



**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY  
STUDENT PERSONNEL ADMINISTRATORS**  
**Meeting Minutes**  
**Friday, January 18, 2008**

Members present: Alicia Huppe, Elizabeth Massengale, Thomas Moorman, Steve Sutton, and Trisha Van Duser. Members absent: John Kalfus, Deidra Stephens, and Elizabeth With.

**I. Call to Order**

Meeting called to order at 11:05am.

**II. Approval of Minutes**

- a. December 7, 2007 Minutes: Steve noted two changes for the December 7, 2007 minutes 1) Add guests Linda Bullock & David Rachita to list of those present at meeting and 2) Under X. New Business i. What worked well? – Add “meeting with people from other organizations.” Thomas motioned to approve the December 7, 2007 minutes with the amended changes, Alicia seconded. Minutes approved.

**III. President Report – Steve Sutton**

- a. Fall 2008 Conference Report: David working on getting committee together.
- b. Summer 2008 Conference Report: Linda working on a budget for the conference, guest speakers, and website for conference.
- c. Spring On-site meeting at Hotel Galvez: Planned for Thursday & Friday, May 29 & 30 – Rooms will be blocked at \$96/night and free meeting space.
- d. Strategic Plan and 2007 Projects

**III. Past President Report – Thomas Moorman**

- a. Newsletter editor: Amber Dean (UNTHSC) has agreed to be co-editor for newsletter and has requested some articles.
- b. Conference evaluations: Does not have final evaluation from SACSA.
- c. Foundation: Collected paperwork from IRS and is reviewing. Looking at other services that will complete paperwork for \$1200.

**IV. President-Elect Report – Elizabeth With**

- a. Absent – No report.

**V. Vice President for Administration – Alicia Huppe**

- a. Nomination for new Awards & Recognition Chair: Charlin Jones approved as chair.
- b. Constitution & Bylaws Committee: Chair – David Marling and committee members are Anthony Jenkins & Lisa Nagy. Deadline of March 1 for any changes
- c. Fellowship/Mentor Program: Other programs offer scholarships; would like to review program again in fall semester and whether we want to offer a monetary stipend with the program. Will draft proposals for program.



**VI. Vice President for Membership & Marketing – Deidra Stephens (report given by Steve)**

- a. Graduate Student Caucus – approval of Sheila Bustillos Texas State, as chair. Alicia motioned to approve Sheila Bustillos as Graduate Student Caucus chair, Thomas seconded. Motion approved.
- b. GEAR Commission – approval of Dr. Jennifer Roberts, Tarleton State, and Dr. Sandi Osters, Texas A&M, as chairs. Thomas motioned to approve the GEAR Commission chairs, Alicia seconded. Motion approved. Jennifer will oversee research grants; article competition; and reporting trends/issues/research to the Board and membership. Dr. Osters will oversee the graduate preparation programs in the state, including updating the website with current program information and communicating with faculty about TACUSPA; free faculty registration initiative; and graduate student case study competition.
- c. New Professional Caucus – Charlin Jones and Jennifer Lily plan to send out an email to the listserv to introduce themselves and request people to self-identify as new professionals. Their plan is to work with them to: develop a forum for communication for the group; develop an education session track for the fall conference; and develop a buddy system of new professionals so they can network outside of conferences.
- d. Professional School Caucus & Private School Caucus – contacting potential chairs.
- e. Two-Year Caucus – Working with Condoa Parrent to develop a plan of action.

**VII. Director, Database Management & Technology – Elizabeth Massengale**

- a. Accepting credit cards for payment: We have accepted them for conferences but not for membership. TACUSPA has to pay a fee when membership is paid by credit card. It is an option if it is necessary.
- b. Bulk rates for institutions: UNT has asked if there are more discount rates for them since they have so many members. Response: rates have not been raised and we don't anticipate raising those rates any time soon.
- c. Newsletter: Talked with Amber about putting it on the website.
- d. Conference: Needs list of those that attended the SACS conference that also paid for TACUSPA membership. Thomas working on getting this from Misty Smethers.
- e. Membership Update: 26 institutions and 196 individual memberships

**VIII. Secretary Report – Trisha VanDuser**

- a. Sent TACUSPA 2007 meeting minutes to archives in Austin.

**IX. Treasurer Report – John Kaulfus**

- a. Absent – No report.

Thomas motioned to approve all officer reports, Elizabeth M. seconded. All reports approved.

**X. New Business**

**XI. Old Business**



## **XII. Next Meeting**

- a. Suggested: Friday, February 8, 11:00 AM-12 noon
- b. Conference Call, 1-866-215-5503. Pass Code: 6147921

**XIII. Adjournment:** Alicia motioned to adjourn the meeting, Elizabeth M. seconded. Meeting adjourned at 11:30am.

## **Strategic Plan Items:**

- Drive-in Workshops/Pre & Post Conferences – (Strategic Plan)
- Co-host Conferences with regional and national associations – (Strategic Plan)
- Joint meetings with other Texas Associations – (Strategic Plan)
- Offer topic of interest at conferences – (Strategic Plan)
- Encourage SA staff to utilize their campus media – (Strategic Plan)
- Letter to all CSSO in Texas about TACUSPA – (Strategic Plan)
- Faculty & Student Services Round Table – (Strategic Plan)
- Conference Programs on collaboration between faculty and SA staff – (Strategic Plan)
- Educate the public about student affairs practice – (Strategic Plan)
- Conference programs on media relations – (Strategic Plan)
- Invite State and non-state elected officials as conference speakers – (Strategic Plan)
- Job placement information for membership – (Strategic Plan)
- Fellowship Program – (Strategic Plan)
- Promote caucus & committee participation – (Strategic Plan)
- Faculty Award – (Strategic Plan)
- New Professionals Caucus – (Strategic Plan)
- Faculty Conference Registration – (Strategic Plan)
- Marketing Strategies – (Strategic Plan)
- Networking opportunities for membership – (Strategic Plan)
- Member Assessment/needs analysis – (Strategic Plan)

## **Projects for 2008**

- i. Update Operations Manual – Alicia Huppe
- ii. History of TACUSPA – Lisa McDougale
- iii. History of Award Recipients (add to website) - Lisa McDougale (Elizabeth M.)
- iv. Mentor Program – Alicia Huppe
- v. Website Renewal (add historical information) – Elizabeth Massengale
- vi. Update Database with Non-Member information ( send requests to CSAO) Elizabeth Massengale
- vii. Electronic Conference Evaluations – Steve Sutton
- viii. Electronic Surveys: Members Needs Assessment & Satisfaction – Steve Sutton
- ix. Establishment of a TACUSPA Foundation (Scholarships & Grants) – Thomas Moorman

