**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, March 4, 2013**

**Members Present:** Alicia Huppe, Adam Peck, Heather Snow, Stephanie Box, Paulina Mazurek, John Kaulfus, Lisa Nagy, Hope Garcia, Stephanie Box, Dan Moore, Charlin Jones, Molly Albart, and Andy Axom..

**Absent**: Deidra Stephens and Rishi Sriram.

1. **Call to Order.** Meeting called to order at 1:31 pm
2. **Approval of February 4, 2013 Minutes**
	1. Adam motioned to approve the February 4 minutes. John seconded. Motion passed unanimously.
3. **President – Alicia Huppe**
	1. **Fall Conference update.** Many committee meetings will occur in March.
	2. **Higher Education Law conference.**
		1. Dan Moore requested TACUSPA membership roster to cross-check conference registration list for dinner details.
		2. Will distribute generic TACUSPA informational sheet to attendees
		3. Lisa will get a check to Dan M. for dinner.
	3. **Quarterly reports due**
		1. Send to Alicia by March 15
4. **President-Elect – John Kaulfus**
	1. **Sheraton Arlington contract**
		1. Board has reviewed and given opportunity for feedback. Committee will move forward completing contract and developing budget.
	2. **Conference theme idea** = Leadership (ex. Leadership in changing times, Leadership in 21st Century)
5. **Past President – Deidra Graves Stephens (Update given by Alicia)**
	1. **Newsletter**
		1. Deidra Carpenter and Adam are ¾ done. Contents will include: Updates on law and fall conferences, journal information, updates on webinars and foundation. Newsletter will come out in the next couple of weeks. Next newsletter will be in May.
	2. **Elections**
		1. Candidate Information
			1. Nominations have are closed. Will need to extend deadline for Treasurer as there are no candidates.
			2. Elizabeth Massengale was replaced with Amanda Drum in elections committee because Elizabeth was nominated for position.
			3. Candidates

President-Elect: Lisa McDougle

VP Administration: Elizabeth Massengale, Meghan Perry, LaCresha Moore

Dir of Technology: Jeff Jackson, Christine Self, Emily Mire

Dir of Research: Rishi Sriram, Ashley Spicer-Runnels

* + 1. Timeline

*Week of March 15* – candidate bios and photos posted on the website and listserv message sent announcing candidates

*April 1-12* – elections open. Will use Qualtrix to manage the election, ensuring that individuals cannot vote twice.

*Week of April 15* – election results vetted by the Elections Committee and candidates notified

*Week of April 22* – release election results to membership

* + 1. Elections Committee Feedback**:** Operations Manual states that volunteer roles should be spread as widely among our membership as possible. There were concerns about auditing issues by not having multiple volunteers for checks and balances.

Lisa motioned to update the Operations Manual (page 19) to reflect that “No elected officer of TACUSPA may serve in an appointed volunteer role.” John seconded. Motion passed unanimously.

1. **Vice President for Administration – Heather Snow**
	1. **Operations Manual**
		1. Amended version was sent to Board for final review.
		2. Heather recommended no other edits to last 3 pages as they have been recently updated.
		3. Revised version will be sent to Hope to put on website.
2. **Vice President for Membership & Marketing – Stephanie Box**
	1. **Marketing campaign**
		1. Updated logo
			1. Discussion. Board agreed to soft launch of new logo.
		2. Updated rack card
			1. Edna Dominguez (now at UT) took photos at last conference but changed institutions, searching for photos.
			2. Final feedback needed by noon on Friday, March 8.
		3. Membership update
			1. Institutional campuses: 26
			2. Institutional members: 207
			3. Institutional Professional: 23
			4. Non-Institutional Professional: 3
			5. Student: 14
			6. Total: 247
3. **Vice President for Education & Professional Development – Adam Peck**
	1. **HIED Law Conference scholarship update**
		1. Received 5 applications, from 5 different institutions. Alicia made motion to award 5 graduate scholarships for Higher Education Law Conferences provided applicants meet requirements of scholarships. Lisa seconded, no discussion, motion passed unanimously.

*Note: Conference waives registration fees for UNT graduate students*

* 1. **Fellows Check-In/Fellows Application**
		1. All mentors have connected with their Fellows
		2. Application for next year’s Fellows will go out April 1st.
	2. **Communities of Practice**
		1. Met to discuss technical aspects
		2. Spirituality – *see Interfaith service*
	3. **Interfaith Service at Fall Conference**
		1. John Bartlett would lead this new concept at the conference. Content still being discussed. Looking at Monday morning 7:30 am in the ballroom - informal feel.
	4. **Webinars have been doing well**
1. **Director of Technology – Hope Garcia**
	1. **Hosting COSSVP website and membership directory information**
		1. Heather confirms that this can be done, through the “Groups” option. One criterion is that the person that would send out messages to the COSSVP listserv would have to be a TACUSPA member so they can be given administrative rights on the website. Member, nonmember, Admin are the restrictions on Wild Apricot. Hope will research and get back with Alicia on capabilities of documents being housed on website.
	2. Website updated to reflect membership levels 11 and 12
	3. Updated Operations Manual to be added to the website
2. **Director of Research – Rishi Sriram**
	1. No updates
3. **Secretary Report – Paulina Mazurek**
	1. No Updates
	2. Stephanie Box has offered to take meeting minutes at next meeting (4/1/13) if Paulina is unable to attend due to maternity leave.
4. **Treasurer Report – Lisa Nagy**
	1. Quarter ended on 2.28.13, Lisa will present report at the next meeting.
5. **Approval of Reports.** Adam moved to approve all reports, John seconded. Motion passed unanimously.
6. **Old Business**
	1. **ONLINE MOTION; VOTES RECORDED VIA EMAIL ON 2/14/13**

Alicia motioned to pay Public Identity $130.14 from the president’s miscellaneous account to cover the outstanding balance of awards. Heather Seconded. Ten responded “Aye”

1. **New Business.** Quarterly reports due March 15th
2. **Adjournment.** Hope moved to adjourn meeting. Stephanie seconded. Meeting adjourned at 2:50 pm.