

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Meeting Minutes Official | July 31, 2020

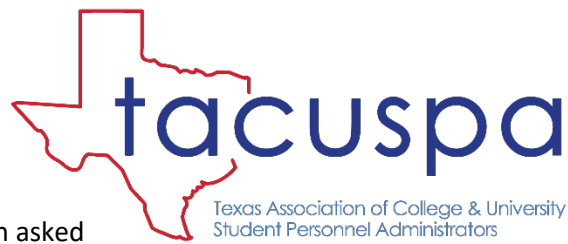
Members Present: Iliana Melendez, Nicki McGee, Keith Lamb, Lisa Perez, Ashley Spicer-Runnels, Staphany Lopez-Coronado, Molly Albart, Corey Benson, Teresa Simpson

Guests: Karina Ogunlana, Quynh-Huong Nguyen, Ramces Luna

- I. **Call to Order:** Melendez called the meeting to order at 12:02pm

- II. **Approval of Minutes/Report:**
 - Approval of Reports from July 8, 2020: Benson motion to approve and Lopez-Coronado seconded, the reports from July 8, 2020 meeting were approved.
 - Approval of Minutes from July 6, 2020: Lopez-Coronado asked that the number of professional members be listed as 445, not 45. Benson motioned to approve minutes as amended. Lopez-Coronado seconded the motion, minutes were approved.

- III. **President– Iliana Melendez**
 - **Conference Update(s)**
 - i. **Budget:** Melendez provided the most up to date budget to the board; She had hoped to hear from AT&T today as of 11am; AT&T fine with moving conference to Austin October 23-25, 2022, with no additional financial costs. Melendez has sent contract back to Dean to confirm.
 - ii. Conference team still has to confirm technology and whether to change Go To Webinar from monthly (Sept-Nov) charge or to a pro account instead of standard account. Melendez recommends that we go to Pro account.
 - iii. Hawkins has not accounted for this budget difference (standard vs Pro account) which is about \$1,548 annual difference.
 - iv. Benson motioned moving remainder of marketing budget (\$520) to technology line to cover conference expenses Lopez-Coronado seconded the motion.
 - v. Board Recognition Plaques Alternatives – Melendez explained the process of providing recognition plaques to board members whose term has ended. Melendez is concerned with having enough money for mailing out awards this year as this was not an anticipated expense. Lopez-Coronado suggested that we stay within budget but still recognize board; the expense for this will come out of next fiscal year. Melendez will work with conference team and Randall to make determination. Albart asked that Randall provide updated costs with shipping included.
 - vi. Schedule – conference at glance available on website;
 - vii. Program Proposals – Luna indicated that the team hopes to review by September 4, 2020
 - viii. Registration is scheduled to end on October 16



- ix. Nguyen asked Spicer Runnels will look into interpreters or live captioning and get back to Nguyen. about providing interpreters.

• **Strategic Plan -**

https://docs.google.com/document/d/1gIR0QCVTIJWDc_GIRGfNItFMVdyBiep5/edit

- i. Final Review by Board is needed before sending to membership. The document is located on shared drive and as recommendations for edits were suggested, Ogunlana made edits. Areas with edits included the diversity statement, goals and purpose. Discussion ensued on whether to keep the purpose statement. Melendez feels it is covered in mission and vision statements. Lopez-Coronado mentioned she is fine with taking out purpose. Spicer-Runnels feels the language is already included in the goals. Ogunlana made note to remove it
- ii. Ogunlana mentioned the goal is to send to membership in the next week
- iii. Core Values – Spicer-Runnels would like (TACUSPA) added to this section;
- iv. Diversity Statement – Benson suggested ending the statement early
- v. Goals – only 1st & 2nd bulleted notations will be included on what is sent out to membership for review (3rd bullets are actions items to be used internally)
- vi. Ogunlana noted changes/edits to document while Board members provided feedback;
- vii. Spicer-Runnels suggests rewriting the secondary bullets
- viii. Benson is struggling on how this is formatted and doesn't feel like what is written aligns properly
- ix. Ogunlana will get with Melendez on how to move forward with this.
- x. Benson suggested that the section from Ops Manual be included in what is sent out

IV. President Elect – Ashley Spicer-Runnels – Tabled

V. **Past President – Molly Albart - Tabled**

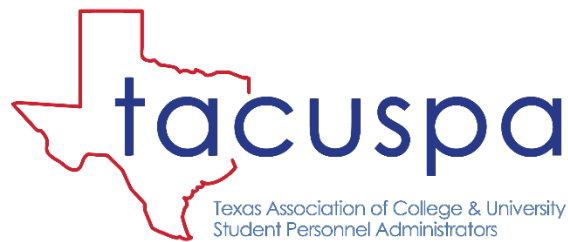
- **Caswell Award**

VI. **Director for Administration – Jody Randall Tabled**

- **Operations Manual: reminder to review your sections in the ops manual and send any edits to Jody.**
- **Awards:** the nominations for our annual awards have been sent to the committee for review. They have a meeting scheduled for Thursday. Unfortunately, we did not receive any nominations in the faculty category – even with the extension. If you, or the Board, have suggestions for any additional steps to take with that category, please let me know. I anticipate having the slate for the other categories (Dissertation, New professional, and Mid-level) ready to present to the board at the August meeting.

VII. **Director for Membership – Staphany Lopez-Coronado - Tabled**

- **Membership Meet-Ups**
- **Membership Updates**



VIII. Director for Marketing – Corey Benson - Tabled

- Weekly emails
- Newsletter(s)

IX. Director for Education & Professional Development – Kristy Vienne - Tabled

- Fellows Update
- Scholarship Recipients
- Career Development
- Webinars

X. Director for Technology – Caryn Hawkins - Tabled

- Technology Updates

XI. Director for Research – Teresa Simpson Tabled

- Journal
- Faculty Engagement

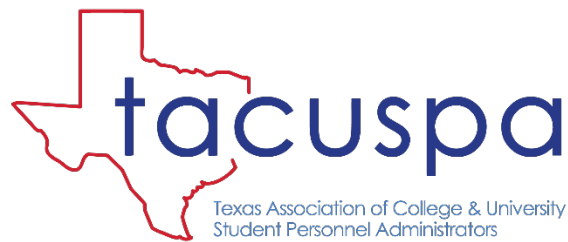
XII. Director for Assessment – Brandon Lee - Tabled

- Quarterly Reports

XIII. Secretary – Lisa Perez - Tabled

- **Agenda Items** – deadline for agenda topics is the Friday before our next meeting.
- **Archiving Responsibilities** – For officer’s transitioning off the board, please submit items no later than last day of Conference 2020. Otherwise, submissions need to be sent to the Secretary by January 31st of each year.

ITEM	OFFICER’S RESPONSIBILITY
Approved minutes from each board meeting	Secretary
Two copies of each conference program	Conference Chair
List of conference attendees for each conference	Conference Chair
List of annual members	Director of Membership
Annual Report	Past President
Awards Database	Director for Administration
Past Conferences Database	Secretary
Financial History	Treasurer
Past Presidents Database	Secretary
Strategic Plan	President
Board members Database	Secretary
Elections Database	Past President
Operations Manual	Director for Administration



Bylaws	Director for Administration
Newsletters	Director of Marketing

XIV. Treasurer – Nicki McGee - Tabled

- **Account Balance Updates:**
 - i. Checking - \$117,400.62
 - ii. Savings - \$62,785.17
 - iii. CDs - \$23,297.88 & \$24,230
- FY21 Budget Proposal Approval - Tabled

President	\$3,500.00
President Elect	\$ -
Past President	\$ -
Administration	\$ 600.00
Membership	\$ 440.00
Marketing	\$ 500.00
Education	\$ -
Assessment	\$ -
Research	\$ 1,600.00
Secretary	\$ 45.00
Treasurer	\$ 5,500.00
Foundation	\$ 4,765.00
Technology	\$ 4,000.00
TOTAL	\$ 20,950.00

- Agreed Upon Procedures review cost approval - \$3,050.00 - Tabled
- Approval to roll over existing CD into another 12-month CD. - Tabled
- Payment Strategic Planning Meeting - Tabled

XV. Foundation – Keith Lamb - Tabled

- **Foundation Updates: No report**
- **Foundation Account Total – No report**

XVI. Good of Order:

XVII. Approval of Reports: tabled

XVIII. Adjournment: Meeting was adjourned at 1:06pm