

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY
STUDENT PERSONNEL ADMINISTRATION

Spring Executive Board Meeting

January 31, 2005
Laredo, Texas

AGENDA

Present: D. Biggers, B. Jacobs, K. Rogers, A. Lane, T. Moorman, A. Chesser, D. Graves, S. Sutton, T. Corti (later in the meeting), E. With (via phone)

Absent: None

1. B. Jacobs called the meeting to order at 8:35 am.
2. Approval of Minutes: K. Rogers made a motion, and A. Chesser seconded, to approve the minutes. The motion carried unanimously.
3. President's Report: B. Jacobs
 - a. NPI Institute: Bonita reported that Richard Nicholas from Texas Woman's University has agreed to oversee this project for next Fall's conference.
 - b. Phone meeting schedule: Bonita confirmed the next phone meeting for Wednesday, February 16 at 1:30 pm. She also asked the group about the meeting at the Fall conference; the board agreed to meet the Sunday morning of the conference (October 9-11). She asked the board to discuss at a future meeting when to meet at the Summer conference (June 12-15), either at the beginning or the end of the conference.
4. Past President's Report: D. Biggers
 - a. Elections: Darlene reviewed her recommendations for the upcoming elections. The positions available are the VP for Data Management & Technology and President-elect. The proposed timeline includes:
 - i. First Week of February – call for nominations
 - ii. Deadline for nominations – March 1
 - iii. Electronic ballots sent – mid-March
 - iv. Election deadline – mid-AprilThe board agreed that the elections should be done electronically rather than by paper.
 - b. Journal: There was no news regarding the journal.
 - c. Newsletter: Darlene reported that Alicia Huppe was ready and willing to publish the next edition of the on line Spring newsletter, but that not enough articles were submitted to warrant the next edition. D. Graves suggested that graduate faculty be contacted to solicit book reviews or short articles.

- d. Other: Darlene gave a status of several items relating to the Strategic Plan for last year, which included the following short term goals: updating the list of graduate school faculty in Texas and communicating with them, reviewing the marketing plan, increasing the number of award nominees, purchasing promotional giveaways, and matching new professional with TACUSPA veterans. The board agreed to discuss the Strategic Plan at a future meeting.
5. President-Elect Report: K. Rogers (report attached)
- a. Conference Site Selections:
 - i. Summer 2006: The board had a lengthy conversation about the Summer 2006 conference and the idea of implementing an institute format that would be located on a campus. Several thematic ideas were generated and include addressing the needs of generational/millennial students, a program focused on training professionals, or an institute for those involved in transition camps. Keri will continue to pursue this idea with potential sites of Canyon or Amarillo.
 - ii. Fall 2006: Keri reviewed the hotel options for the Farmers Branch area. The board also generated 3 or 4 potential names for conference chair.
6. VP for Administration: A. Lane
- a. Update on Committees: Austin reported that he is waiting on some documents from the former VP for Administration. B Jacobs asked that the board wait for Austin to connect with Kathrine before determining the committee chairs. Austin will make a recommendation to the President and the board for the Scholarship Committee.
 - b. Other: Austin asked about the Special Projects committee, and was informed that this committee was initiated at the request of the President on an as needed basis.
7. VP for Marketing & Membership: D. Graves
- a. Update on Caucuses: Diedra handed out her Quarterly Report (see attached) which summarized her work with recruiting new caucus chairs, and working with those already in place.
 - b. Membership Drive information: Diedra asked for clarification related to her role in this area. T. Moorman gave some feedback regarding the current membership trends (e.g., less graduate students).
 - c. Marketing plan: Diedra will revise the Marketing Plan, which will include ideas for a promotional item. The board agreed to purchase TACUSPA pens to distribute at the UNT Legal Conference.
8. VP for Database Management & Technology: T. Moorman
- a. Membership information: We are currently at approximately 40 individual members and 4 institutional members. Thomas reported that

- b. Website update: Thomas has been in the process of updating the web site. For example, he placed all membership forms on the web site. He asked board members to review and give him feedback, especially the committee chairs and the descriptions of the committees.
 - c. Other: Thomas also distributed a list of those that have expressed interest in volunteering for certain committees. Also, he is also looking for someone interested to assume his role once his term ends. Bonita asked the board to carefully consider possible nominees for this position.
9. Secretary: S. Sutton
- a. Archives: Steve reported that he'll make contact with the archivist to determine the format by which to submit all the documents. Bonita mentioned that the committee overseeing the 80th TACUSPA anniversary may wish to contact Steve in order to get some documents.
10. Treasurer: A. Chesser (report attached)
- a. Audit report: Amanda asked Keri to pass out the "Independent Accountant's Report on Applying Agreed-upon Procedures" submitted by Doshier, Pickens & Francis, PC. Steve asked why the report did not include a date; he suggested that they submit a dated report. Keri will request one with a date.
 - b. Tax Return: Amanda distributed her Quarterly Report which included a statement that the 2003 tax return was submitted on time.
 - c. Financial Statement: The current financial statement indicates that the checking account balance is \$36,693.54. The BBA account has a balance of \$27,213.53. The total TACUSPA balance currently is \$63,907.07.
 - d. Fall conference: There are several outstanding items related to the Fall 2004 conference, such as income reported but not received. Amanda also reported that bills are still being received. Darlene offered to follow up in order to resolve these issues.

11:30 am Leave for Texas A&M International Campus

Noon Lunch at noon

11. Conference Updates & Discussion
- a. Report on Summer Conference with NASPA: E. With
 - i. Call for programs will go out in a couple of weeks.
 - ii. Looking to solicit specific programs on such topics as legal issues, academic affairs & student affairs collaboration, crisis management.
 - iii. Meeting at conference hotel on February 14 & 15; Gage Payne is handling the local arrangements.
 - iv. Schedule will mirror the NASPA summer symposium schedule (Sunday through Wednesday), beginning with dinner & keynote on Sunday evening; there will be a great deal of free time built into the afternoons on Monday or Tuesday.

- v. Registration fee will be \$195; the committee has not talked about non-member fees yet; the board asked about how to address nonmembers of both NASPA & TACUSPA.
 - vi. The board asked about graduate student scholarships for this conference (i.e., how will TACUSPA & NASPA account for this).
 - vii. Conference rate for the hotel (Marriott Riverwalk) is \$175.
 - viii. The goal is to have 200 attendees.
- b. Report on Fall Conference: T. Corti
- i. Theme: The committee has adopted “Laredo - The Greatest Place that TACUSPA Has Never Been”
 - ii. Keynoters: Senator Zafarini will be invited as well as Dr. Henry Cuellar, a new congressman
 - iii. Registration: The board discussed the possibility of having UT Pan American handle the registration, similar to the most recent TACUSPA conferences.
 - iv. Chairs: Tom reviewed the committee members assigned to the roles of Programs, Hospitality, Transportation, Exhibits, Budget, & Publications.
 - v. Conference manual: Tom has routed the conference manual to all committee members; a timeline is also being established and will be sent to the board in the near future.
 - vi. Schedule: Tom talked about having the golf tournament, local tours, New Professional’s Institute, and shopping on Sunday in the morning & late afternoon. The Sunday evening reception and banquet is planned for the La Posada Hotel. The Monday evening President’s Reception will take place at TAMIU, and will include a view of the soon-to-open planetarium on campus.
 - vii. Bonita asked Tom to connect with the committee (i.e., Jim Caswell, Kent Gardner, & Don Mills) planning the 80th Anniversary celebration.

3:00 pm Adjourn

Amended & approved by the TACUPSA Board on 2/16/05

TACUSPA Quarterly Report

Date: January 28, 2005

Name: Keri Rogers

Office: President-Elect

I. Activity since last report (list goal, then activity/results):

- Agreed Upon Procedures Report – Completed for my previous term as Treasurer
- Conference Locations and Chairs – Still completing. Summer 06 – Investigating how we might enhance this conference. Fall 06 – Dallas (Farmers Branch) area hotels have sent their bids. I need to go on a site visit with a conference chair.

II. Plans for the next quarter (please include goals, objectives, and deadlines):

- Conference Locations and Chairs – Appoint. Summer 06 – Decide on format. Fall 06 – Decide on a hotel in the Dallas (Farmers Branch) area

III. Needs, questions, suggestions, concerns:

- n/a

TACUSPA Quarterly Report

Date: January 28, 2005

Submitted by: Amanda Chesser, Treasurer

I. Activity since goals submission/last report (list goal, then activity/results):

1. Purchase and learn to use financial software.
Microsoft Money was purchased and, after a great deal of trial and error, I have learned to use it to record transactions and compile information.
2. Complete and submit 2003 IRS Tax Return.
The 2003 Tax Return was completed and mailed on January 11, 2005.
3. Learn to create reports to assist the board and finance committee in understanding our financial health.
I have created reports in Microsoft money to assist in the creation of the quarterly financial summary and am learning to pull and compile data in different ways to assist in financial analysis. This is still in progress.

II. Plans for next quarter (please include goals, objectives, and deadlines):

1. Develop reports to assist in the analysis of the organizations overall financial health (June 2005).
2. Develop a step-by step guide for conference chairs to use for financial areas (registrations, donations and reimbursements) (May 2005).
3. Inform Finance Advisory Board of the state of TACUSPA and schedule meeting for Summer Conference (May 2005).

III. Needs, questions, suggestions, concerns:

I need to know what types of information/reports the board would like to see (and frequency) in addition to the financial summary.

TACUSPA Quarterly Report

Date: February 1, 2005

Submitted by: Deidra Graves, VP for Marketing & Membership

I. Activity since goals submission/last report:

- Caucus chair recruitment – confirmed 4-Year College Caucus Chair (Trisha Van Duser) and Professional Schools Caucus Chair (Rynn Sloan).
- Sent e-mail to recruit chairs for 2-Year College and Private College Caucus Chair.
- Confirmed appointment of Bonita Butner as Graduate Student Caucus and Research Chair.
- Assisted 4-Year College Caucus Chair develop proposal (see attached). Chair has created a committee of seven people who will meet on February 3.
- Assisted Private School Caucus Chair develop plans for a conference track, conference gathering, survey of members, and recruitment of new members.
- Submitted proposal to increase higher education faculty participation in fall conference (see attached).

II. Plans for next quarter (please include goals, objectives, and deadlines):

- Work with Fall Conference Chair to implement one free conference registration for each graduate program in Texas. I will send a letter to each program with conference materials and do follow-up phone calls. Deadline: TBA (conference deadline)
- Work with Caucus Chairs to implement plans:
 - ✓ Conference track. Deadline: fall conference program proposal deadline
 - ✓ Survey of members. Deadline: February
 - ✓ Recruitment of new members. Deadline: June
 - ✓ Research grant. Deadline: April
- Revise marketing plan. Deadline: summer conference meeting
- Order marketing materials to distribute at summer conference. Deadline: June

III. Needs, questions, suggestions, concerns:

- Copy of the old marketing plan

Proposal to Increase Higher Education Faculty Participation in Conference
Approved December 20, 2004

Submitted by Deidra Graves,

Vice President for Membership & Marketing

- Goal:** To increase participation of faculty who teach in Texas student affairs preparation programs in TACUSPA activities.
- Strategy:** Offering free fall conference registration to one faculty member from each student affairs preparation program in Texas.
- Potential Impact:** Faculty involvement in TACUSPA would benefit the organization in several ways:
- Increase the number of conference registrations.
 - Increase the potential for research-intensive education sessions at conferences.
 - Increase the number of expert resources for plenary sessions, the graduate student case study competition, and other initiatives.
 - Promote the organization to students entering the student affairs profession.
 - Provide a mechanism for TACUSPA members to recruit new student affairs professionals.
- Budget:** At this time, eight preparation programs have been identified in Texas: University of North Texas, Texas Tech University, Baylor University, Texas A&M University, University of Texas, Texas A&M University-Commerce, Texas State University, and Sam Houston State University. Conference registration is \$170 for members and \$210 for non-members. Presumably, most faculty are not members, so this proposal could cost TACUSPA up to \$1,680 in lost conference revenue. However, actual costs will be much lower. Not all institutions will take advantage of the offer, and TACUSPA will only have to provide meals and resources to those who do.
- Responsibility:** TACUSPA Vice President for Membership & Marketing, GEAR Chair, and Fall Conference Chair
- Timeline:** Fall 2005
- Recommendation:** Highly recommended - this proposal is a low cost opportunity to generate more interest in TACUSPA among faculty preparing students to enter the student affairs profession and researchers in the field of higher education.

**TACUSPA
FOUR-YEAR COLLEGE CAUCUS COMMITTEE
PROPOSAL**

Purpose: To provide feedback to the TACUSPA Executive Committee regarding the needs of four-year college members and their conference program interests, as well as assist in marketing to new members.

To determine the needs of current members and recruit new members, the following are suggestions regarding the goals of this committee:

- To raise awareness by marketing TACUSPA at regional and national conferences;
- To provide more opportunities at TACUSPA conferences for four-year representatives to network and develop mentor relationships;
- To survey four-year college members via email or internet forums to determine how TACUSPA can better serve their needs and communicate these needs to the TACUSPA Executive Board; and
- To provide input regarding conference planning that addresses current needs of four-year institutions, i.e. assessment, spirituality, legal issues, free speech, new professionals, etc.

TACUSPA
Vice President for Membership & Marketing

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