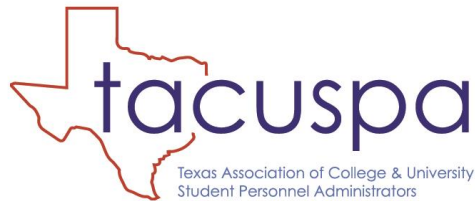


TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Minutes | Monday, February 1, 2016

Members Present: Paulina Mazurek, Adam Peck, Lisa Nagy, Lacey Claver, Lisa McDougale, Christine Self, Ashley Spicer-Runnels, Mark Munguia, Molly Albart, Corey Benson, Brandon Griggs and Jeff Jackson.

- I. **Call to Order.** Adam Peck (President) called meeting to order at 12:04 pm.
- II. **Approval of Minutes (November & December).** Lisa McDougale (Past President) moved to approve November and December 2015 meeting minutes. Christine Self (VP for Marketing) seconded. Meeting minutes passed unanimously.
- III. **President – Adam Peck**
 - **March 6 & 7 in Austin.** Action Item: Send Adam any agenda items for this meeting.
 - **TACUSPA Foundation Operations Manual.** TACUSPA foundation has updated their operations manual. The document is attached; Action Item: Please review for discussion at March meeting.
 - **Membership Renewals (Wufoo form).** May want to consider another form builder to sustain TACUSPA needs across all forms (specifically, institutional membership forms).
 - **Discussions with ACPA.** Have not been able to connect.
 - **Action Reports: Quarterly Reports Due March 14**
- IV. **Conference Update – Lacey Claver and Ashley Spicer-Runnels**
 - **Committee calls going on this week**
 - **Sponsorships**
 - Graduate programs will be given the opportunity to set up as ‘vendors,’ as a form of sponsorship.
 - A web page will be created for sponsors to review their sponsorship benefits
 - Action item: Adam challenges board to reach out to individuals for sponsorships.
 - Sponsorship component added: Sponsor will be able to sponsor different parts of the conference (ex. breaks)
 - Congratulations goes out to Ashley Spicer-Runnels for her new position - Texas A&M San Antonio, Assistant VP for University College.



V. President-Elect – Lisa Nagy

- **2017 Conference Chair.** Heather Snow has agreed to the position. May add co- chair depending on location. Currently looking at three locations and will be presenting those sites at March meeting for discussion.

VI. Past President – Lisa McDougle

• **TACUSPA Elections**

- Call for nominations will go out today.
- Elections committee (Kristy Pacheco, John Kaulfus, Dana Moore, Keri Shiplet).
- Positions open: President-Elect, Vice President for Education and Professional Development, Vice President for Marketing, Director of Assessment, and Treasurer. To keep in line with the implementation of new officer positions on the board, the Vice President of Membership position will be appointed for a one-year term and be on the election rotation starting in 2017.
- Election timeline
 - Call for nominations: Monday, February 1, 2016
 - Nominations close: Wednesday, February 24, 2016
 - Nomination extension (if needed): Wednesday, March 2, 2016
 - Vet and confirm nominees & collect profiles: Month of March 2016
 - Advertise elections and candidate profiles/newsletter: April 1-8, 2016
 - Voting: Monday, April 11 – Wednesday, April 20, 2016
 - Candidates notified of results: Thursday & Friday, April 21 & 22, 2016
 - Results Announced: Monday, April 25, 2016

VII. Vice President for Administration – Molly Albart

- **Action item: Send any last minute feedback items of the operations manual to Molly. Will review at March meeting. Attached.**
- Awards and recognition chair chosen: Charlin Jones

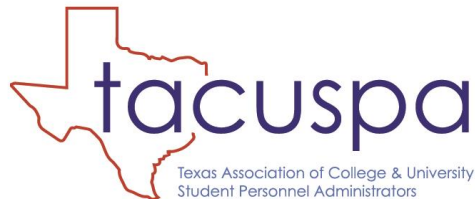
VIII. Vice President for Membership – Stephanie Box

- **Inst. Membership form.** Corey is updating the Institutional Membership Form. Wufoo is unable to support the form due to field number limitations.

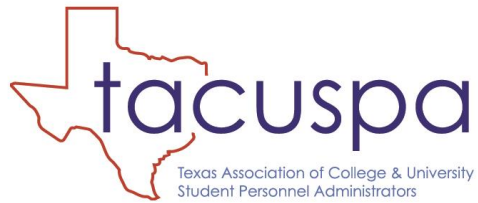
IX. Vice President for Marketing – Christine Self

- **Texas Higher Ed program contact information** on website will be updating in the next two days.
- **Social Media campaign.** Corey to discuss further.

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- X. Vice President for Education & Professional Development – Brandon Griggs**
- **Needs Assessment.** Corey, Andrea and Brandon continue to work on this project. Andrea is looking at what other associations use for assessment.
- XI. Director of Technology – Corey Benson**
- **Twitter job search advice marketing campaign** (Corey, Christine). Going to begin tweeting job positions.
 - **Webinar budget** (Corey, Brandon). 60 registrants for upcoming webinar so far. For now, will be able to use cheaper of webinar plans and have access to 100 unique users. Action Item: Send budget to Mark when available (~\$1068/year).
- XII. Director of Research – Jeff Jackson**
- **Journal Update.** Some editorial board members have dropped during transition. 3rd journal going out next. Met in October discussed how to make it better, more peer reviewed, resources. Decided not to push out this spring, because the board did not want to push out a low quality publication. Will present vision of journal at March meeting. Eventually want to do ‘call for programs’ to graduate/doctoral/faculty for publishing opportunities.
- XIII. Director of Assessment – Andrea Mitchen**
- **Needs assessment.** Discussed by Brandon.
- XIV. Secretary – Paulina Mazurek**
- **Archive Documents.** Paulina will continue to gather documents from board for archives.
- XV. Treasurer – Mark Munguia**
- **Taxes submitted** Dec 4, 2015.
 - Little over \$83,000 in checking account, will give more detailed report in march
 - Financial advisory board gave recommendations regarding conference and membership fee increases. **Action Item: Forward this information to Adam, Lisa M, and Lisa N.**
- XVI. Approval of Reports.** Corey Benson (Director of Technology) moved to approve reports. Brandon Griggs (VP for Education and Professional Development) seconded. Reports passed unanimously.
- XVII. Old Business.**



XVIII. New Business

XIX. Adjournment. Adam Peck (President) adjourned the meeting at 12: 40 pm.

Attachments



TACUSPA Foundation Proposed Revisions
Operations Manual - 1of Operations Manual