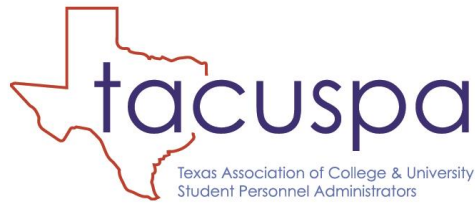


TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Meeting minutes | August 6, 2018

Members Present: Caryn Hawkins, Pam Shefman, Brandon Griggs, Christine Self, Iliana Melendez, Ashley Spicer-Runnels, Molly Albart, Jennifer Edwards, Lisa Nagy, Hope Garcia. *Guests: Paul York, Alicia Huppe.*

- I. **Call to Order.** Brandon Griggs (President) called meeting to order at 12:03 pm.
- II. **Approval of Minutes.** Pam Shefman (Director for Assessment) moved to approve amended June minutes. Christine Self (Director for Marketing) seconded. Meeting minutes passed unanimously.
- III. **President – Brandon Griggs**
 - Foundation fiscal policy [attached]
 - Pam Shefman (Director of Assessment) motioned to approve foundation fiscal policy revisions in the operations manual pending date for item number 4. Once date confirmed, revision will read, “It is the responsibility of the Foundation Committee Chair to reconcile donor rosters and fundraiser sales and in the website management system once notification of payment has been received from the Treasurer. For tax purposes, it is required that the Foundation Committee Chair send a donation letter by January 31 to each person donating \$250 or more. Donation letters should go out to other donors at the discretion of the foundation. Molly Albart (President-Elect) seconded. Motion passed unanimously.
 - **Action item: Alicia will confirm date that donation letters must be sent to donors of \$250 or more.**
 - TACHE Sponsorship
 - TACUSPA will renew \$1500 sponsorship for TACHE.
 - **Action item: Brandon will reach out to Molly about taking over this task.**
 - VP List for advertisement
 - **Action item: Brandon will schedule an email to student affairs VPs to go out within two weeks requesting that TACUSPA conference announcement go out to staff.**
 - 2018 Conference Update
 - 52 registrants (60 last year)
 - Conference speakers confirmed:
 - Dr. Josie Ahlquist. Topic – How technology has impacted higher education
 - Dr. George Mehaffy (AASC&U)
 - Speaker possibility Dr. Renu Katur unable to attend this year. Other possibilities: UT Regeant, VP at Texas Christian University



- Catering choices completed
- Should start receiving sponsorships in August
- Kristy Vienne will lead NPI with guest speaker Dr. Aquist.
- John Kaulfus will lead MMI with possible guests Dr. Gage Payne, Richard Walker, Sam Gonzalez

IV. President Elect – Molly Albart

- 2019 Conference theme and speakers: tabled to September meeting

V. Past President – Lisa Nagy

- Caswell committee has selected this year's Caswell award winner
- **Action item: Lisa will confirm this person's attendance for the conference and work with awards committee on other details**

VI. Director for Administration – Stephanie Box (not present)

- No Report

VII. Director for Membership – Hope Garcia

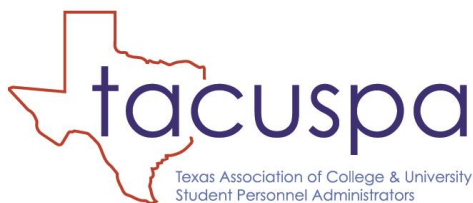
- Emeritus - 15
- Professional – 397 (down 28% from this time last year)
- Student – 5
- Discussion of membership income projection report to assist with budget
- **Action item: Brandon, Hope, Stephanie will meet to discuss membership strategies**
- **Action item: Hope will send instructions to Christine on how to obtain a tax form for tacuspa if requested by institution. Christine will add to TACUSPA updates.**

VIII. Director for Marketing – Christine Self

- **Action item: Christine will email membership with information on student conference opportunities**

IX. Director for Education & Professional Development – Iliana Melendez

- Fellows update. Nine scholarships awarded
- Iliana is looking for four mentors for fellows. If interested, reach out to Iliana.
- **Action item: Iliana will send board the list of fellows and their geographic locations**
- **Action item: Iliana and Tabitha working on webinar that will discuss conference highlights. Send any ideas to Iliana.**



- Let Iliana know if you or someone you know is interested in facilitating one of six hot topic sessions

X. Director of Technology – Caryn Hawkins

- Continuing to update conference website

XI. Director of Research – Jennifer Edwards

- Issue three of the TACUSPA Journal will go out to membership electronically in September. A print-based online version will be available for order on Amazon. The issue will also include ideas for student affairs programming. Link for “great ideas for student affairs” provided to board to gather feedback.
- TACUSPA twitter chats will take place two Thursdays of the month at 12 pm.
- **Action item: Jennifer will send Christine a blurb about twitter chats to include on update email**
- TACUSPA Research Scholars.
 - Two research scholars will be selected for this academic year. These individuals will be responsible for promoting the journal, contributing at least one journal article a year, hosting a twitter chat, hosting a TACUSPA research Facebook live session (they do not need to be on camera).
- Monthly publishing and Grant Opportunities
 - **Action item: PDF resources guide will be sent to student affairs professionals who are interested in publishing or presenting their research for the public.**

XII. Director of Assessment – Pam Shefman

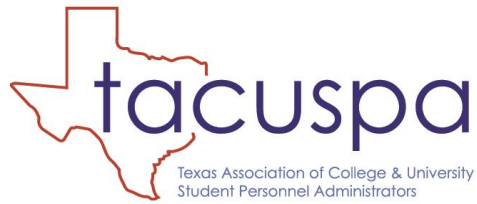
- Campus Labs baseline agreement [attached] will be renewed with no changes from last year.
- **Action item: Brandon will sign document and send to Pam.**

XIII. Secretary – Paulina Mazurek

- No Report

XIV. Treasurer – Ashley Spicer-Runnels

- FY19 Budget.
 - Ashley presented recommendations from the financial advisory board. Discussion on whether conference photographer expense should come out of director of marketing or conference budget.
 - **Action item: Ashley will cross-reference her records with Brandon’s records**
 - **Christine Self (Director of Marketing) motioned to approve fy19 budget with revision indicating photographer expense will come out of director of marketing’s budget. Lisa Nagy (Past-President) seconded. Motion passed unanimously.**
 -



- CD Renewal. Board agrees to let CD with \$23,051.33 renew for another 36 months. Discussion on considering a financial advisor to help strategize on association's finances.
- Checking balance: \$109,592.84
- Savings balance: \$62,790.10

XV. Approval of Reports. Christine Self (Director for Marketing) moved to approve reports. Pam (Director for Assessment) seconded. Reports passed unanimously.

XVI. Old Business

XVII. New Business

XVIII. Adjournment Brandon Griggs (President) adjourned the meeting at 1:12 pm.

Attachments:



proposed revision
to TACUSPA manual.



FY19 TACUSPA



Partnership License



FY19 TACUSPA

Budget Draft 4.xlsx Agreement_TACSUP/Budget FINAL V2.xls