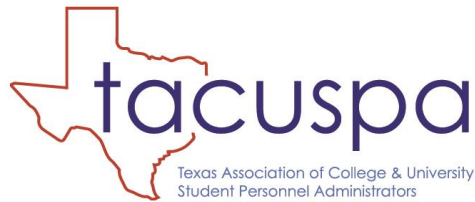


TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS Meeting Minutes | April 2, 2018

Members Present: Molly Albart, Brandon Griggs, Stephanie Box, Hope Garcia, Christine Self, Iliana Melendez, Jennifer Edwards, Pam Shefman, Ashley Spicer-Runnels, and Paulina Mazurek.

Guests: Paul York

- I. **Call to Order.** Brandon Griggs (President) called meeting to order at 12:07 pm.
- II. **Approval of Minutes.** Christine Self (Director for Marketing) moved to approve January/February minutes. Molly Albart (President-Elect) seconded. Meeting minutes passed unanimously.
- III. **President – Brandon Griggs**
 - **2018 Conference**
 - Discussion to consider moving MMI/NPI after lunch. May overlap preconference. Jamal and Paul meeting on Friday to discuss proposal dates, MMI/NPI details
 - Pam Shefman agreed to do “Assessment 101” for preconference
 - **TACUSPA Special Task Force**
 - Discussion on how TACUSPA can best align with NASPA Texas. Molly chairing task force to look at the landscape and make a recommendation on what the next step are for TACUSPA’s involvement/partnership etc.
 - **May retreat**
 - In person meeting to begin 12 pm on May 2 and end at 11 am on May 3 at the UT System Offices in Austin. Lodging provided by TACUSPA at the OMNI downtown.
- IV. **President-Elect – Molly Albart**
 - Updates given on 2019 committees
- V. **Past President – Lisa Nagy**
 - As of today, there are four nominations for president elect, four for director of marketing, two for director of assessment, two for secretary and two for director of education and professional development.
 - **Action Item:** Lisa will reach out to nominees and obtain their acceptance or decline.
- VI. **Director for Administration – Stephanie Box**
 - **Operations Manual Updates**
 - Discussion about where to put foundation on org chart
 - **Action item:** Iliana will get description for career development committee
 - **Action item:** Stephanie will put a placeholder for foundation on committees
 - **Action item:** Molly will talk with Gene about how to best describe the function of the foundation on the manual
 - **Action item:** Iliana will send Stephanie the foundation scholarship timeline
 - **Action item:** Stephanie will send Ashley final version of foundation financial update (pg 29)



- Action item: Stephanie will add dotted box for historian under secretary in organization chart
- **Awards & Recognition Committee Update**
 - Mercedes Moreno named chair of committee
 - Awards timeline discussed; awaiting approval from Lisa N. and Mercedes
 - Nominations will be open this week

VII. Director for Membership – Hope Garcia

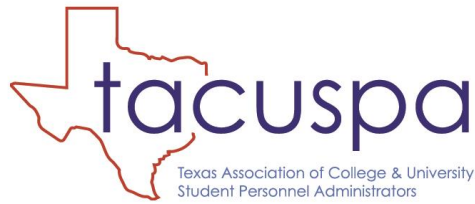
- Emeritus = 15
- Professional = 215
- Student = 3
- Total = 233
- 3 universities pending payment
- Action Item: Hope to reach out to membership mgrs. to inquire about payment status
- Discussion on regional meet ups and how they would succeed in terms of budget, participation, topics, etc.

VIII. Director for Marketing – Christine Self

- **TACUSPA Newsletter**, waiting on election profiles.
 - Option 1: hold to send newsletter
 - Option 2: send election profiles separately (board agrees)
- **Membership Communications Policy** [attached]
 - Action item: All board members should review as we will vote in May meeting
 - Send suggestions to Christine before may meeting

IX. Director for Education & Professional Development – Iliana Melendez (add details from email)

- **Webinars: Recordings and Access through Website**
 - It would allow us to link our membership to all of our recordings on a separate site. Analytic reports would still be run. Discussion pros/cons on whether TACUSPA website or YouTube would be an effective platform to house webinars. Further discussion on this at May meeting.
- **TACHE Recipient**
 - Paulina Romero awarded TACHE registration.
- **UNT Conference Applications**
 - Discussion on changing up the way we advertise for UNT conference applications to encourage more participation.
- **Pre Conference Webinars: When and for Whom**
 - Action Item: Iliana will discuss this item further with Brandon and Paul
- **Recovery account for google account**
 - Currently using the personal email of a board member but it needs to be changed.
 - Action item: Caryn will look at making board, foundation, and treasurer email accounts secondary and/or determine if they are still needed.



- **Wufoo**

- Action item: Caryl will look into transitioning from wufoo to solely google docs. Nobody seems to be using wufoo anymore.

X. Director of Technology – Caryn Hawkins

- No report

XI. Director of Research – Jennifer Edwards

- Action item: Will end a call for articles for the journal within the next two weeks.
- **Social media**
 - Created a higher ed faculty facebook group. This could be used as a resource to workshops.
 - Facebook has capability to share screen on fb live; could be a great option for delivering content to membership
- Action item: Will contact members who volunteered to serve on the research committee.
- Action item: Working on monthly workshops, updated list will be released soon.

XII. Director of Assessment – Pam Shefman

- Action item: Will present the strategic plan at the May meeting

XIII. Secretary – Paulina Mazurek

- Action item: Draft records retention policy

XIV. Treasurer – Ashley Spicer-Runnels [given by Paulina]

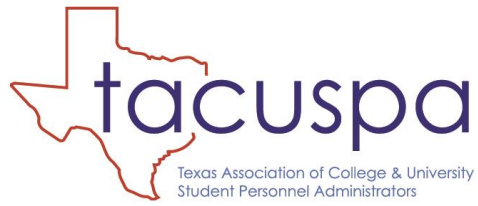
- Checking \$100,074.52
- Savings \$62,742.80
- Quarterly and expense report sent February 2
- Looked into what the website implications would be if we were to split tacuspa and foundation accounts. It would only be feasible if we created a widget for the foundation.
- Board members are not aware of Diana Warren, whom we received a \$600 donation from.

XV. Approval of Reports. (Christine Self (Director for Marketing) moved to approve reports. Pam Shefman (Director for Assessment) seconded. Reports passed unanimously.

XVI. Old Business

XVII. New Business

XVIII. Adjournment. Molly Albart (President-elect) adjourned the meeting at 1:15 pm.



Attachments



FY18 TACUSPA
Expense Update.xls



Quarterly Report
Dec 30 2017 - Feb 2



Membership
Communications Po



Operations Manual
January 2018.docx