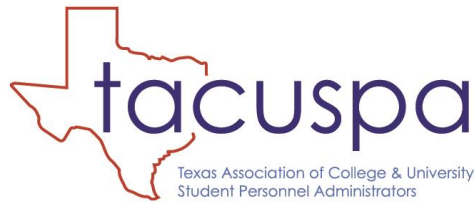


**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS**  
**Meeting Minutes (onsite) | May 2-3, 2018**  
UT System Offices

**Members Present:** Stephanie Box, Lisa Nagy, Molly Albart, Hope Garcia, Caryn Hawkins, Jennifer Edwards, Pam Shefman, Brandon Griggs, Paulina Mazurek, and Christine Self. *Guests: Alicia Huppe*

- I. **Call to Order.** Brandon Griggs (President) called meeting to order on May 2<sup>nd</sup> at 9:31 am.
- II. **Approval of Minutes.** Christine Self (Director for Marketing) moved to approve April minutes. Pam Shefman (Director for Assessment) seconded. Meeting minutes passed unanimously.
- III. **President – Brandon Griggs**
  - **2018 Conference Update**
    - Call for proposals is out (themes include: student persistence, diversity, mental health, freedom of speech/expression, social justice, support of DACA and undocumented students)
    - Brandon and chairs are reaching out to Graduate programs
    - Working on proposal for faculty complimentary registrations
    - Conversations continuing with conference speakers
  - **Foundation Board member**
    - TACUSPA board is rescinding action item of amending the constitution (from February 2018 meeting) regarding ex officio member on tacuspa board.
- IV. **President-Elect – Molly Albart**
  - NASPA Texas
    - NASPA Texas wants to work with TACUSPA and we will open discussions on what this would look like and how it would be in the best interest of our membership and the student affairs profession. Board agrees we are interesting in a collaborative relationship.
    - Ideas of collaboration:
      - Create an MOU with NASPA Texas.
      - Cross promotion between organizations
      - Possible NASPA Texas meeting at conference
      - Possible NASPA Texas webinar(s)
      - Possible co-sponsoring of meet ups



#### V. Past President – Lisa Nagy

- Election Update
  - At least two running for each position. Some 3 or 4 running
  - Diversity of candidates
- Accept/decline from candidates due – May 4
- Candidate statements/photos due – May 11
- Action item: Will send out slate of candidates to membership

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

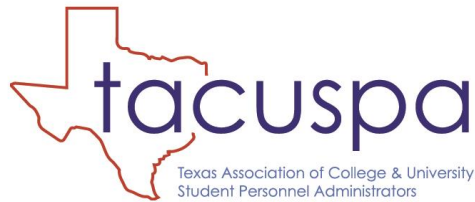
- Awards
  - All awards are live on website (using wufoo this year, using google docs next year)
  - Action item: Christine will put award information out on social media
  - Will need to look at “candidate qualifications” in the future to make sure they are still current
- Stephanie Box (Director for Administration) motioned to approve operation manual changes discussed in May 2018 retreat. Molly Albart (President-Elect) seconded. Motion passed unanimously. [attached].

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

- Membership Update
  - 253 total
  - 15 emeritus (5.93)
  - 235 professional (92.89%)
  - 3 students (1.19%)
  - Should have another wave of membership because of elections
- Action item: Hope will reach out to volunteers who expressed interest in meet ups
- Action item: Hope will send board institutional number
- Action item: Brandon will make an announcement at TXSAO on membership numbers
- Action Item: Hope will send out email to members about renewing membership (outside of updates)
- Action item: Christine to post renewal reminder on social media

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

- Marketing calendar [attached].
  - Action item: Brandon will ask TXSAO if there is a listserv of student affairs professionals we could access
  - Action item: Christine will send revised marketing plan
- Communications policy
- Action Item: Will include photographer fees in next year’s budget



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

- No report

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

- Action item: Caryn will get information on Wild Apricot “payments” and see if it could be sent to 2 accounts or if we could potentially use wild apricot payments (for Tacuspa) and use authorize.net for foundation.
- \$4750 foundation obligation for 2017
- Need to operationalize the budget for foundation because if foundation is not meeting their number to support their obligations, then board needs to agree to cover. Needs to be operationalized.
- Action item: Alicia will add foundation budget to next foundation meeting (May 23)
- Action item: Brandon will discuss with Gene
- Password for googledocs provided

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

- Currently planning research summer series
- Deadline for journal entries is May 15 - <http://www.studentaffairsoncampus.com/>
- Planning for research week this summer
- Working on directory for those teaching in the field
- Action item: Jennifer needs help with twitter chats on Tacuspa Tuesdays if anyone interested

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

- Campus labs contract goes into effect end of summer Located in Google Docs.
- Action item: Caryn will add campuslabs link on website as well as conference page
- Discussion of providing tracking of numbers (membership #s, conference #s, social media followers etc). Action Item: Brandon/Paulina to update quarterly report template to reflect this addition.
- Action item: Pam to manage KPI

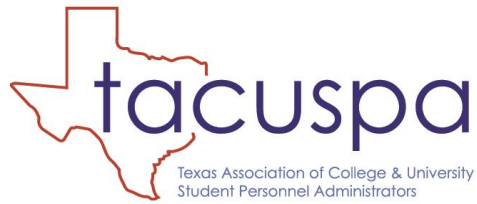
**XIII. Secretary – Paulina Mazurek**

- Records retention policy feedback needed

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

**XV. Approval of Reports.** Molly Albart (President-Elect) moved to approve reports. Stephanie Box (Director for Administration) seconded. Reports passed unanimously.

**XVI. Old Business**



**XVII. New Business**

- Cost of Wi-Fi – quoted at \$15,000. May not be able to provide Wi-Fi at conference. Will notify membership if that is the case. Hoping hotel will include it complimentary as the date nears.
- Action item: Brandon to confirm whether or not presenters will have their own Wi-Fi

**XVIII. Adjournment.** Brandon Griggs (President) adjourned the meeting on May 3<sup>rd</sup> at 11:08 am.

**Attachments:**



marketing  
calendar.xlsx



Operations Manual Operations Manual  
- January 2018.docx - approved 5.2018.d

