

**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL  
ADMINISTRATORS**

**Official Meeting Minutes | May 4, 2020**

**Members Present:** Iliana Melendez, Lisa Perez, Molly Albart, Staphany Lopez-Coronado, Keith Lamb, Ashley Spicer-Runnels, Corey Benson, Kristy Vienne, Caryn Hawkins, Jody Randall, Nicki McGee

**Guests:** Ramces Luna, Quynh-Huong Nguyen; Jordan Bryant, Karina Ogunlana

I. **Call to Order:** Melendez called the meeting to order at 12:06

II. **Approval of Minutes:** April 6, 2020-Benson motioned to approve the minutes; Lopez-Coronado seconded the motion. Minutes were approved.

III. **President– Iliana Melendez**

- **Conference Update(s):** Luna reported having a conference committee meeting a couple of weeks ago. Group exploring options for virtual offering; Still planning for an in-person conference and working on having virtual for 1 day. Melendez indicated that she is still having difficulty on hearing from hotel. Lamb will also reach out to TACCSAO to see what other VPs are doing with regard to travel. Randall mentioned that her institution will be on travel ban.

Vienne feels that will be the case as well at her institution. How long will it take for us to create the virtual option? Albart suggested doing a quick survey to membership to see what their plans are for travel in the fall. Randall suggested that a decision be made by June. Spicer-Runnels said that faculty who bring students to conference should also be contacted. She feels that July would be a better time to make a decision. Melendez mentioned that if we cancelled with hotel, we would lose the \$20K deposit. If hotel cancels us, then it would look different. Spicer-Runnels suggested maybe looking at offering Austin in 2021 instead of going to Dallas and wondered if it could be negotiated. Benson suggested if we have to keep Dallas because of monetary reasons, then perhaps Austin could be put back in the rotation for 2022. Luna definitely wants to engage members virtually; still wants to recruit educational sessions that can be offered virtually. **Action Item: Melendez asked Lamb to follow up with Foundation on offering an online auction.**

- **Strategic Plan: Mission/Vision and Goals, Core Values, Diversity Statement;** Board needs to review this so that it can be sent to the membership. **Action Item: Melendez will send a google doc to Board to make suggested edits prior to sending to membership.** She is looking at a Monday for planning a meeting specific for strategic planning review.
- **Summer Board Meeting:** It will not be an in-person meeting. **Action Item: Once election results are in, Spicer-Runnels and Melendez will then plan timeline.** Melendez asked board to send dates for June or July that may present issues to have a board meeting.

IV. **President Elect – Ashley Spicer-Runnels:** Is putting together an officer transition guide for everyone. She asked all board members to provide items that should be included.

V. **Past President – Molly Albart**

- **Board Structure Task Force** – no report
- **Caswell Award** – no report
- **Elections:** Deadline is Thursday at 5pm. Thus far there is a 25% participation rate. Albart will be sending a reminder this week. **Action Item: Melendez asked that Benson send out another round of publicity for elections.**

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

- **Operations Manual** – no report
- **Volunteers - no report**
- **Awards-** Randall has created a form with logic and has set a deadline of June 22, 2020 at 5pm. **Action Item: Randall will send link to Board to review for edits. Form has the option to submit recommendation in text or upload it directly.** Randall would also like to create a video for a call of nominations. Would like to go live on Social Media next week and send out a special email. Randall is working on forming the review committee.
- **Naming of Awards Update** – Randall reached out to ACPA and NASPA. NASPA does not have a formal award naming process but plans to look into this.

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

- **Membership Numbers** - 470 total members; of those 15 faculty, 442 professional, 14 students. This is a 14% increase compared to May 2019.
- Lopez-Corando has been looking at benchmarking other associations on how to recruit membership and what they are asking of their membership
- She is also trying to figure out how Wild Apricot can be utilized to capture the information we are looking for. Hope to have a proposal this summer
- **Membership Meet Ups** – Asked Board if we should hold off on planning this until a decision is made with Fall conference. Lopez-Coronado will come up with a few options to present at next meeting. Spicer-Runnels suggested to also think of strategies on how to recruit membership. She also asked that we understand what our break point is financially to make determinations. If we do something in person then will look at Dallas, Austin, Houston, San Antonio. July was a target month to have the in-person meeting. If can't have in person then will move it to online. Randall suggested hosting a virtual social hour. Lopez-Coronado will work with Randall to plan these meet ups virtually.

#### **VIII. Director for Marketing – Corey Benson**

- **Weekly emails:** will go out next Wednesday
- **Newsletter(s)** – was sent out 2 weeks ago. Scheduled to be sent again in August, usually mid-month.

#### **IX. Director for Education & Professional Development – Kristy Vienne**

- **Fellows Update** – no report
- **Scholarship Recipients** – no report
- **Career Development** – no report
- **Webinars** – still conducted 2 webinars this past month. Had about 10 participants in each one. Taylor Kemp is interested in providing a TACUSPA Live on items that were instituted due to COVID-19 to continue to engage students. Benson suggested some things from community colleges and will send to Vienne. Melendez will also send a list.

#### **X. Director for Technology – Caryn Hawkins**

- **Technology Updates** – no report

**XI. Director for Research – Teresa Simpson via email**

- **Journal** – working on website; it has been designed and development is ongoing
- **Faculty Engagement** – working with Lopez-Coronado on survey to members; have great responses with recent and within 5-year publications; will be working with Hawkins after results in to form a new research committee. Simpson thanked Benson, Bryant (fellow), Lopez-Coronado, Hawkins and Spicer-Runnels for supporting and working on these efforts.

**XII. Director for Assessment – Brandon Lee**

- **Conference Assessment** – no report
- **Quarterly Reports** – no report

**XIII. Secretary – Lisa Perez**

- **Agenda Items** – Deadline to submit agenda items for June phone conference call is 5/29/20 at COB

**XIV. Treasurer – Nicki McGee**

- **Account Balance Updates:** \$116,743.96 \$62,782.06 CDs: \$23,266.05 & \$24,222.77
- No payment has been made towards the Dallas conference
- Will begin to look at baseline costs so that she can report back in June.

**XV. Foundation – Keith Lamb**

- **Foundation Updates:** Foundation will meet this month determine how silent auction will be delivered.
- **Foundation Account Total:** \$60,797.34; has a check that will be deposited

**XVI. Good of Order:** none

**XVII. Approval of Reports** – Benson motioned to approve reports. Albart seconded the motion; reports approved

**XVIII. Adjournment:** Melendez adjourned meeting at 1:16pm