

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | January 11, 2021

Quorum: Not Met

Members Present: Ashley Spicer-Runnels, Iliana Melendez, Teresa Simpson, Staphany Lopez-Coronado, Heather Snow, Diana Lee

Guests: Valerie Holmes, Grisell Perez-Carey

Action Items from Previous Meeting on 12/7/2020

- Stephanie Martinez to be included in future Board meeting as Registration Conference Chair – has been invited
- Spicer-Runnels to meet with Melendez, Snow, and Simpson on Think Tank for partnerships before next Board meeting – corresponding electronically
- Spicer-Runnels to follow up with Albart about Board Structure proposal regarding Director of Administration (not listed) – Albart confirmed position would become the VP Operations
- Simpson will take TACUSPA@Work proposal to Research Committee to get feedback and present to Spicer-Runnels – Research Committee discussed during 1/8/21 meeting
- Massengale to follow up with McGee to determine amount available for fellows' scholarships 20-21- in progress
- Massengale, D. Lee, and McGee to follow up on how to recognize 19-20 fellows-\$500 stipend given to fellows who completed project.
- Spicer-Runnels to follow up with Hawkins about support for her position. – waiting on response from Hawkins

I. **Call to Order:** Spicer-Runnels called meeting to order 12:04 p.m.

II. **Approval of Minutes:**

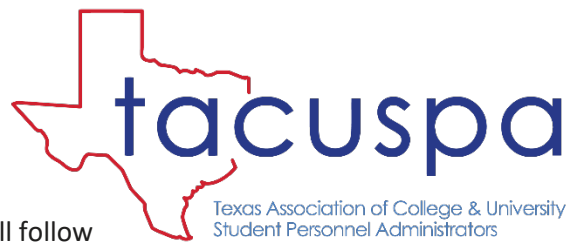
- **Approval of Minutes from December 7, 2020** -tabled quorum not met

III. **President– Ashley Spicer-Runnels**

- **Conference updates** -Holmes & Perez-Carey reported they have been planning for conference and shared the theme: *Influence & Impact: Strategies to Accelerate Systemic Change within the Profession and Beyond*. Conference chairs would like to develop tracks for this conference. Board liked the theme and how it provides opportunities to discuss different topics. Perez-Carey reported that they are working on the selecting conference committee members and want to ensure that there is diverse representation from different institution types. Spicer-Runnels indicated that she would like to include people from community colleges and the Dallas area. Melendez, Spicer-Runnels, and Simpson provided suggestions and Holmes &

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Perez-Carey will follow

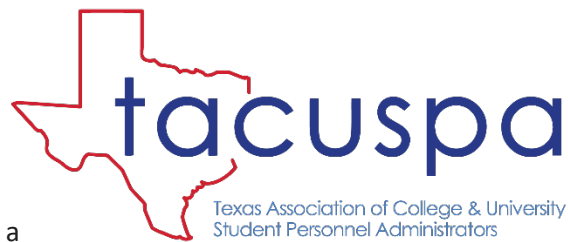
up on committee members.

Holmes provided keynote speakers ideas. Names provided are Julie Winna, Adam Grant, Lori White, Chiquita Collins, Alicia Eggert, and Michele Singh. Lopez-Coronado suggested Jennifer Jones, Snow suggested Ainsley Carry, Simpson suggested Jerry Wallace. Holmes clarified that none of these people presented have been secured. Spicer-Runnels will send out a draft conference budget to Board. Conference rates were approved in San Marcos and those will be reflected in the draft conference budget. Spicer-Runnels will be adding a virtual ticket rate to the conference budget as well. Chairs working with Spicer-Runnels to establish a conference timeline to help determine when a decision will be made to make the conference totally virtual. Melendez suggested that a decision be made by March based on this last year's experiences with venue contracts.

- **February virtual retreat** – Spicer-Runnels reported that February 15-19 is the popular week. She will go with that date that the majority of board has indicated. Wednesday & Friday are the most popular days. Spicer-Runnels asked Board to complete the retreat dates survey if they hadn't already. Link: <http://forms.gle/UkkgP9tFv6DAJNHP8> .
- **Partnerships update** – Spicer-Runnels is trying to set a strategy with the other Board members and will follow up at the February meeting.
- **TACUSPA@Work** – Spicer-Runnels added a page to TACUSPA website called Strategic Initiatives to capture what is being done. Spicer-Runnels has pulled together an advisory board to discuss curriculum to get feedback and to see if this is an initiative that will continue.
- **Upcoming events**
 - a. Webinar: Exploring How the Texas Legislative Sessions May Affect Student Affairs Across the State, January 25th, 12:00 p.m.
 - b. TACUSPA@Work information session, date to be determined; Spicer-Runnels reminded Board that TACUSPA@Work is a 3-part virtual summit. February session will focus on development; March session will focus on Advocacy; and April session will focus on networking. Each session will be 2 hours. The first hour is dedicated to a panel session and the second hour will be allocated for breakout groups. Spicer-Runnels looking for facilitators.
 - c. Board Virtual Retreat – Spicer-Runnels indicated that it will be in February, but dates are pending.

IV. President Elect – Heather Snow

- **Potential Board Restructure Conversation** - Simpson, and Melendez indicated willing to assist. Need to finalize thought process prior to retreat. Board vote in February retreat, then will be sent out to membership for a vote so that if updated it will align with upcoming elections.
- **Operations Manual Updates** – Snow indicated that updates will be done as conversation on board restructure is planned. Will also discuss this at retreat.
- **Volunteer Solicitation Process** – Snow will create an interest form and put into the newsletter. Spicer-Runnels updated TACUSPA website to include all committees and names of people who have indicated their interest in serving. Spicer-Runnels has created a draft of the interest form and Snow can use this as a starting point. Snow asked that Board look at the list on the website and ensure they are aware of the committees they oversee. Holmes suggested we



should identify a

campus to help advocate for people to serve in volunteer roles. Spicer-Runnels and Folsom have been planning to do a PR type of outreach.

TACUSPA champion at each

V. Past President – Iliana Melendez

- **Elections Committee- no update**

VI. Treasurer – Nicki McGee – submitted report electronically

- **Account Balance Updates:**
 - i. Checking - \$113,323.22
 - ii. Savings - \$63,745.08
 - iii. CDs – \$23,351.50 & \$24,234.90
- Cash Flow Report : details for budget lines for each Board member are indicated at the end of the meeting minutes.
- Association Taxes: McGee filed taxes on January 8, 2021

VII. Secretary – Lisa Perez -not in attendance

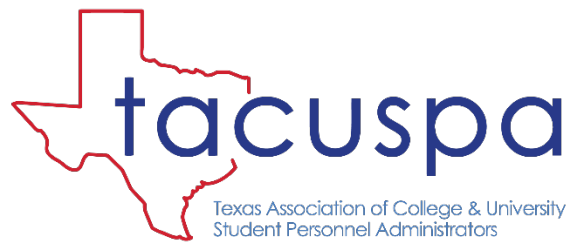
- **Deadline February Agenda:** Spicer-Runnels reminded members to submit items before next meeting.
- **Reminder Archive Items** Due 1/31/21

VIII. Director for Administration – Jody Randall – not in attendance

- **Randall will be working on updating the volunteer report**
- **Operations Manual:**
- **Awards:**

IX. Director for Membership – Staphany Lopez-Coronado

- **Membership Meet-Ups** – would like to do “job searching during the pandemic” as a topic of discussion in February but date is still to be determined.
- **Membership Updates:** 16 Emeritus 23 professionals 3 students for total of 42; Moving forward institutional memberships will be counted separately and will include categories above.
- **Membership Goals:** Lopez-Coronado provided the following goals.
 - i. 10% increase in overall membership (581 in 2020). Goal of 640 members for 2021
 - ii. Develop a 2021 membership profile guide
 - iii. Offer quarterly member engagement opportunities via social media and TACUSPA Cafes.
 - iv. Establish clear membership benefits for students, professionals, and institutional memberships.



X. Director for Marketing – Lacey Folsom -not in attendance

- **Weekly emails**
- **Newsletter(s)** – Spicer-Runnels reported that newsletter will be going out today.
- **Spicer-Runnels** reminded board that social media can be scheduled out in advance.

XI. Director for Education & Professional Development – Diana Lee

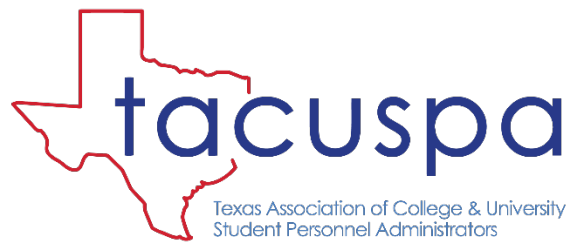
- Scholarships & Fellowships:
 - i. Chair position filled- Karina Ogunlana
 - ii. Updated Fellowship timeline – Lee indicated that it has been updated and fellowships application has been sent out to all graduate students who attended 2020 conference. Application will open until January 29. Goal is to have fellows attend retreat in February. Advertising for 6 fellow projects.
 - iii. Lee indicated that 2020 fellows will be compensated with a \$500 stipend for those who finished projects.
- Career Development: Lee reported that first webinar will be on January 25 @ 12pm via Zoom. Topic: Texas Legislative Session: How does it affect student affairs in Texas? Presenters are Matthew Parson and Laura Harttman from UT System. Lee exploring how to differentiate which Webinars open to everyone or just to members.

XII. Director for Technology – Caryn Hawkins – not in attendance

- **Technology Updates – Zoom Purchase** – Spicer-Runnels reported that TACUSPA did purchase the small business plan from Zoom. Passwords will be updated and sent to Board. Spicer-Runnels has been updating the job postings.
- Spicer-Runnels reached out to Hawkins but has not received any response.

XIII. Director for Research – Teresa Simpson

- Each Research sub-committee has been finalized with co-chairs
- Small group sub-committee meetings begin Week of Jan. 11th
- Formal reporting on each sub-committee back to the larger research committee and that of the TACUSPA Board will begin February meetings.
- Research Committee supported President Ashley Spicer-Runnels discussion of the TACUSPA at Work Summit and offered to support as needed
- Research Committee is in need of TACUSPA Zoom access
- Research website page is fully current with most recent research submitted and member contact information as provided.
- Shelby Hearn needs access to the website serving as co-chair for Research Webpage support. Access request has been sent to Ashley and Lacey
- Minutes from the Research Committee are at the end of these minutes.



XIV. Director for Assessment – Brandon Lee - not in attendance

- Spicer-Runnels asked that Board complete goals first and then the quarterly reports will be submitted to report on the progress of those goals. Quarterly reports should be submitted from September 1-December 1. The next one will be due on March 1. This information will be used to help with annual report.
- **Quarterly Reports – Due 1/26/21** <https://forms.gle/qztSvymxXfca1fyVA>
- **Goals – Due 1/26/21** : <https://forms.gle/FQwYeqp4WngNdZfr7>

XV. Foundation – Elizabeth Massengale – not in attendance

- **Foundation Updates:**
 - i. **Fellow Recognition for 2020** – Spicer-Runnels indicated that fellows were recognized as Lee provided in report above.
 - ii. **Fellowship Amount for 2020-2021** – foundation is changing language in their process to provide flexibility for unusual situations like this past year.
- **Foundation Account Total** – not available. It will be sent out as an update.

XVI. Good of Order: Spicer-Runnels indicated that 10 resumes have been submitted in the Resume Exchange. She was happy with this response.

XVII. Approval of Reports: tabled to the next meeting; did not meet quorum.

XVIII. Adjournment: Spicer-Runnels adjourned the meeting adjourned at 1:09pm.

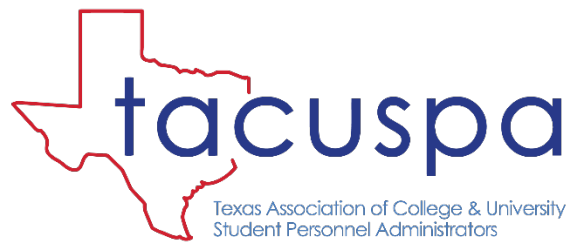
Attachments:

- **Cash Flow Report as of 1/5/21 (see below)**
- **Research Committee Meeting report 1/8/21 (see below)**

TACUSPA CASH FLOW REPORT

January 5, 2021

Revenue Sources	Received To Date
Membership Payments	\$9,565.00
Conference Registration	\$1,445.00
Foundation	\$6,285.83



EXPENSES

2020 Conference		
10/6/2020	Board Member gifts (pending)	-\$129.00
10/25/2020	Speaker gifts (pending)	-\$132.00
	Kevin Sorrell Speaker	-\$8,000.00
Total Expenses		-\$8,261.00

President		\$3,500.00
Remaining Funds		\$3500.00

Administration/Awards		\$600.00
11/11/2020	Conference Award Plaques	-\$274.50
11/14/2020	Conference Award Shipping	-\$36.10
Remaining Funds		\$289.40

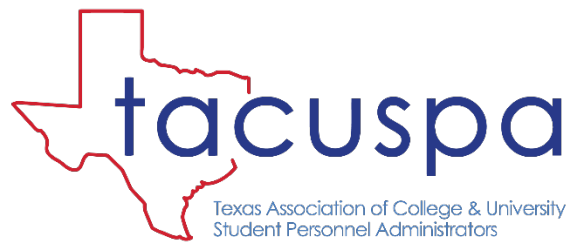
Research		\$1600.00
Remaining Funds		\$1600.00

Secretary		\$45.00
Balance		\$45.00

Treasurer		\$5,500.00
10/20/2020	Quicken Renewal (pending)	-\$55.24
Q1	Bank Fees and Gateway	-\$583.83
Remaining Funds		\$4,860.93

Technology		\$4,000.00
Q1	Google Suite; Logmein webinar	-\$428.24
Q1	Hostway.net	-\$254.72
12/15/20	Zoom	-\$2122.94
Remaining Funds		\$1,194.10

Foundation		\$4,765.00
10/30/2020	Elizabeth Massengale; Payment for Silent Auction	-\$280.00
10/30/2020	Conference Sponsorship; Shelby Hearn	-\$20.00



Remaining Funds		\$4,465.00
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**Research Committee
Friday, January 8, 2021**

Meeting Summary

Friendly Reminders! /Updates

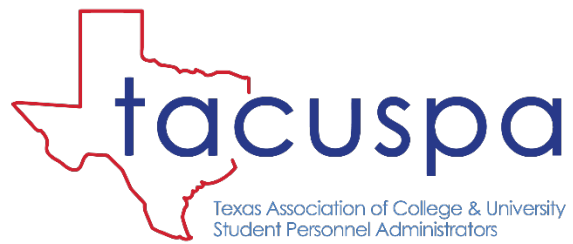
- o Don't forget to renew your TACUSPA membership! \$35
- o Reminder to submit your most recent publications to Teresa and Shelby via the link below or direct email! TINYURL.COM/TACUSPA20
- o Small Group meetings for Research Committee will begin January 2021
- o TACUSPA Fellows Application will be out soon! Please share with fellow members and Graduate Students. Contact Teresa directly and I am happy to be a guest speaker in any course or meeting in promoting the Fellow's Application. Just let me know when/where and how long I have to promote it!

Updates from the TACUSPA Board:

- o Ashley Spicer – Runnels, President TACUSPA at WORK is a 3-part summit offered to TACUSPA members during Feb/March/April of 2021. It will be split up between Panel discussion and virtual breakout sessions. It will be focused on: Professional Development, Advocacy and Networking.
- Student Affairs on Campus, Online Journal – Co-Chair [Jerry Wallace & Erica Giles](#)
- Spring Case Study – Co-Chair Jennifer Edwards & Caryn Hawkins
- 2021 Research Grant - Co-Chair, Jeff Stietzel
- Faculty membership – Co-Chair, [Gabriela Silvestre & Jerry Wallace](#)
- TACUSPA Research Webpage - Co-Chair Shelby Hearn
- Texas Faculty in Higher Ed List Serv - Co-Chairs, Peggy Holzweiss and Krista Bailey
- Future partnership with peer Orgs and Associations – Co-Chair Shelby Hearn, Art Simpson and [Gabriela Silvestre](#)
- Assessing “The State of Student Affairs in Texas”: Co-Char Ashley Spicer-Runnels, [Krsita Bailey](#), [Peggy Holzweiss](#), [Shelby Hearn](#) and [Gabriela Silvestre](#)

Committee Members

Ashely Spicer-Runnels, Ex-Officio/TACUSPA President, TAMU-SA - p
Teresa Simpson, Chair for Research, Lamar - p
Caryn Hawkins, Blinn -Bryan
Jennifer Edwards, Tarleton
Jeff Strietzel, Baylor
Peggy Holzweiss, SHSU - p
Krista Bailey, TAMU -
Erica Giles, UTRGV - p
Gabriela Silvestre, SHSU - p
Shelby Hearn, TAMU, Grad. Student/2020 TACUSPA Fellow - p
Art Simpson, formerly Lamar
Jerry Wallace, UH-D - p
Joanne Olson, UH-V



Matthew Fuller, SHSU