

## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Minutes | Monday, November 7, 2016

**Members Present:** Lisa Nagy, Adam Peck, Brandon Griggs, Paulina Mazurek, Ashley Spicer-Runnels, Paulina Mazurek, Stephanie Box, Pamelyn Shefman, Iliana Melendez, Corey Benson, and Jeff Jackson.

*Guests: Heather Snow, Trisha Van Duser, Ahmet Aksoy, and Dawnetta Smith*

I. **Call to Order.** Lisa Nagy (President) called meeting to order at 12:04 pm.

II. **Approval of Minutes (October 25, 2016).** Brandon Griggs (President Elect) moved to approve corrected minutes (added action item and spelling for Pamelyn's report) for October 25, 2016 meeting minutes. Pamelyn Shefman (Director of Assessment) seconded. Meeting minutes passed unanimously.

[Email 11-9-16] approval of minutes (October 23, 2016). Christine Self (Vice President for Marketing) moved to approve October 23, 2016 meeting minutes. Corey Benson (Director of Technology) seconded. Meeting minutes passed via quorum, excluding one abstention.

### III. **President – Lisa Nagy**

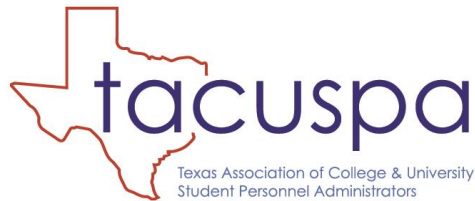
- **In person Meeting scheduled for February 6-7, 2017**
  - Action Item: Heather and Trisha will handle logistics and send out information to board regarding lodging needs.
- **Drop Box – historical documents**
  - Corey offered to use money from his budget towards a drop box account. Further discussion on this under Director of Assessment report.
- **2017 conference update**
  - Action Item: Heather and Trisha will look at volunteer survey to select conference committee planning team.
  - Action Item: Send any suggestions for conference committee leads to Heather

### IV. **President-Elect – Brandon Griggs**

- **No Report**

### V. **Past President – Adam Peck**

- **Conference Budget Update**
  - After projecting a loss for 2016 conference, the association came out \$5,302.52 in the positive.
  - Mark Munguia and Ashley Spicer Runnels working on transferring quicken access to get final 2016 conference numbers.



**VI. Director for Administration – Molly Albart (not present)**

- **Committees and Job Descriptions**

**VII. Director for Membership– Stephanie Box**

- **Membership Update**
  - Emeritus: 12 (no change)
  - Professional: 656 (6.1% increase)
  - Student: 66 (46.7% increase)
  - Institutions: 52 (no change)
  - Total individual membership: 734 (18% increase)
- **Volunteer/committee report**
  - **Action Item: Board should send vacant volunteer/committee report to Stephanie. [Attached] is volunteer needs received so far.**
  - Board decided to send two separate documents (membership survey and volunteer recruitment) after thanksgiving.

**VIII. Director for Marketing – Christine Self (not present)**

- **Newsletter Content Deadline: Nov 21**

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

- **No Report**

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

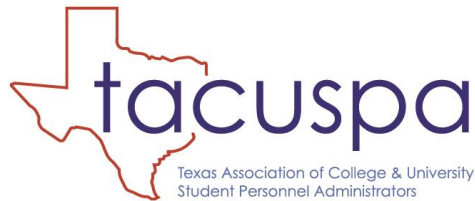
- **No report**

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

- **Grant Process**
  - Relied on operations manual for guidance
  - Created rubric for judging
  - Had grant winners sign an agreement on what was involved with the award
- **Poster Presentations**
  - Discussion of possible interest in conference poster presentations to be include in membership survey. Could coincide with snack breaks, president’s reception or during Communities of Practice open house.

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

- Working with Paul (Assessment chair) to assess conference
- Strategic Plan Progress



- Action Item: Pam will be sending out a worksheet for all board members to complete on progress of strategic plan.
- **Google Suite discussion**
  - Board agrees that using Google Suite over Dropbox may be the best option, because of its shared editing capability. Other features include email addresses google drive. Financial commitment better than drop box.
  - Action Item: Corey will send information summary to board and provide a proposal so that board may vote at next meeting.
- **Conference evaluations**
  - 144 have responded. Last email to non-respondents went out today and will close on Nov 14.

**XIII. Secretary – Paulina Mazurek**

- **No report**

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

- **Financial Report**
  - Checking Account: \$189,663.83
  - Savings Account: \$62716.19
- **Agreed Upon Procedures.**
  - Ashley will share agreed upon procedures for the end of Mark’s term by next meeting.
- **Request for feedback about creating a Foundation checking account**
  - Action Item: Ashley will seek advice about moving tacuspa finances from an academic year to a calendar year. In addition, Ashley will reach out to Foundation Board and faculty at TAMUSA for guidance on creating separate checking account as well as moving from a fiscal year. Will research any tax implications.

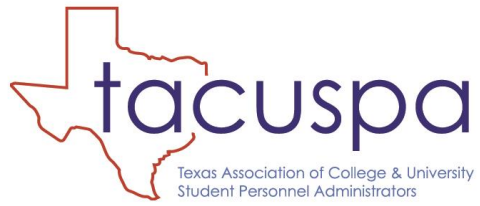
**XV. Approval of Reports.** Adam Peck (Past President) moved to approve reports. Corey Benson (Director of Technology) seconded. Reports passed unanimously.

**XVI. Old Business.**

- **Associate membership proposal [attached]**
  - Discussion started but will be resumed at February on site meeting. Some things to consider: how many individuals will get member benefits? Would these members have voting rights? What kind of access to membership lists will they receive? Will they get early sponsorship opportunities? Discounts on conference registration?

**XVII. New Business - None**

**XVIII. Adjournment.** Lisa Nagy (President) adjourned the meeting at 12:52 pm.



**[[Attachments]]**



Volunteer needs  
2017.docx



Associate member  
proposal 2016.docx