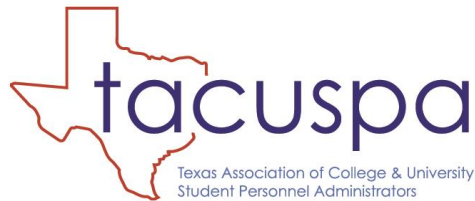


## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Minutes | Monday, March 6, 2016

**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 1:19PM
- II. **Approval of Minutes (November & December).** Brandon Griggs (VP for Education & Professional Development) moved to approve February 2016 meeting minutes. Corey Benson (Director of Technology) seconded. Meeting minutes passed unanimously.
- III. **President – Adam Peck**
  - **TACUSPA Foundation Operations Manual.**
    - Foundation will be responsible for appointing golf/auction chairs and include them as part of conference committee. **Action Item: Adam will assure that this item is added to Article XI of Operations Manual.**
    - Corey Benson (Director of Technology) motioned to approve the Foundation Operation Manual. Molly Albart (VP for Administration) seconded. Motion passed unanimously.
    - **Action Item: Quarterly Reports due March 14 - use online form.**
- IV. **Conference Update – Lacey Claver and Ashley Spicer-Runnels**
  - **Sponsorships**
    - Focusing on online platforms.
    - Sponsorship levels:
      - Concern about sponsors not getting “deliverables” – signage, etc.
      - Highest level of sponsorship includes mailing list of attendees.
      - TCCSAO has not paid for their separate breakfast for the past three years. For future conferences, if they need to pay for separate breakfast, ask them to share in cost.
    - **Action Item: Adam challenges all board members to reach out to someone for sponsorship (Businesses, Higher Ed programs). Start with graduate programs on your campus.**
    - **Action Item: Lacey will identify high traffic locations where they can interact with people. Adam suggested outside ballroom.**
    - Other suggestions to improve sponsorship experience
      - Assessment of sponsorship experience
      - Add more signage and other visible media
      - Vendor stamps to increase traffic
      - **Action Item: Ashley Spicer-Runnels asked board to review sponsorship document and provide feedback.**



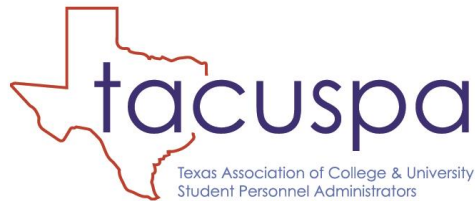
- **Conference Misc.**
  - April 1: Opening education session submissions. (Suggestion to close ed session proposals early enough to plan for travel budgets)
  - May 1: Opening registration.
    - Please add “limited space available”
    - Complimentary registration for sponsorships need be quantified; Corey suggests having them register and apply a special discount for accurate registration counts.
  - Discussion regarding Faculty registrations.
  - **Action Item: Adam, Stephanie and Molly will work together on addressing this topic and get proposal back out to board.**
- **Action Item: Adam will talk to Holly Smith – conference committee on sponsorships and look at NASPA sponsors.**

#### V. **President-Elect – Lisa Nagy**

- **2017 Conference Leadership**
  - Conference Chair: Heather Snow
  - Conference Co-Chair: In search of
- **Venues**
  - Information gathered in Lubbock, Galveston, Waco, Frisco/Richardson. Lubbock and Galveston found not viable due to venues, limited flights, expenses, etc. Three possible hotels in Frisco/Richardson – Embassy Suites most affordable. Free breakfast included in conference rate. Eliminated gifts, conference giveaways, free parking. Meals and A/V is bulk of costs. Speakers \$10K. Budgeted 13K for A/V. Sponsorship set at \$5,000. If sponsorships are \$5,000+ we can bring back gifts, giveaways and parking.
  - Discussion about whether to keep President’s reception. Embassy Suites offers free happy hour from 4-6. Frisco is walkable. Free breakfast helps the budget.
- **Other Budget details**
  - Increased rates for \$15 increase.
  - Based numbers on actual numbers from Arlington conference
  - More than ¼ members in that area. Still cannot get to positive balance.
  - Conference rate of \$280 per person; went conservative on pre-con.
  - Embassy Suites most affordable.
- **DATE**
  - Embassy Suites – Columbus Day weekend only date available 10/8-10/10.
    - We need to poll membership and discuss with COSSVP and Foundation on impact these dates would have on attendance.
    - We could promote as family weekend
  - Lisa N. will look at dates, breakouts, visit sites, focusing on Embassy Suites.

#### VI. **Past President – Lisa McDougle**

- **TACUSPA Elections.** All nominees have accepted. Information to be kept confidential.



**VII. Vice President for Administration – Molly Albart**

- No report

**VIII. Vice President for Membership – Stephanie Box**

- **Membership**
  - Institutional memberships: 125 individual memberships from 20 campuses (last year 52)
  - Professional memberships: 26
  - Student Memberships: 8
  - Membership committee has formed; there is a rep for each region and a higher Ed representative.

**IX. Vice President for Marketing – Christine Self**

- **Spring TACUSPA Newsletter.** Going out first Tuesday of April.
- **TACUSPA Marketing Plan** was presented (attached)
  - Additions:
    - Promoting job postings to marketing activities
    - Promoting higher Ed programs on social media
    - Discussion of renaming TACUSPA – Adam suggested outside the purview of today's discussion
    - Promoting TACUSPA fellows program & journal

**X. Vice President for Education & Professional Development – Brandon Griggs**

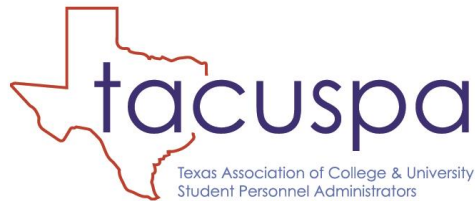
- Need to provide more career development resources
- Need to find a volunteer that can begin work group to improve career development resources
- **Action Item: Christine will add current job postings in newsletter**

**XI. Director of Technology – Corey Benson**

- Eight job opportunities posted in the last week.
- 66 unique users for last webinar.
- **Action Item: Stephanie and Christine will work on cleaning up drobox in order to move away from Wufoo. They will reach out to Charlin to get access.**
- **Action Item: Corey will research which storage space is best for TACUSPA (wild apricot, google doc, drobox, etc.)**

**XII. Director of Research – Jeff Jackson**

- Met w/Journal; Submissions will open summer 2016.
- Will apply for ISBN
- Action Item: Will submit information for newsletter
- **Action Item: Will work on peer review protocol & submissions guidelines and send draft to board for review.**



- Action Item: Will meet with committee and report with next publication date.

### XIII. Director of Assessment – Andrea Mitchen

- **Campus Labs partnership** (attached)
  - Researching possibility of creating longer-term relationship (sponsorship) so we can use their services for assessment. They are asking for in kind donation of \$10K for a year's worth of usage. Would use for conference assessment, webinar assessment, etc.
  - Discussion of pros/cons related to Campus Labs partnership. Suggestions to provide them a silver level sponsorship, along with mention in webinars and program.
  - Action Item: Molly/Adam to put together proposal for board and do email vote.

### XIV. Secretary – Paulina Mazurek

- No report

### XV. Treasurer – Mark Munguia

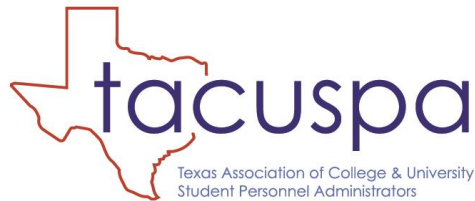
- **Quarterly Report** presented (attached)
- Action Item: All board members should look at own operational lines to see what is left in budget.
- Upcoming budget proposals are in July and will be finalized in August.

### XVI. Approval of Reports. Andrea Mitchen (Director of Assessment) moved to approve reports. Jeff Jackson (Director of Research) seconded. Reports passed unanimously.

### XVII. Old Business. None

### XVIII. New Business

- Mark – TACUSPA Financial Advisory Board
  - Discussion of contingency plan in the event a conference is cancelled.
  - Savings and CDs should have min. of 200,000.
  - Adam asked conference chairs to remove conference gifts, unless they are donated.
  - Adam decides to keep membership fee at present rate because it drives conference attendance.
  - Adam suggested to have conference chairs serve on FAB after assignment to provide review of conference budget.
  - Action Item: Andrea to look into 2018 conference costs (suggestion to try and lock in costs)
- Operations Manual Discussion (Molly Albart)
  - Went through Ops Manual and discussed highlighted changes.
    - P. 10 – Remove newsletter from Past President to VP for Marketing
    - P. 11.F – remove Past President in newsletter responsibility
    - P. 11.H – is GEAR still doing Graduate Student Case Study Competition?
    -



- P. 11.H – need to add authorities and accountabilities of Director of Research
  - P. 12.I - need to add authorities and accountabilities of Director of Assessment
  - P. 18 – Consider changing Constitution and By-Laws Committee to ad hoc committee. Need descriptions of Election Committee and James. E. Caswell Selection Committee. Combine IT and Marketing Committees.
  - P. 26 – delete item 13
  - P. 28 – Change hotel reimbursement to 50%
  - P. 32 – develop minimum qualifications for Pres-Elect
  - Need to use current TACUSPA logo on front page
  - Action Item: Molly will make corrections and send out final version.
- Discussion of Officer Positions/Titles (Lisa M)
    - Discussion of flat vs. hierarchal structure and how titles impact. Lisa McDougle (Past President) motioned to change all board position titles to “director” except treasurer and secretary. Change would go into effect this election pending membership vote; term length will be reviewed for next year’s election. Jeff Jackson (Director of Research) seconded. Motion passed unanimously.
  - Andrea – Strategic Plan Review
    - Action Item: All board members should look over strategic plan on areas you work with and send feedback to Andrea for discussion at next meeting. Adam asks that feedback be included in officer reports.

**XIX. Adjournment.** Adam Peck (President) adjourned the meeting at 5:51 pm.

#### Attachments

