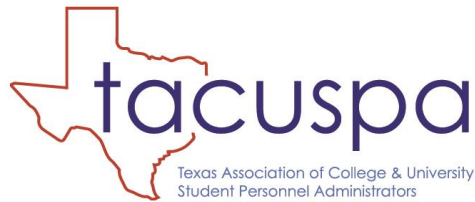


**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS**  
**Meeting Minutes | June 4, 2018**

**Members Present:** Caryn Hawkins, Paulina Mazurek, Brandon Griggs, Christine Self, Stephanie Box, Molly Albart, and Pam Shefman.

- I. **Call to Order.** Brandon Griggs (President) called meeting to order at 12:05 pm.
- II. **Approval of Minutes.** Molly Albart (President-Elect) moved to approve amended May minutes. Pam Shefman (Director for Assessment) seconded. Meeting minutes passed unanimously.
- III. **President – Brandon Griggs**
  - **No Report**
- IV. **President Elect – Molly Albart**
  - **Special Task Force**
    - i. Met with STF regarding partnership with NASPA Texas
    - ii. Group wants to keep relationship with NASPA Texas simple. STF did not feel an MOU was appropriate at this time. Would want relationship to serve as mutual promotion and social collaboration.
    - iii. Action item: Molly to follow up with John Kaulfus with his conversation with Jay f/u with John and see if he reached out to Jay Lambert
  - **Foundation in Operations Manual**
    - i. Update from foundation meeting
      1. Foundation has rewritten their missions statement and is now revised in the operations manual
      2. Foundation confirmed they are operating as a committee under TACUSPA
      3. Foundation working on simplifying their bylaws and include them as an appendix under TACUSPA operations manual instead of separate.
      4. Foundation will work on a budget proposal to be approved by TACUSPA board.
- V. **Past President – Lisa Nagy**
  - **No Report**



#### VI. Director for Administration – Stephanie Box

- **Awards Update**
  - i. Submission deadline June 8
  - ii. 2 nominees for Caswell
  - iii. 0 for dissertation of the year
  - iv. 2 faculty
  - v. 5 mid-level
  - vi. 1 new professional
  - vii. **Action item: Christine will post something on social media regarding awards**
- **Operations Manual Update**
  - Stephanie moved to approve minor updates in operations manual proposed by Director of Education and Professional Development) and the foundation committee section, to read, *“The purpose of the Foundation Committee is to support the Texas Association of College and University Student Personnel Administrators. Funds are used to help the Association achieve its goals by supporting conference scholarships and fellowships, research awards and other initiatives.”* The current description states *“responsible for soliciting, receiving, managing and disbursing funds for the development of the student affairs profession in Texas. Foundation funds are utilized for student scholarships, research awards, training awards, and other needs that may become apparent in the future.”* Christine (Director for Marketing) seconded. Motion passed unanimously.

#### VII. Director for Membership – Hope Garcia

- **No Report**

#### VIII. Director for Marketing – Christine Self

- **Action Item: Will be sending a call for articles in July for the next newsletter**
- Has been working with Lisa on getting election information out. **Action Item: Will send out this afternoon.**

#### IX. Director for Education & Professional Development – Iliana Melendez

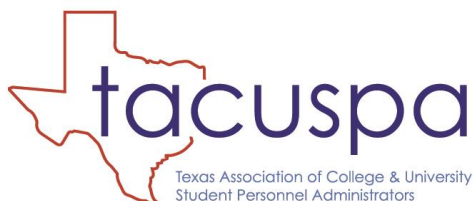
- **No Report**

#### X. Director of Technology – Caryn Hawkins

- **No Report**

#### XI. Director of Research – Jennifer Edwards

- **No Report**



**XII. Director of Assessment – Pam Shefman**

- **No Report**

**XIII. Secretary – Paulina Mazurek**

- **No Report**

**XIV. Treasurer – Ashley Spicer-Runnels**

- **Balance Updates:**

- Checking: \$104,193.71
- Savings: 62,745.95

- **FY19 Budget Timeline Reminder**

The budget process will be the same as it has been in previous years and will provide detailed instructions to everyone. If anyone has questions, please contact Ashley.

- June 15 – Distribute Budget Documents to the TACUSPA Board
- July 15 – Budget documents due to Treasurer
- July 18 (week of) – Develop FY19 TACUSPA Budget draft, Host Finance Advisory Board meeting and obtain feedback on budget
- July 23 (week of) – Distribute FY19 budget to the Presidents
- July 31 (week of) – Distribute FY19 budget to Board for revisions and review
- August 6 – Vote on FY19 budget during Board meeting

**XV. Approval of Reports.** Pam Shefman (Director for Assessment) moved to approve reports. Molly Albart (President-Elect) seconded. Reports passed unanimously

**XVI. Old Business**

**XVII. New Business**

**XVIII. Adjournment** Brandon Griggs (President) adjourned the meeting on May 3 at 12:31 pm.

**Attachments:**



TACUSPA Marketing Plan 2018.docx    Proposed Ops Manual Edits - 6.201