

## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | April 5, 2021

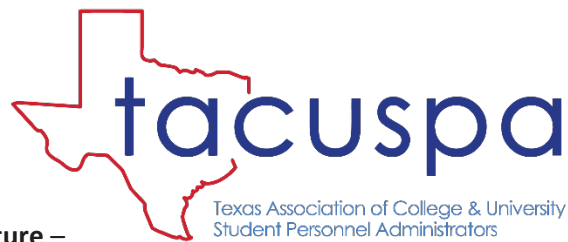
Quorum: Yes

**Members Present:** Ashley Spicer Runnels, Heather Snow, Nicki McGee, Staphany Lopez-Coronado, Diana Lee, Caryn Hawkins, Jody Randall, Lacey Folsom, Teresa Simpson, Elizabeth Massengale

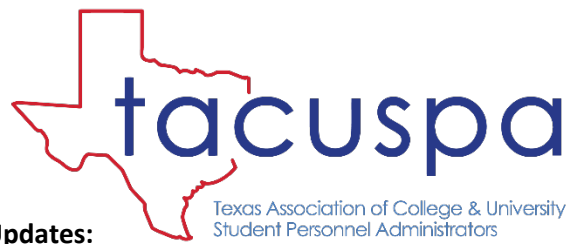
**Guests:** Trevor McCray, Reyna Flores

### Action Items from 4/5/21 Board Meeting

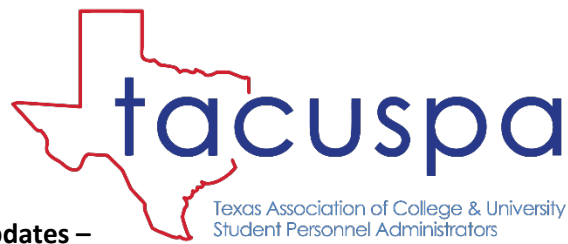
- Martinez to follow up with conference team regarding faculty opportunities.
- Board members to forward ideas for engaging members during the summer to Spicer-Runnels.
- Board members to complete annual goals and quarterly reports (see list of members below)
- Snow to email Board clarifying points about the restructure in case of questions.
- Send book suggestions to Lopez-Coronado.
- Board to review content area on website and send updates to Folsom.
- D. Lee to provide contact information and fellow projects to Spicer-Runnels
- Simpson to work on editorial board proposal and send to Snow for approval
- Massengale to send Snow Foundation Board nominations for approval.
  
- **Call to Order:** Spicer-Runnels called meeting to order at 12:03 pm
  
- **Approval of Minutes:**
  - **Approval of Minutes from March 1, 2021:** Lopez-Coronado motioned to approved minutes, Hawkins seconded. Minutes approved.
  
- **President– Ashley Spicer-Runnels**
  - **Conference updates** – S. Martinez reported that website is being updated. April 26 will be launch date for registration. May 1 is the date for call for proposals.
    - Simpson asked Martinez to follow up on feedback given about faculty opportunities during conference.
  - **Upcoming events**
    - c. TACUSPA@Work focus on Networking, April 14, 2021
  - Spicer-Runnels is looking for other forms of assessment and would like baselines for initiatives.
  - Spicer-Runnels is looking for ways to keep membership engaged during summer; wants it to keep momentum going as we get closer to conference. If have ideas, forward to Spicer-Runnels.
  
- **President Elect – Heather Snow**



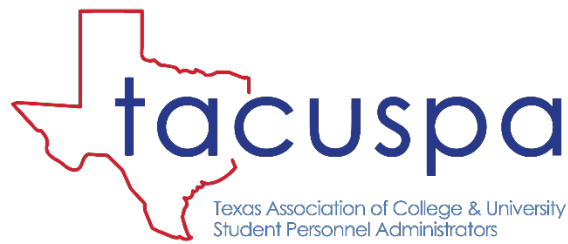
- **Board Restructure** – Snow provided 2 attachments of current board structure and proposed restructure to the board via email. (attached)
- Timeline presented by Spicer-Runnels and further explained by Snow.
  - i. Proposed Timeline:
  - ii. Present timeline to the Board - April 5<sup>th</sup>
  - iii. Distribute operations manual changes to members - April 7<sup>th</sup> – May 7<sup>th</sup>
  - iv. Appoint Elections Committee - May 1<sup>st</sup> or sooner
  - v. Voting to approve new Board structure - May 10-May 20<sup>th</sup>
  - vi. Call for nominations - May 24<sup>th</sup> – June 4<sup>th</sup>
  - vii. Voting for new Board members - June 7 – 17<sup>th</sup>
  - viii. Notify new Board members - June 18-24<sup>th</sup>
  - ix. Announce new Board members - June 25<sup>th</sup>
- Spicer-Runnels would like to host information sessions and have them recorded so as to be transparent of what all is being proposed.
- Spicer-Runnels asked that email be sent to board with the information about the restructure so that they are prepared in case there are questions asked of board members.
- Lopez-Coronado suggested changing the colors of those who are board members vs election positions or changing all board members to VP titles. She indicated that it was unclear to see which positions are board members/appointed positions.
- **Operations Manual Updates** – Snow reported that much of operations manual updates are dependent on whether board restructure passes. Updates to come later.
  
- **Past President – Iliana Melendez (not available)**
  - **Elections Committee**
  
- **Treasurer – Nicki McGee**
  - **Account Balance Updates:**
    - i. Checking - \$114,450.41
    - ii. Savings - \$63,746.65
    - iii. CDs – \$23,383.16 \$24,236.69Need to meet with Financial Advisory Board to discuss CD that is up in August
  - Cash Flow Report 4/1/21 (at end of minutes)
  
- **Secretary – Lisa Perez (unavailable to attend)**
  - Deadline May Agenda: April 30, 2021
  
- **Director for Administration – Jody Randall**
  - **Volunteers:**
  - **Awards** – will begin annual awards process soon.
  
- **Director for Membership – Stephany Lopez-Coronado**



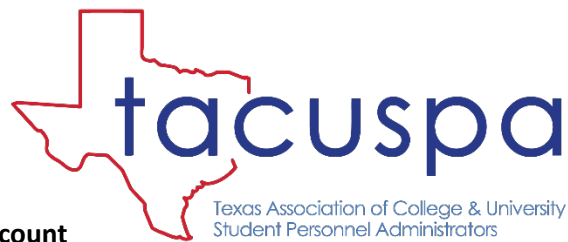
- **Membership Updates:** 15 Emeritus 338 institutional 52 professional 8 student for total of 413 memberships; Lopez-Coronado updated who is the contact for memberships.
- Reyna (fellow) is creating a spotlight form as a way to highlight members and the things they are doing; hope to use this for social media content.
- Summer Book Club is an idea that they would like to try during June and July. Suggestions should be sent to Lopez-Coronado. Goal is to have poll regarding books to read on social media at end of April.
- **Membership Meet-Ups:** Lopez-Coronado would like to hold a virtual meet up during the week of June 21.
- **Director for Marketing – Lacey Folsom**
  - Folsom working to promote all that is being done with TACUSPA through all mediums.
  - Lopez-Coronado and Folsom met to discuss membership to update website.
  - Folsom working with fellow Steven Smith to engage on social media and also looking at highlighting schools.
  - Any updates to website should be sent to Folsom
  - Spicer-Runnels asked board members to look at area content on website that needs to be updated.
- **Director for Education & Professional Development – Diana Lee**
  - **Scholarships & Fellowships:** Lee introduced 2021 TACUSPA Fellows: Rodolfo Gomez who is working on the Texas Higher Education for DREAMERS project with Jody Randall; Stephen Smith working on social media with Lacy Folsom; Trevor McCray working on affinity-based associations with Iliana Melendez; Reyna Flores working on TACUSPA membership with Staphany Lopez-Coronado; Lauren Loper working on Assessment with Brandon Lee; Bianca Cerda working on TACUSPA Foundation with Elizabeth Massengale. Fellows meeting every month with mentors.
  - D. Lee and Massengale met to discuss how to move forward with Foundation budget and how many fellows they will be able to support in future years. Massengale will discuss budget adjustments with Foundation Board to help with Fellow projects and scholarships.
  - Next scholarship available is for TACHE conference which is in May and will be supported by the President's budget line.
  - Spicer-Runnels asked D. Lee to provide a full list of the fellows, contact information and project information to her.
  - **Career Development:** had webinar last week with Spellman Johnson. The next one in April will be on parenting. The one for May will be a faculty webinar and D. Lee will work with Simpson to get it planned. Spicer-Runnels asked for feedback on the webinar that was offered for members only. D. Lee noticed that the types of attendees were mid-level or higher and thought that the topic may have been perceived as being relevant to upper-level positions.
- **Director for Technology – Caryn Hawkins**



- **Technology Updates –** Budget transfer went through and Wild Apricot is good for another year.
- Planning on job postings being updated
- Also planning for backend technology needs for upcoming elections.
- Password was updated for the google suite; email was sent to members in the previous week.
  
- **Director for Research – Teresa Simpson**
  - Faculty member on Conference Team is Krista Bailey. Bailey to bring feedback to the conference team; would like to see more faculty track sessions; faculty also requesting lounge space and would like to have round table opportunity for faculty to discuss best practices. MEd programs are not the only faculty and would like to work with those in First Year programs.
  - **Student Affairs on Campus, Online Journal** – eformat is the route to go for the peer reviewed process; has to have its own space. It is proposed that there be an editor and then editorial board for the journal. Simpson will work on proposal and send to Snow.
  - **2021 Research Grant:** May 1 is deadline; as of date no research grant applications. Working with Folsom to get word out.
  - **Faculty membership:** Worked with Lopez-Coronado to change language on Institutional membership application; changed from Chief Student Affairs to Senior Administrator which will allow for more inclusivity.
  - Working on an overall list of Higher Ed Programs in Texas.
  - **TACUSPA Research Webpage**
  - **Texas Faculty in Higher Ed List Serv** – first announcement will go out pushing the research grant.
  - **Assessing “The State of Student Affairs in Texas”** – have drafted goals and mission and started to build what the assessment would like. Simpson to bring to future meeting.
  
- **Director for Assessment – Brandon Lee (not able to attend)**
  - B. Lee has an interest to reach out to the membership to see if membership will be available to travel.
  - **Goals** – Spicer-Runnels reminded everyone that updating annual goals needs to be done and then to also update quarterly reports. She provided link and list of those members who still needed to complete goals.
    - i. Link:[https://docs.google.com/forms/d/e/1FAIpQLSdFa2R5inw4biSdWRdaby10VillccYRNWDz5lvz\\_CZUfhGN9Q/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdFa2R5inw4biSdWRdaby10VillccYRNWDz5lvz_CZUfhGN9Q/viewform?usp=sf_link)
      1. President Elect – Heather Snow
      2. Past President – Iliana Melendez
      3. Secretary – Lisa Perez
      4. Director for Administration – Jody Randall
      5. Director for Technology – Caryn Hawkins
      6. Director for Research – Teresa Simpson



7. Director for Assessment – Brandon Lee
  8. Foundation – Elizabeth Massengale
- **Quarterly Reports -**
    - i. Quarterly Report Link:  
[https://docs.google.com/forms/d/e/1FAIpQLSfEA\\_1\\_imxFF\\_VTFtZNwinRGsvo2xWcx75Q9zUZFogZwPyajA/viewform?usp=sf\\_linko](https://docs.google.com/forms/d/e/1FAIpQLSfEA_1_imxFF_VTFtZNwinRGsvo2xWcx75Q9zUZFogZwPyajA/viewform?usp=sf_linko)
    - ii. Quarter 1 (September-November):
      1. President Elect – Heather Snow
      2. Past President – Iliana Melendez
      3. Secretary – Lisa Perez
      4. Director for Administration – Jody Randall
      5. Director for Education & Professional Development – Diana Lee
      6. Director for Technology – Caryn Hawkins
      7. Director for Research – Teresa Simpson
      8. Director for Assessment – Brandon Lee
    - iii. Quarter 2 (December-February):
      1. President Elect – Heather Snow
      2. Past President – Iliana Melendez
      3. Treasurer – Nicki McGee
      4. Secretary – Lisa Perez
      5. Director for Administration – Jody Randall
      6. Director for Membership – Staphany Lopez-Coronado
      7. Director for Marketing – Lacey Folsom
      8. Director for Education & Professional Development – Diana Lee
      9. Director for Technology – Caryn Hawkins
      10. Director for Research – Teresa Simpson
      11. Director for Assessment – Brandon Lee
      12. Foundation – Elizabeth Massengale
  - **Foundation – Elizabeth Massengale**
    - **Foundation Updates:**
      - i. Next Foundation meeting is April 15
      - ii. **Website Review** – looking for ways to rejuvenate the website to help promote the Foundation
      - iii. **Golf Tournament** – Daniel Vasquez is looking for options for golf tournament.
      - iv. **Silent Auction** – will offer virtually but wants to offer in person and needs to work with conference team on the space and whether it has ability to be locked.
      - v. **Foundation Board Slate of Nominees (members & chair-elect)** – 2 members transitioning out; will send to Snow for approval of nominations.



• **Foundation Account**

**Total: \$66,912.42**

- **Good of Order:** Spicer-Runnels asked for feedback on whether to send general message to public about potential changes to structure so think about renewing membership. Board agreed that it was a good idea. Spicer-Runnels and Snow will work on this.
  - Partnership strategy has been worked on and Spicer-Runnels will be sending out information.
- **Approval of Reports:** Hawkins motioned to approved reports and Simpson seconded. Reports approved.
- **Adjournment:** Spicer-Runnels adjourned meeting at 12:58pm.

**Attachments:**

**TACUSPA CASH FLOW REPORT**

**April 1, 2021**

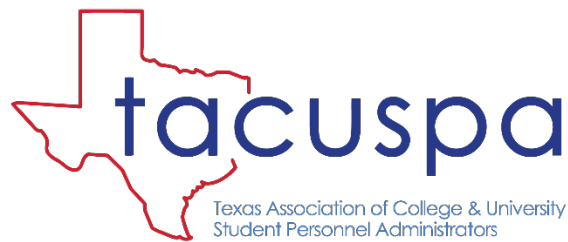
Revenue Sources	Received To Date
Membership Payments	\$17,630.00
Conference Registration	\$1,445.00
Foundation	\$6,540.08

**EXPENSES**

<b>2020 Conference</b>		
10/6/2020	Board Member gifts	-\$129.00
10/25/2020	Speaker gifts	-\$132.00
	Kevin Sorrell Speaker	-\$8,000.00
Total Expenses		-\$8,261.00

<b>President</b>		<b>\$3,500.00</b>
2/24/2021	Retreat DoorDash Gift Cards	-\$350.00
2/24/2021	TACHE sponsorship	-\$500.00
Remaining Funds		\$2,650.00

<b>Administration/Awards</b>		<b>\$600.00</b>
11/11/2020	Conference Award Plaques	-\$274.50
11/14/2020	Conference Award Shipping	-\$36.10



Remaining Funds		\$289.40
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<b>Marketing</b>		<b>\$500.00</b>
Remaining Funds		\$500.00

<b>Membership</b>		<b>\$440.00</b>
Remaining Funds		\$440.00

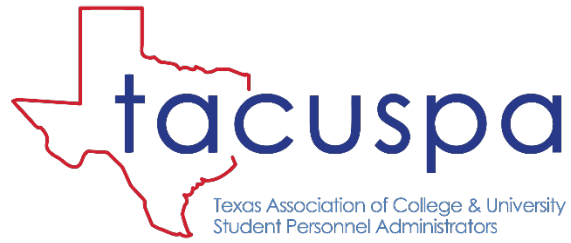
<b>Research</b>		<b>\$1,600.00</b>
Remaining Funds		\$1,600.00

<b>Secretary</b>		<b>\$45.00</b>
Remaining Funds		\$45.00

<b>Treasurer</b>		<b>\$5,500.00</b>
10/20/2020	Quicken Renewal	-\$55.24
Q1	Bank Fees and Gateway	-\$583.83
Q2	Bank Fees and Gateway	-\$833.91
	Postage	-\$7.75
Remaining Funds		\$4,019.27

<b>Technology</b>		<b>\$7,500.00</b>
Q1	Google Suite; Logmein webinar; Hostway.net	-\$682.96
12/15/20	Zoom 1 year	-\$2,122.94
Q2	Hostway.net; Google; etc	-\$751.48
	Wild Apricot Payment	-\$2,073.60
	International Fee for WA Payment	-\$62.21
Remaining Funds		\$1,806.81

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



1/25/2021	3x\$500 Fellows stipends for 2020 contributions	-\$1,500.00
Remaining Funds		\$2,965.00