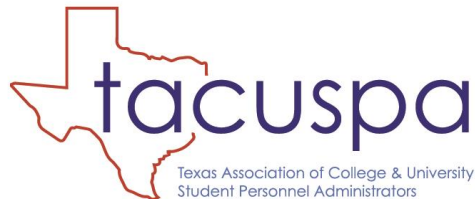


TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Minutes | Monday, December 7, 2015

Members Present: Adam Peck, Molly Albart, Brandon Griggs, Stephanie Box, Lisa Nagy, Andrea Mitchen, Corey Benson, Lisa McDougle, Mark Munguia, Ashley Spicer-Runnels, Christine Self, and Lacey Claver.

- I. **Call to Order.** Adam Peck (President) called meeting to order at 12:02pm.
- II. **Approval of Minutes (November 2015).** Meeting minutes deferred until February 2016 Meeting.
- III. **President – Adam Peck**
 - **Budget Proposal.** Recap of meeting with Lisa M., Lisa N., Mark and Adam. The group reviewed the current conference budget for Austin 2015 and how to approach it. They discussed what is purpose of fall conference (make money or lose some money; make money needs to be the goal). All agreed that the current practice of the subsidizing the conference budget is not sustainable and will cause severe financial problems in the next 5 years if it continues.
 - **Fall 2015 Conference Budget (Lacey Claver and Ashley Spicer-Runnels) (Attached)**
 - The Austin 2015 committee is keeping speaker fees low and spending more on location (downtown Austin, near capitol). The hotel contract was approved in March and cannot be changed at this time. As such, Adam would like to raise conference fee \$15 for 2015, which would increase revenue by about \$5,000. The fundraising goal is \$10,000. Adam is asking Board to subsidize Austin up to \$25,000. Lisa N.'s conference budget would be more balanced and the conference registration fee should be more based on actual expenses divided by expected number of attendees.
 - There are concerns that the increased conference registration fee plus increased hotel cost will deter some attendance and we really need to have close to 300 attendees. While the concerns are recognized as valid, the increase is needed for this year in order to reduce conference's impact on the overall budget.
 - Lisa M. (Past President) motions to approve conference budget, Lisa N. (President Elect) seconds. Motion passes unanimously.
 - **March 6 & 7 in Austin**
 - Everyone on call is eligible to attend. Lacey and Ashley (Austin conference co-chairs) are working on arrangements and will be in touch.
 - **Quarterly Report Due on December 14**



- Dr. Pedro Reyes (Professor of Higher Education at UT, current Chief Academic Officer at UT) accepted offer to do a pre-conference session in Austin free of charge. This is a co-sponsorship of sorts with Texas Council of Chief Student Affairs Officers (formerly COSVP). He oversees the academic research center and will provide attendees with data for upcoming legislative session, including campus carry information and THECB strategic plan. TxCSAO is very excited.
- **Discussions with ACPA** continue on ways we can mutually benefit each other. The intent is to not help them grow an independent state organization, but for them to help them engage their members through TACUSPA. Adam is meeting with Mel Martinez and Cindi Love (executive director) via phone; will not commit us to anything during the call.
- **Discussions with THECB/TCCSAA.** Adam and several members met with THECB about their marketable skills and career readiness goals through 60x30.

IV. President-Elect – Lisa Nagy

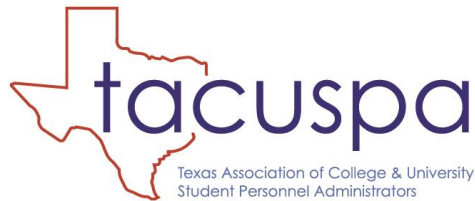
- We need to operationalize how and when conference budget is approved with conference selection. Lisa Nagy (President-Elect) motioned that the President-Elect will present, for board approval, the proposed conference location and budget for the following calendar year. Mark Munguia (Treasurer) motioned, Molly Albart (VP for Administration) seconded. Motion passes unanimously.

V. Past President – Lisa McDougle

- **Officer Titles.** Researched titles at professional associations but didn't find much about titles, just structure. Generally, VP deals with more strategic activities and director deals more with task related activities. Our board members do a little of both.
Action item: Adam Peck (President) asked that Lisa M. lead a committee of a few board members plus regular members to discuss and bring forth a few proposals of how to proceed. If interested on serving on the committee or have recommendations, please contact Lisa directly.
- **2015 Conference Budget (Attached).** Attachment is not final, but very close. Still a few loose ends and inconsistencies with Mark's records despite review by several individuals. There is a net loss of \$30,515.25. We are going with Mark's numbers since those are actual numbers that have cleared the bank. Conference came in under budget, but also didn't meet attendance goal.

VI. Vice President for Administration – Molly Albart

- **Operations manual** roughly 75-80% updated. It will be sent out in February for review prior to in-person meeting.
- **Volunteer Interest Form/Selecting Committee Members.** How to handle contacting interested members when they have multiple interests? **Action item: All board members need to send current committee members, appointed volunteers, etc. to**



Stephanie, who will compile a compile roster to email to the Board and post on the website.

VII. Vice President for Membership– Stephanie Box

- **Membership update.** Corey will have updates done to institutional membership form tonight. **Action Item: Once tested, Stephanie will then start sending renewal information out to institutional contacts.**

VIII. Vice President for Marketing – Christine Self

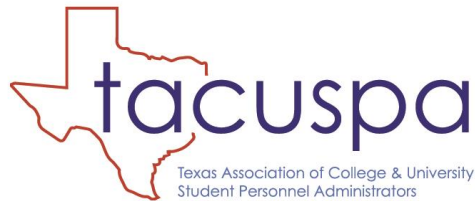
- **Winter newsletter.** Newsletter will have a new format – using website to create it for a more appealing look; will be released afternoon of Dec. 7
- **Newsletter editor appointed.** Kristy Pacheco from UTEP will serve as editor.
- **Marketing/IT committee developing social media plan/calendar** to roll out during membership drive

IX. Vice President for Education & Professional Development – Brandon Griggs

- **Comprehensive Needs Assessment for Professional Development** discussion with Corey. CoP – how to launch? How to engage members outside of conference to add more value to membership? What type of professional development can we provide outside of conference? What platforms can we use (LinkedIn, listservs, etc.)? Professional development needs assessment would be used to determine how members want to engage with us and on what topics. **Action item: Andrea Mitchen will collaborate with Brandon and Corey to develop an assessment tool.**
- **Webinars** – April 20 is new – work with faculty in higher education to develop this topic and Jeff is helping. All dates are in winter newsletter.
 - February 10: *Title IX Compliance/New Regulations*
 - March 30: *Community through Compliance – Supporting the LGBTQIA Community on Campus*
 - April 20: *Graduate Student Case Study Competition*
 - May 18: *Ethics in Higher Education: Identifying Actual Experiences to Enhance Training for New Professionals*
 - June 15: *Early College High School Graduates: Translating Pre-College Credits into Post-Secondary Success*
 - July 20: *Why Should Student Affairs Assess?*
 - September 21: *Staff Development: How to Create the 5 Functions of a Team*
 - November 16: *Place Holder for Biggest Buzz Award from the 2016 TACUSPA Conference*

X. Director of Technology – Corey Benson

- **Listservs/Comprehensive Needs Assessment.** See above.



- XI. Director of Research – Jeff Jackson**
- 3rd edition of the journal is being worked on.
- XII. Director of Assessment – Andrea Mitchen**
- Started conversations about professional development needs assessment with Lisa M. and will continue work with Brandon.
- XIII. Secretary – Paulina Mazurek**
- No report
- XIV. Treasurer – Mark Munguia**
- Updated quarterly report (**Attached**)
 - Action Item: Mark will complete taxes and submit prior to the holiday break.
 - Met with FAB and they made really great suggestions for operations. Once they are developed, they will be forwarded to Lisa, N., Lisa M., and Adam for review before being presented to the board for approval.
 - Reminders: RFP is online if credit card is needed and please use tax exempt form when making in-state purchases.
- XV. Approval of Reports.** Christine Self (VP for Marketing) moved to approve reports. Molly Albart (VP for Administration) seconded. Reports passed unanimously.
- XVI. Old Business**
- XVII. New Business**
- XVIII. Adjournment.** President Adam Peck adjourned the meeting at 1:02 pm

Attachments:



Conference Budget



TACUSPA closing



Quarterly Report

Approved 12-7-15.xls:Conference Budget - :(Sept 2015 - Nov 30 2