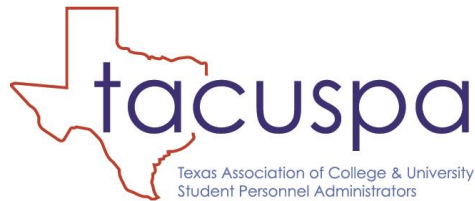


**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY  
STUDENT PERSONNEL ADMINISTRATORS**

**Minutes | Tuesday, October 25, 2016 | Austin, TX**

**Members Present:** Molly Albart, Lisa Nagy, Stephanie Box, Adam Peck, Corey Benson, Iliana Melendez, Christine Self, Jeff Jackson, Brandon Griggs, Pamelyn Shefman, Ashley Spicer-Runnels, Paulina Mazurek.  
**Guests:** Lacey Claver, Ahmet Aksoy, Dawnetta Smith, Kalyn Cavaoz, Immer Cardon.

- I. **Call to Order.** Lisa Nagy (President) called meeting to order at 12:31 pm.
- II. **Approval of Minutes.** Minutes deferred to November meeting.
- III. **Introductions and welcome**
- IV. **President – Lisa Nagy**
  - **Officer folders include:**
    - Roster
    - Budgets
    - Volunteer Forms. Signed and submitted.
    - Board Meetings.
      - **Action Item: Lisa will send calendar invites to all meetings (11/7, 12/5, 1/9, 2/6, 3/6, 4/3, 5/8, 6/5, 8/7, 9/11)**
      - **Action Item: 3 in person meeting times proposed. Let Lisa know which works best for you. (January 30-31, February 2-3, February 6-7)**
  - Operations Manual
  - Strategic Plan
  - Officer Goals due December 5
  - Quarterly Reports due 12/15, 3/15, 6/15, 9/15  
<http://tacuspa.wufoo.com/forms/quarterly-report/>
- **2017 Conference Update**
  - Renaissance Dallas Richardson Hotel (newly renovated)
  - Direct access via DART from airport to hotel
  - Conference on same floor
  - 6 break out session rooms (100 people each)
  - 3 other meeting rooms
  - Guaranteed room rate for 3 nights before and after conference



- **2017 Law Conference**
  - March 27-28, 2017
  - Conference liaison needed. **Action item: send suggestions to Lisa Nagy if you know someone who would be good for this. Christine has some marketing pieces to send to the liaison.**
- **Committee Appointments**
  - We need to get a better sense of who is volunteering for what so we can make sure the most members are involved and members don't have too many roles.
  - We need to consider a recommendation process for committee selection. Good way to keep records on the website and provide recognition.
  - **Action Item: By November 7 board meeting, send Stephanie a list of your committee and what the volunteer appointments are (ex: 1 yrs, 2 yr) and/or make recommendations.** Based on the information provided, board will begin a clean slate for 16-17 and then solicit volunteers using new volunteer forms.
  - **Action Item: Stephanie and Corey will create volunteer application**
- **Foundation board update**
  - Incoming foundation chair is Alicia Huppe
  - Incoming foundation chair elect is Gene Fitch
  - The foundation pays for scholarships and fellows. In order to provide accurate and clear accounting of expenses for auditing, we need to separate board expenses from foundation expenses for better records. **Action time: Ashely is going to look into foundation having their own checking account.**

**V. President Elect – Brandon Griggs**

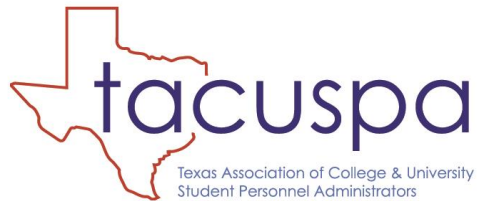
- **No Report**

**VI. Past President – Adam Peck**

- **2016 Conference Wrap up**
  - Suggestions for future conferences: Awards program, conference app, all first-time attendees get a mentor, first-time attendees get a guide or attend webinar, hire professional photographer, graduate students get a guide, schedule in mentor/mentee meeting time, provide interviews on the spot, extend conference.

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

- **Org charts and job descriptions.** **Action Item: Read org chart, ops manual, constitution. Are you doing what it says you're doing? Send updates to Molly.**



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

- **Faculty member on the institution roster.** Motioned passed on Sunday to include faculty member in institutional list (as long as relevant to student affairs). Has updated membership form.
- **Associate memberships:** Will be an option to have membership that is outside of university. Opportunity for companies to have affiliation to TACUSPA, some benefits to come with it. Action item: Stephanie to create a draft of summary/benefits of this membership.
- Institutional membership information will go out early November

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

- **Winter Newsletter: 1<sup>st</sup> week of December**
- **Marketing.** Action item: notify Christine if you need assistance marketing your areas
- **Action Item: Christine to email foundation to connect on details of fellow information on newsletter**

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

- **Membership Needs Survey.** Looking for recommendations from board. Action Item: send suggestions to Brandon/Iliana. See attached below.

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

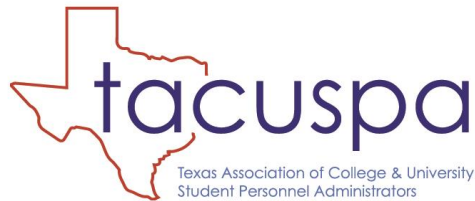
- **Volunteer Survey.** Send information on volunteers you need to Stephanie and Corey by November 7
- **Action Item: Corey will remove access to wild apricot for any former old board members. New board members will get access to wild apricot by Friday, 10/28.**

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

- No report

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

- **Strategic Plan Updates/Officer Goals Template.** We need to determine where we are in our officer goals as well as strategic plan. Will be creating new strategic plan during Brandon's term.
- **2011 needs assessment.** Action Item: Pam will research where 2011 needs assessment results are in campus labs (possibly via UTSA)
- **Action Item: Pam will create/send goal template to the board for discussion at 11/7 meeting.**



**XIV. Secretary – Paulina Mazurek**

- **Archives.** Paulina submitted documents from 2011-2016 to the archives in hard copy and electronically. **Action Item: Paulina will reach out to board for items needed for archives for the coming year.**

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

- **Account Signatures.** Transition of signatures to happen after this meeting. Mark will be involved until everything is officially transferred to Ashley.
- **Action Item: Ashley will look into pros/cons to change budgeting year calendar year to academic year (Sept 1 – Aug 31).**
- Board has previously approved adding conference fees for NPI, MMI, and pre conference for 2017.
- **Action Item: Ashley will look into changing the format by which we deliver financial information to membership.**

**XVI. Approval of Reports.** Corey Benson (Director of Technology) moved to approve reports. Brandon Griggs (President Elect) seconded. Reports passed unanimously.

**XVII. Old Business**

**XVIII. New Business**

**XIX. Adjournment.** Lisa Nagy (President) adjourned the meeting at 1:53 pm.

Attachments:



Membership Needs  
Assessment .docx