McGee, Massengale to work on the proposal for how to award the 19-20 fellows.
- **Education & Professional Development Committee** – committee includes the chair from Webinars, Scholarship/Fellowship and Career & Development. D. Lee is suggesting possible changes to committee structure. If changes are made, she will need to update the Operations manual.
 - i. **Webinars – open to changes**
 - ii. **Scholarship/Fellowship**
 - iii. **Career Development Coordinator – to have someone to provide specific things like search, making connections with career services,**
 - **Volunteer Interest Form** – D. Lee asked to for access to volunteer form. Will follow up with Snow.
- XII. **Director for Technology – Caryn Hawkins** – no report; not present.
- Spicer-Runnels would like to have conversation with Hawkins about support needed to carry out her responsibilities. Board is in support of this.
 - Technology Updates
- XIII. **Director for Research – Teresa Simpson**
- **Research committee met this past Friday and will continue to meet the first Friday of each month.**
 - i. Established internal co-chairs for work that is being completed by committee.
 - ii. Committee will explore the following areas of expressed interest and/or review as quality resources for our members:
 - 1. Student Affairs on Campus, Online Journal – Co-Chair, Jennifer Edwards
 - 2. Exploring a new format to include innovative ways to publish research to practice
 - 3. Podcasts, youtube videos, Faculty spotlights on their research
 - iii. Spring Case Study – Co-Chair Jennifer Edwards & Caryn Hawkins
 - 1. 45 Graduate Students received the opportunity to sign up, 3 signed up.
Therefore, we moved the case study to early summer with Board approval
 - iv. 2021 Research Grant - Co-Chair, Jeff Stietzel



1. Application will go out this month and Jeff, 2020 TACUSPA Fellow, will serve as Co-Chair and increase marketing for the application.
 2. All committee members will be a part of the process for applicant review and awarding of the new scholar
 - v. Faculty membership – Co-Chair, Gabi Silvestre & Jerry Wallace
 1. Assisting Simpson in marketing out to new faculty members and increase published scholarship made available by TACUSPA members
 - vi. Published Members: faculty, staff, administrators and graduate students – Co-Chair, Shelby Hearn
 1. Watching over the Research Page for clear communication to the viewer and identify gaps that need to be addressed on the webpage
 2. A look at the new research webpage, it's LIVE. <http://tacuspa.net/research>
 3. Co-Chair Open (assist Chair on the reviewing of the Research page and identify new ideas, updates needed, exploring new additions)
 - vii. Best Practice outcome from the 2019 TACUSPA Conference from Faculty membership, Texas Higher Education Student Affairs Faculty
<https://lists.shsu.edu/mailman/listinfo/txhesafaculty> - Co-Chairs, Peggy Holzweiss and Krista Bailey
 1. Peggy and Krista developed the listserv as a best practice resulting from the Faculty session at TACUSPA 2019 Conference
 2. TACUSPA Board has approved to adopt the listserv that is being housed at SHSU and promote it under TACUSPA
 3. ListServ will gain valuable information for us to use we explore gaps to be address and/or celebrations to make available on our membership. Also, great recruitment tool for faculty membership
 - viii. Future partnership with NACA and possible others – Co-Chair Shelby Hearn and Art Simpson
- XIV. Director for Assessment – Brandon Lee**
- **Conference Survey** – received responses; about a 15% response rate
 - **Quarterly Reports** – have been finalized and will be sent out soon.
- XV. Foundation – Elizabeth Massengale**
- **Foundation Updates:** will continue conversation on stipend for fellows.
 - **Foundation Account Total:** \$66,974.92 ; met their goal of raising \$1800
- XVI. Good of Order:** none

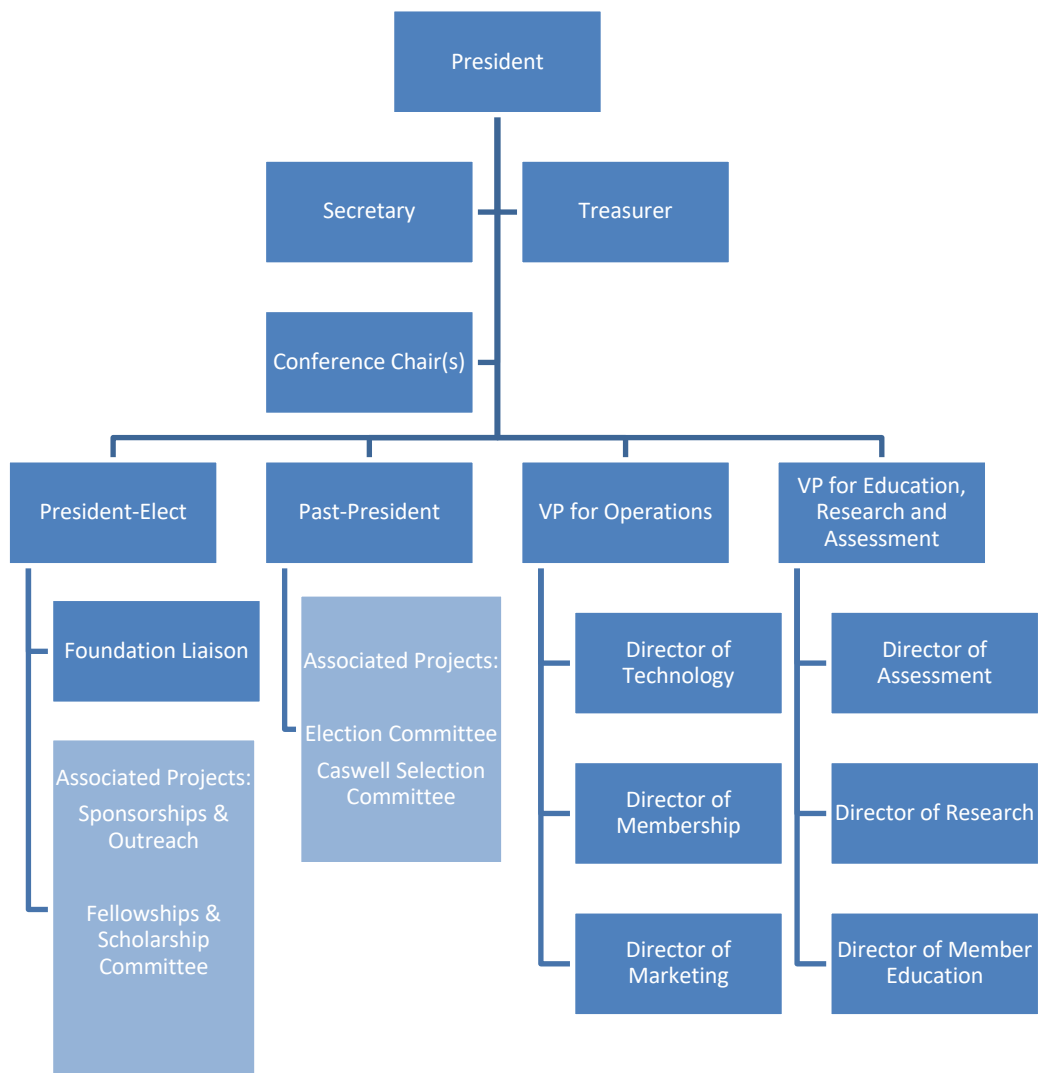


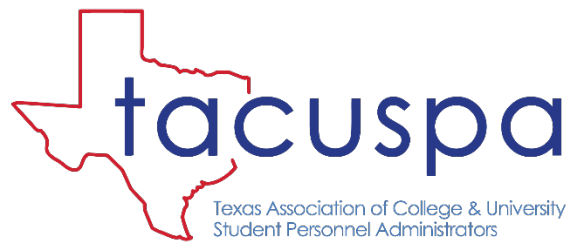
XVII. **Approval of Reports:** B. Lee motioned to approve the reports. Melendez seconded. Reports approved.

XVIII. **Adjournment:** Spicer-Runnels adjourned meeting at 1:22pm

Attachments:

- **Board Structure**





TACUSPA CASH FLOW REPORT

December 1, 2020

Revenue Sources	Received To Date
Membership Payments	\$2115.00
Conference Registration	\$1445.00
Foundation	\$5102.58

EXPENSES

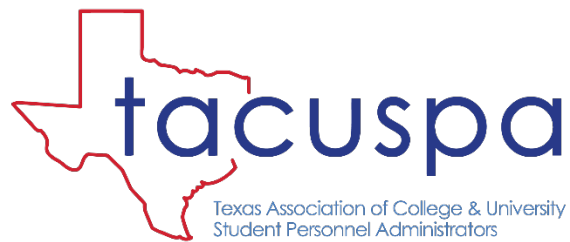
2020 Conference		
10/6/2020	Board Member gifts (pending)	-\$129.00
10/25/2020	Speaker gifts (pending)	-\$132.00
	Kevin Sorrell Speaker	-\$8,000.00
Total Expenses		-\$8,261.00

President		\$3,500.00
Remaining Funds		\$3500.00

Administration/Awards		\$600.00
11/11/2020	Conference Award Plaques	-\$274.50
11/14/2020	Conference Award Shipping	-\$36.10
Remaining Funds		\$289.40

Research		\$1600.00
Remaining Funds		\$1600.00

Secretary		\$45.00
Balance		\$45.00



Treasurer		\$5,500.00
10/20/2020	Quicken Renewal (pending)	-\$55.24
Q1	Bank Fees and Gateway	-\$583.83
Remaining Funds		\$4,860.93

Technology		\$4,000.00
Q1	Google Suite; Logmein webinar	-\$428.24
Q1	Hostway.net	-\$254.72
Remaining Funds		\$3,317.04

Foundation		\$4,765.00
10/30/2020	Elizabeth Massengale; Payment for Silent Auction	-\$280.00
10/30/2020	Conference Sponsorship; Shelby Hearn	-\$20.00
Remaining Funds		\$4,465.00