

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

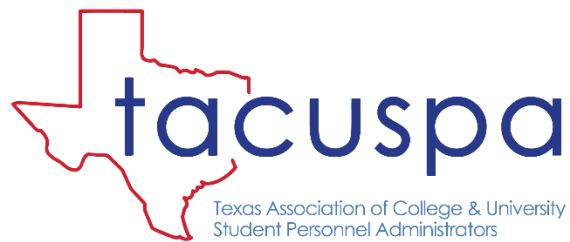
Meeting Minutes | April 6, 2020

Members Present: Iliana Melendez, Lisa Perez, Ashley Spicer-Runnels, Molly Albart, Jody Randall, Teresa Simpson, Kristy Vienne, Corey Benson, Nicki McGee, Brandon Lee, Staphany Lopez-Coronado,
Guests: Rameces Luna, Quynh-Houng Nguyen, Karina Ogunlana, Shelby Hearn, Jodan Bryant

- I. **Call to Order:** Melendez called the meeting to order at 12:05 pm

- II. **Approval of Minutes: March 2, 2020** Benson motioned and Lopez-Coronado seconded. Minutes were approved.

- III. **President– Iliana Melendez**
 - **Conference Update(s):** Melendez following up with everyone pertaining to the conference. Team is discussing options for a person-to-person or virtual conference because of COVID-19. If conference is an in-person experience, team would still like to have a virtual component. Hotel is not cancelling events at this point.
 - Luna reported that he has notified keynote speakers about moving forward. Nguyen reported that if conference is online it would only be for 1 day. They have made room in the program for Hot Topics such as: *What does it mean to be in Higher Ed post COVID-19?* Luna reported that conference team is holding off on requests for sponsorships since institutions are facing budget cuts.
 - Melendez asked the Board for suggestion on the cost for offering a virtual conference. Randall suggested that we venture out of our comfort and look at the association taking the hit on the costs. Benson is looking at platforms to offer the conference virtually. His thought is that it may cost about \$10-15K. **Action Item: Albart suggested that Melendez work with conference committee to review costs and use this data to help inform decisions being made.** Randall also suggested that planning the conference could affect the mental aspect of our colleagues. Spicer-Runnels doesn't believe that it should be one or the other (in person or virtual) but rather offer both and consider a scaled down version of the conference with virtual opportunities to meet the needs of most of the membership. Melendez feels at this point there might be more people wanting to participate virtually. The call for programs will include a section asking presenters if they are able to provide Ed sessions virtually. McGee asked about hotel costs and what that impact would be if there were changes made. Melendez is considering this as well when making a decision.
 - **Strategic Plan:** Melendez has not been able to meet about this. She hopes to get an update at a later time.



- **Summer Board Meeting:** Melendez reported that the summer meeting was on hold; given the climate it will not be an in-person meeting. **Action Item: Melendez will send out information at a later time.**

IV. President Elect – Ashley Spicer-Runnels-no report

V. Past President – Molly Albart

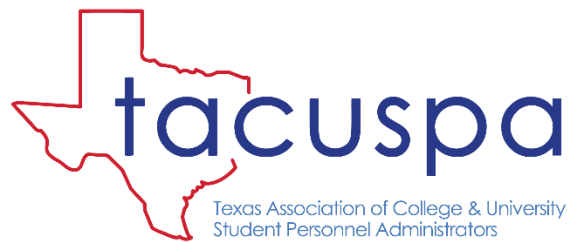
- **Board Structure Task Force:** no report
- **Caswell Award:** Albart reported that an announcement would go out at the same time as the other awards. Albart will work with Randall on this.
- **Elections:** Albart reported that the call for nominations has been sent. There is 1 nomination for President-Elect; 3 for Professional Development; and 1 each for Assessment & Marketing. Elections are planned to open on April 27.

VI. Director for Administration – Jody Randall

- **Operations Manual-** no report
- **Volunteer Sign-Up List –** no report
- **Awards:** Randall is working on awards and hopes to get out this month; She will follow up with Albart.

VII. Director for Membership – Staphany Lopez-Coronado

- **Membership Numbers:** Lopez-Coronado reported there were 432 total members. This is an increase of 20 more members than May 2019 (didn't have a comparison to April 19 in the system). Of the 432, 15 are Emeritus, 405 professional, and 12 student memberships
- She is working with Simpson on a membership level proposal; goal is to have it ready by October. Lopez-Coronado asked Board for suggestions on what is important to know about membership? The following were items that were given: (1) provide opportunity to indicate pronouns on membership form; (2) need to have a way to track faculty; (3) provide opportunity for members to indicate information on dual titles/appointments. **Action Item: Lopez-Coronado will send what is collected regarding membership so that Board can provide more ideas.**
- **Member meet ups:** Lopez-Coronado discussed looking at on-line opportunities for member meet-ups with Spicer-Runnels. She is also looking at providing a mid-year update to membership as a whole. Albart suggested that July might be a better opportunity to offer. Vienne suggested to keep the in person option as an opportunity; Vienne thinks that people will want to socialize. Spicer-Runnels stated that they are looking at Kahoot as an idea to engage membership. **Action Item: Lopez-Coronado will move forward with planning for both in person (July) and virtual opportunities.** Benson suggested partnering with TACHE



since they are already doing virtual engagement. She will be looking at poll options to get an idea from membership on where they would like to have the meet up.

VIII. Director for Marketing – Corey Benson

- **Monthly emails:** Benson received nomination and research information and will be sending out 4/7/2020
- **Newsletter(s):** Benson reported that the newsletter is set to go out April 15; but this date can be changed. Deadline to submit is April 10. He has received information from Simpson and McGee as of today.

IX. Director for Education & Professional Development – Kristy Vienne

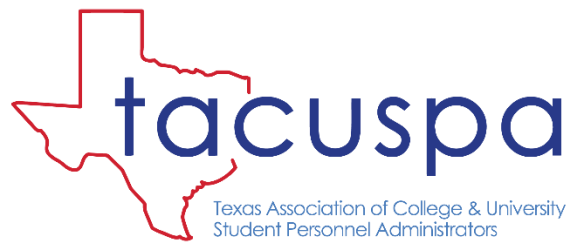
- Vienne will send out updates via email regarding her areas from chairs of each of the respective areas.
- **Fellows Update:** Fellows seem to be doing well; Vienne asking that sponsors be flexible with their fellows under these circumstances.
- **Scholarship Recipients:** Melendez will reach out to Vienne once updates are made
- **Career Development:** no report
- **Webinars:** no report

X. Director for Technology – Caryn Hawkins – No Report

- **Technology Updates**

XI. Director for Research – Teresa Simpson

- Simpson reported on the following: Benson and Simpson will meet weekly in April to move forward on Faculty Engagement (Tuesdays 2-3pm); She will also be meeting with Benson and Hawkins, weekly in April to move forward on the Website WA vs. weekly the best fit for Research (Wednesdays 2-3pm); She and Lopez-Coronado will be meeting weekly in April to move forward with the Review of Membership for Faculty options (Thursdays 2-3pm).
- She is working with Benson and Lopez-Coronado on developing an email that will be sent out to all professional members seeking a few of the following:
 - What are the valued items from your TACUSPA membership
 - What would you like to see as valued items included in your TACUSPA membership
 - Please list all publications to be made available on the TACUSPA website
 - Please share any allemandes that we can share with TACUSPA members in the upcoming monthly newsletter
- Simpson has started a draft template for the new Research page on the Wild Apricot platform



- Simpson will work on developing the template in moving the journal to Wild Apricot. Wild Apricot templates are draft and only viewable by administrative access.
- Simpson needs to follow up with Dr. Mendez on the Research Grant.
- She has not yet fully formed the Research Committee, outside of Hawkins serving as Co-Chair for 2-year voice and leadership on the committee.

XII. Director for Assessment – Brandon Lee

- **Conference Assessment:** no report
- **Quarterly Reports:** no report
- Lee working with Taylor on needs assessment; Campus Labs has approved it; can send it out when we are ready.

XIII. Secretary – Lisa Perez

- **Agenda Items** – Deadline to submit agenda items for May phone conference call is 5/1/20 at COB

XIV. Treasurer – Nicki McGee

- **Account Balance Updates:** Checking: \$116,284.42; Savings: \$62,780.52; CDs: \$23,255.22 & \$24,220.30
- **Payment Strategic Planning Meeting:** Melendez and McGee will talk about this. Melendez has gone over budget due to costs of Austin hotel and Strategic Planning meeting. This has been reported on the quarterly report that will be sent membership.

XV. Foundation – Keith Lamb – report sent via email

- **Foundation Updates:** working on ideas on how to secure items in the Silent Auction room; currently soliciting for auction items
- Slate of nominees has been forwarded to Spicer-Runnels as President-Elect for consideration.
- **Foundation Account Total:** \$60, 979.34; increase from golf tournament and donor donation

XVI. Good of Order: none

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

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