

## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

### Meeting Minutes | March 1, 2021

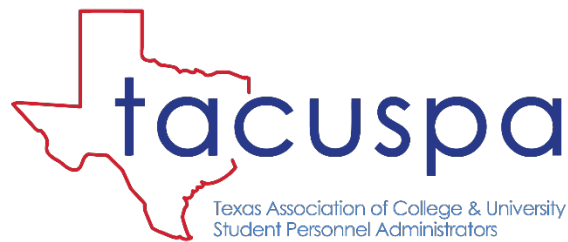
#### Quorum: Met

**Members Present:** Ashley Spicer-Runnels, Heather Snow, Iliana Melendez, Diana Lee, Lisa O. Perez, Brandon Lee, Caryn Hawkins, Lacey Folsom, Nicki McGee, Teresa Simpson, Jody Randall, Staphany Lopez-Coronado  
**Guests:** Elizabeth Massengale, Grisell Perez-Carey, Stephanie Martinez, Valerie Holmes, Trevor McCray (fellow)

- I. **Call to Order:** Spicer-Runnels called meeting to order at 1:14pm
- II. **Approval of Minutes:**
  - **Approval of Minutes from February 1, 2021:** Lopez-Coronado motioned to approve minutes. B. Lee seconded the motion. Minutes approved.
- III. **President– Ashley Spicer-Runnels**
  - **Conference updates:** Updates were given during the retreat earlier in the day. Presentation made by tri-chairs Valerie Holmes, Grisell Perez-Carey and Stephanie Martinez. The TACUSPA Conference is October 24-26, 2021 Plano, TX. The theme is: *Influence & Impact: Strategies to Accelerate Systemic Change within the Profession*. Plan to have thematic tracks for campus, community, career. Conference team charged with running 2 conferences both in person and virtually. Would like to focus on having a graduate school fair with doctoral programs across the state.
  - Spicer-Runnels reminded Board members that they need to do quarterly goals and report.
  - **Calendar of Events:** Spicer-Runnels would like members to place events on calendar.
  - **TACUSPA@Work:** in February had 23 participants; there are 3 cohort groups with paired facilitators; final application deadline to participate is March 5, 2021, which will allow participants to participate in March and April.
  - **Upcoming events**
    - a. TACUSPA Cafe, March 19 at 12pm
    - b. TACUSPA@Work focus on Advocacy, March date TBD
    - c. TACUSPA@Work focus on Networking, April date TBD
- IV. **President Elect – Heather Snow**
  - **Board Restructure:** Snow requested that Board members consider a motion to move forward the proposed board restructure as she discussed during retreat. Perez motioned to move forward with proposed board restructure and Simpson seconded the motion. The motion was approved. Snow will draft the message that will be sent to membership for a vote.
  - **Operations Manual Updates:** Snow will provide edits for operations manual and provide it electronically by the next board meeting.

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**V. Past President – Iliana Melendez**

- **Elections Committee** – no report

**VI. Treasurer – Nicki McGee**

- **Account Balance Updates:** McGee reported on the following balances:
  - i. Checking - \$114,635.21
  - ii. Savings – \$63,746.11
  - iii. CDs – \$23,373.30 & \$24236.13
- Cash Flow Report as of 2/26/21 is listed at end of agenda. McGee needs to update to include the membership and marketing report.
- McGee mentioned that the Technology budget is about to go over budget. She requested that an electronic vote be taken when an amount has been determined. McGee and Hawkins will work through details and McGee will provide the request for the increase of costs for Wild Apricot
- **UPDATE:** On March 2, 2021, McGee provided the Board with an outline of anticipated costs for Technology for the remainder of the year. At 8:37am Perez motioned to motioned to increase the Technology budget from \$4,000 to \$7,500 to accommodate the remaining annual costs for the Association's technology. B. Lee seconded the motion. The following votes were submitted electronically: Simpson-In favor 8:40am; Snow-in favor 8:53am; Lopez-Coronado-in favor 9:22am; Folsom-in favor 9:30am; D. Lee-in favor 9:55am; B.Lee-in favor 10:02am; McGee in favor 10:50am; Randall in favor 11:06am; Perez 11:15am.
- The motion to increase the technology budget from \$4,000 to \$7,500 was passed with 9 board members voting in the affirmative, which gives us a 3/4 vote.

**VII. Secretary – Lisa Perez**

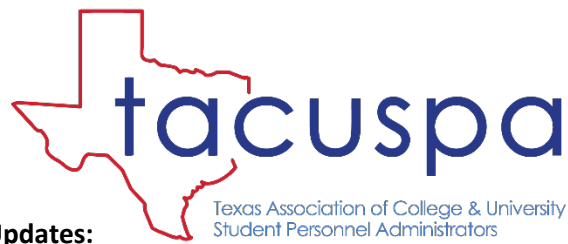
- **Deadline April Agenda:** Perez reminded Board members that agenda items for April meeting due by March 31.
- **Organization Sponsorship:** no other sponsorship, besides TACHE, has been committed to by TACUSPA

**VIII. Director for Administration – Jody Randall**

- **Volunteers:** no report
- **Awards:** no report

**IX. Director for Membership – Staphany Lopez-Coronado**

- **Membership Meet-Ups:** moving it to March 19 at 12pm; job search during pandemic; Perez offered to assist. Spicer-Runnels asked that Lopez-Coronado follow up with Folsom about possibly including Spellman & Johnson.



- **Membership Updates:** 379 members total; 15 emeritus, 315 institutional (33 institutions) 42 professional, and 7 students
- **Summer Book Club:** Lopez-Coronado suggested having a summer book club as an idea for member engagement.

**X. Director for Marketing – Lacey Folsom**

- **Weekly emails**
- **Newsletter(s)** – Folsom asked that information for newsletter by sent to her. She plans to highlight TACUSPA fellows, Regional Competition winners, TACUSPA@Work, webinars, Tech tip, and research grant; Spicer-Runnels asked for space for conference information. Folsom will work on newsletter this week.

**XI. Director for Education & Professional Development – Diana Lee**

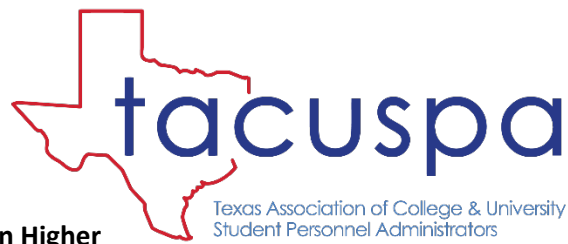
- **Scholarships & Fellowships:** D. Lee welcomed Trevor McCray; fellows met this past Friday; 6 TACUSPA fellowships; 3 graduate students and 3 new professionals. D. Lee will follow up with Massengale to continue conversation on fellows.
- **TACHE Scholarship:** application will be released in March.
- **Career Development:** no report

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

- **Faculty Postings Recommendation-**Hawkins reported that she will be including faculty positions on the TACUSPA website with other job postings.
- **Technology Updates** – no report

**XIII. Director for Research – Teresa Simpson**

- **Student Affairs on Campus, Online Journal:** currently reviewing innovative formats for journals.
- **Spring Case Study:** Jennifer Edward, Caryn Hawkins and Teresa Simpson will host: June 23-25<sup>th</sup>; dates will be added to TACUSPA calendar.
- **2021 Research Grant-** Jeff Strietzel and Teresa Simpson have opened the application for the grant. It is ready for TACUSPA promotion Closing May 1, 2021. Research Committee will serve as review committee. Folsom will put in the newsletter.
- **Faculty membership** – Simpson and team are working to formalize recruiting and retention initiatives. Simpson and Lopez-Coronado will be meeting to make available an Academic Affairs membership.
- Simpson will follow up with D. Lee to schedule faculty webinars to be able to present research; she would like to also offer a faculty track at the conference.
- **TACUSPA Research Webpage:** Shelby Hearn is working on the website and research promotion with Leslie.



- **Texas Faculty in Higher Ed List Serv:** the listserv is housed at Sam Houston and access has been made available to Simpson and Spicer-Runnels, managed by Peggy Holzweiss with SHSU and will be live on the Research website soon.
- **Peer Orgs and Associations:** group has not met; Simpson will meet with Art Simpson, Gabriela Silvestre, and Shelby Hearn co-chairs this month on moving this forward
- **Assessing “The State of Student Affairs in Texas”:** Simpson will meet with Spicer-Runnels, Peggy Holzweiss, and Krista Bailey co-chairs moving this forward this month.

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

- **Quarterly Reports – B. Lee** reminded Board that we are currently in second quarter so need to complete reports.

**XV. Foundation – Elizabeth Massengale**

- **Foundation Updates:** Foundation worked on language as it relates to fellowship compensation. The language includes the following:
  - In the case of force majeure with the cancelation of a physical conference or housing is not required by the TACUSPA fellow, the Foundation will have the discretion to determine an alternative compensation package.*
- **Foundation Account:** Massengale reported that the balance in the account is \$69,912.42
- **Recommendation for Fellowship increase**
- Massengale working to get website updated as it relates to Foundation

**XVI. Good of Order: -none**

**XVII. Approval of Reports: skipped**

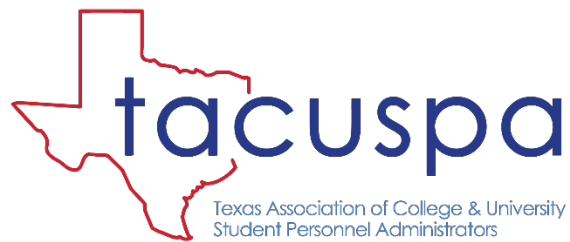
**XVIII. Adjournment:** Spicer-Runnels adjourned the meeting at 1:47pm

**Attachments:**

- **Cash Flow Report as of 2/26/21**

**TACUSPA CASH FLOW REPORT  
February 26, 2021**

Revenue Sources	Received To Date
Membership Payments	\$16,675.00
Conference Registration	\$1,445.00
Foundation	\$6,540.08



- EXPENSES

<b>2020 Conference</b>		
10/6/2020	Board Member gifts	-\$129.00
10/25/2020	Speaker gifts	-\$132.00
	Kevin Sorrell Speaker	-\$8,000.00
Total Expenses		-\$8,261.00

<b>President</b>		<b>\$3,500.00</b>
2/24/2021	Retreat DoorDash Gift Cards	-\$350.00
2/24/2021	TACHE sponsorship (pending)	-\$500.00
Remaining Funds		\$2,650.00

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

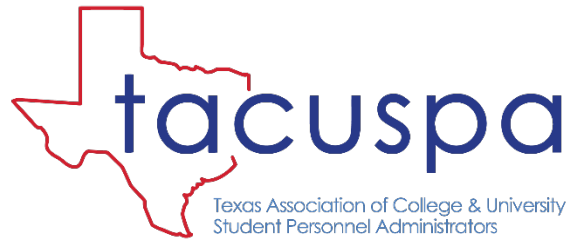
<b>Research</b>		<b>\$1,600.00</b>
Remaining Funds		\$1,600.00

<b>Secretary</b>		<b>\$45.00</b>
Remaining Funds		\$45.00

<b>Treasurer</b>		<b>\$5,500.00</b>
10/20/2020	Quicken Renewal	-\$55.24
Q1	Bank Fees and Gateway	-\$583.83
Q2	Bank Fees and Gateway	-\$833.91
Remaining Funds		\$4,027.02

<b>Technology</b>		<b>\$4,000.00</b>
Q1	Google Suite; Logmein webinar; Hostway.net	-682.96
12/15/20	Zoom 1 year	-\$2,122.94
Q2	Hostway.net; Google; etc	-\$751.48
Remaining Funds		\$442.62

<b>Foundation</b>		<b>\$4,765.00</b>
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10/30/2020	Elizabeth Massengale; Payment for Silent Auction	-\$280.00
10/30/2020	Conference Sponsorship; Shelby Hearn	-\$20.00
1/25/2021	3x\$500 Fellows stipends for 2020 contributions	-\$1,500.00
Remaining Funds		\$2,965.00