

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS Meeting Minutes | January 9, 2017

Members Present: Lisa Nagy, Paulina Mazurek, Ashley Spicer-Runnels, Stephanie Box, Pamelyn Shefman, Corey Benson, Christine Self, Brandon Griggs, Jeff Jackson, Adam Peck, Iliana Melendez and Molly Albart. *Guests: Heather Snow and Trisha VanDeuser*

I. Call to Order. Lisa Nagy (President) called meeting to order at 12:08 pm.

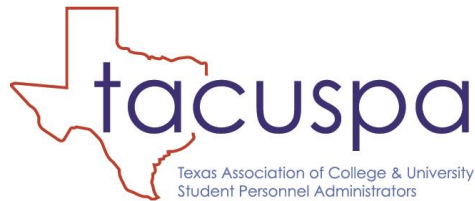
II. Approval of Minutes (December 5, 2016). Pamelyn Shefman (Director for Assessment) moved to approve minutes. Stephanie Box (Director for Membership) seconded. Meeting minutes passed unanimously.

III. President – Lisa Nagy

- **2017 Conference Update (Heather & Trisha)**
 - On site meeting: Feb 6-7, 12 pm – 12 pm, Renaissance Dallas Richardson Hotel. Board room/tax covered by TACUSPA.
- **Higher Ed Law Conference (March 27-28)**
 - Board discussion regarding involvement of TACUSPA at HELC and relationship with conference.
 - **Action Item: Lisa will reach out to Mark to discuss what they expect TACUSPA's involvement to be.** TACUSPA would like to set up a table at breakfast, have a few minutes to present information regarding TACUSPA conference, and discuss possibility of future agreement/partnership.
 - **Action Item: Iliana will have applications out to membership for the HELC scholarship.**
 - **Action item: Iliana will research how much HELC scholarships are costing us.**
 - **Action item: Heather/Trisha will make note to put HELC information in the 2017 TACUSPA conference program.**
- **February Agenda Items**
 - **Action Item: All board members should send Lisa (cc mary.swain@uta.edu) their agenda items for February's on site meeting and include how much time is expected to be spent on that topic.**

IV. President-Elect – Brandon Griggs

- **RFP for host conference sites**
 - Six areas around Texas are being looked at for possible conference sites for upcoming years. Brandon would like to put together a small working group to review RFPs. Suggestions for this group include: past conference chairs, treasurer, fellows, John Kaulfus. **Action Item: Notify Brandon if interested.**
 - Helms Briscoe offers assistance with RFP process. **Action Item: Brandon will investigate how their services can be used – Dean Tompkins has been a contact in the past.**
 - Board agreed that past president should be responsible for RFP process.



- **Conference Site Rotation**
 - Suggested rotation of conference cities to be San Antonio, Austin, DFW Metroplex, and Houston.
- **Conference Day(s) discussion**
 - Based on membership survey, 75% of members would support a Mon-Wed conference. Previous conference planners shared the increased financial implications if conference moved to all business days.
 - **Action Item: Brandon will research financial impact to move days before approaching membership for further insight/feedback.**

V. **Past President – Adam Peck**

- **Election timeline**
 - Review [Attached] document. Call for nominations will go out Feb 1.
 - **Action item: Send Adam any feedback on document asap but prior to Feb 1.**
 - **Action item: Molly will review ops manual for any vetting process details related to nominations. She will let Lisa N. and Adam know what she finds.**
- **TACHE Sponsorship**
 - TACHE and TACUSPA have sponsored one another over the last few years, is this something we want to continue? Board agrees that sponsorship continuation should be at the president's discretion since it would come out of president's budget.
 - Action Item: Lisa will review her president's budget and make determination on our sponsorship involvement this year.

VI. **Director for Administration – Molly Albart**

- No report

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

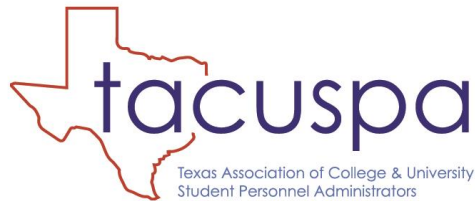
- Membership update – Reminders of renewals going out.

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

- No report


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

- From Mid-Manager to Assistant Vice President webinar rescheduled from 11/16/16 to 2/15/17, 12-1 pm.
 - **Action item: Christine will include reschedule information on upcoming marketing.**
 - **Action Item: Corey will send email to members who had already rescheduled for webinar to inform of new date.**



- X. Director for Technology – Corey Benson**
- Website updates
 - Changed page color scheme.
 - Updated pages as needed and continuing to update content.
- XI. Director for Research – Jeff Jackson**
- Journal and research grant update
 - Journal article going out soon.
 - TACUSPA has given 37 research grants since 1985.
 - Grant information should be publicized somewhere.
 - **Action item: Paulina will go back to archives to find all grant/award information.**
- XII. Director for Assessment – Pam Shefman**
- Strategic Plan Check-in
 - **Action Item: Pam will resend link to access strategic plan updates.**
 - **Action Item: Board members should update last year's and this year's goals by January 15.**
 - Membership Needs Survey
 - Discussion tabled to February meeting.
- XIII. Secretary – Paulina Mazurek**
- No report.
- XIV. Treasurer – Ashley Spicer-Runnels**
- Checking account: \$100,313.75
 - Savings: \$62,719.32
 - 2016 conference has been reconciled, pending a few December expenses.
 - **Action item: Ashely will finalize reconciliation and will send to Lisa.**
- XV. Approval of Reports.** Christine Self (Director of Marketing) moved to approve reports. Brandon Griggs (President Elect) seconded. Reports passed unanimously.
- XVI. Old Business.**
- **Action Item: Lisa will follow up on volunteer survey with Corey and Stephanie.**
- XVII. New Business.**
- XVIII. Adjournment.** Lisa Nagy (President) adjourned the meeting at 1:08 pm.

Attachments:



TACUSPA Election
Process and Timeline

