

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | March 2, 2020

Members Present: Iliana Melendez, Ashley Spicer-Runnels, Lisa Perez, Caryn Hawkins, Staphny-Lopez Coronado, Nicki McGee, Kristy Vienne, Corey Benson, Keith Lamb.

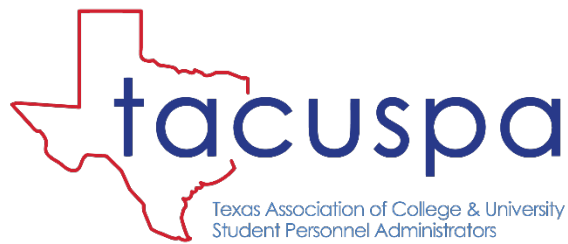
Guests: Karina Ogunlana, Shelby Hearne, Ramces Luna

- I. **Call to Order:** Melendez called the meeting to order at 12:01pm

- II. **Approval of Minutes:** February 5, 2020. Hawkins motioned and Lopez-Corando seconded; minutes approved

- III. **President– Iliana Melendez**
 - **Conference Update(s):** Have full panel for conference. Joshua Quin is working on lay out of program. Lamb & Luna discussed Silent Auction space; Lamb wants to ensure items are secured. Would like to have a walk through with Luna and Lamb again.
 - **Strategic Plan:** Melendez and fellow, Ogunlana, met and reviewed information that was compiled at retreat. **Action Item: Melendez will be working with Spicer-Runnels and Albart to fine tune.** Hope to bring back action items to the Board at a later time once it has been edited.
 - **Summer Board Meeting:** No action at this point. For reference discussed possibly not having an in person meeting in the summer. Looking at a possible zoom meeting instead.
 - **Action Item Tracking:** Melendez asked Board members to review.
 - **NASPA Volunteer Opportunities/Sponsorship –** Melendez will follow up on Friday; she has reached out to UH and will send update to the Board. Sponsorship of commuter lounge is too late to respond. **Action Item: Spicer-Runnels will reach out to NASPA/Texas connection and ask if we can put out promotional items.**

- IV. **President Elect – Ashley Spicer-Runnels**
 - **NASPA-Texas-No report.**
 - **Operations Manual Reformatting –** Spicer-Runnels is reviewing it and will reformat as was asked. **Action Item: She will share comments first with Melendez on areas of concern/alignment.** Once she is done, she will send to Board. Encourages Board to review as well. Goal is to have it done by the next week. She would like to have comments back to Spicer-Runnels/Melendez by next board meeting in April.



V. Past President – Molly Albart (via email report)

- **Board Structure Task Force** – **Action Item: Melendez will follow up with Albart to see when ready to submit to board for review.**
- **Caswell Award** – no report
- **Elections** – Albart has reached out to potential elections committee members to help recruit nominees. She hopes to solidify committee members by this week. Call for nominations will go out next week. Deadline for submission is April 1, 2020. Elections will be held mid-April.

VI. Director for Administration – Jody Randall – no report

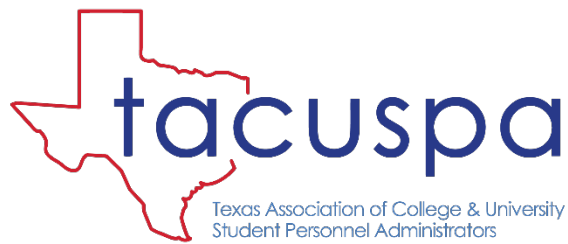
- **Operations Manual**
- **Volunteer Sign-Up List**
- **Awards**

VII. Director for Membership – Staphany Lopez-Coronado

- **Membership Numbers** -396 total
- 14 Emeritus
- 370 professional members
- 12 students
- 354 memberships are through institutional memberships
- Lopez-Coronado would like to propose looking at institutional membership cost and benefits associated with that membership
- Looking at pricing for webinars and following back up with Simpson
- Has been asked to look at costs and how we are engaging members and making membership a true “benefit” to what TACUSPA offers. What else should we make as member only benefits?
- Fellow Hearne working with Lamb to identify what those benefits are. In the process of developing a survey to determine what the membership perceives are the benefits and benefits
- Spicer-Runnels suggested that survey should be cast to wider audience and not just TACUSPA members; also suggested that charging for webinars is a good idea.
- Hawkins suggested that perhaps we look at grants as a possible way to secure additional funds.
- Lopez-Coronado will continue to research and explore to garner other ideas.
- She will also begin working on Summer Meet Ups locations; Spicer-Runnel suggested using Facebook poll to get an idea where locations should be for the summer meet-ups
- Working on archiving members on Wild Apricot.

VIII. Director for Marketing – Corey Benson

- **Weekly emails:** should this be monthly? Board agreed that monthly emails are fine. **Action Item: Benson will come up with schedule and send out appointment invites.**



- **Newsletter(s)** next out on April 15; April 10 submission deadline (candidate information); next opportunity will be in August.
- Website Discussion: the website design/appearance has changed. **Action Items: Benson will take a screen shot of best options and will send to Board to get feedback next week. Benson will set up a design template for Board to use.**

IX. Director for Education & Professional Development – Kristy Vienne

- **Fellows Update:** Diana Lee working with fellows and asked for feedback on their experience. Also engaging with them and checking in on their projects. Feedback from mentors has been great. Like that there is an opportunity to be intentional; good feedback all around.
- **Scholarship Recipients:** Vienne has been promoting scholarship opportunities
- **Career Development:** working on video
- **Webinars:** trying to finalize schedule; information is on the website.

X. Director for Technology – Caryn Hawkins

- **Technology Updates:** moved everything from woofoo to google suite; can sunset wufu
- Technology Platform Task Force: will be getting correspondence about upcoming meeting
- Technical Programs: Hawkins would like to have an understanding of each of the technology programs that are used by the Board.

XI. Director for Research – Teresa Simpson (reported via email)

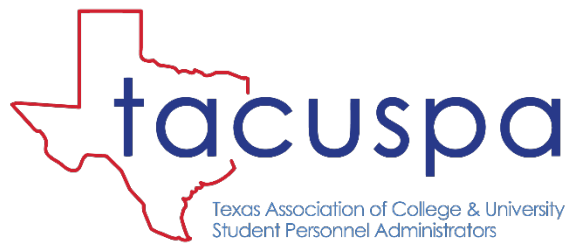
- **Journal:** My data for the journal website is in the minutes for review. She and Benson have spoken as to the need or not to have the journal behind a membership login for the website; Simpson does not feel that is necessary at this time. She and Jordan Bryant (fellow) are working on exploring the draft for the resource link for the current website.
- **Faculty Engagement:** need to talk about what will be offered to faculty. Benson and Simpson will follow up.

XII. Director for Assessment – Brandon Lee

- **Conference Assessment:** no report
- **Quarterly Reports:** should correspond with financial quarterly reports. Melendez will follow up with Lee

XIII. Secretary – Lisa Perez

- **Agenda Items** – Deadline to submit agenda items for April phone conference call is 4/3/20 at COB



XIV. Treasurer – Nicki McGee

- **Account Balance Updates:** Checking: \$119,606.44; Savings: \$62,778.92; CDs: \$23,245.09 & \$24,218.00 for total of \$47,463.09
- Association Taxes – Done and submitted
- Working on quarterly report that will be submitted on Saturday. Working with Lamb on donations that have been received.
- **Action Item: McGee will be sending out remaining budget to Board for their line items.**
- **Action Item: Lamb, McGee & Benson will work on some edits to donation form.**

XV. Foundation – Keith Lamb

- **Foundation Updates:** recommending a slate of nominees to serve on committee and will present to Spicer-Runnels for consideration
- Requests for silent auction have gone out
- **Foundation Account Total:** \$60,129.34

XVI. Good of Order: Spicer-Runnels mentioned that we previously talked about Spring membership engagement ideas and wondered if Board had ideas. Ideas shared included: Spring regional drive-in workshops; ask for volunteer to lead these efforts; maybe something virtual. **Action Item: Spicer-Runnels and Lopez-Coronado will discuss further.**

XVII. Approval of Reports: Benson motioned to approve reports; Lopez-Coronado seconded. Reports approved.

XVIII. Adjournment: Melendez adjourned meeting at 1:02pm.