

## **Board Meeting and Retreat Schedule**

Houston, TX; Westin – Memorial City

January 31-February 2, 2018

**Wednesday 12:00pm-1:00pm: Lunch at the Westin (*provided*)**

**Wednesday 1:00pm-5:00pm: Strategic Planning Session 1**

**Wednesday 6:00-7:30pm: Group Dinner (*provided*)**

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**Thursday 7:30am-12:00pm: Strategic Planning Session 2**

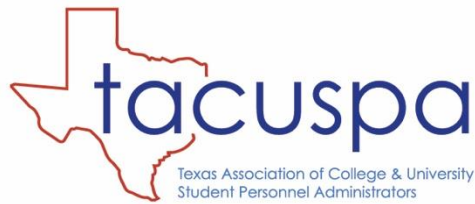
**Thursday 12:00pm-1:00pm: Lunch at the Westin (*provided*)**

**Thursday 1:00pm-5:00pm: Board Meeting and Site Tour**

**Thursday 6:00-7:30pm: Dinner (on your own)**

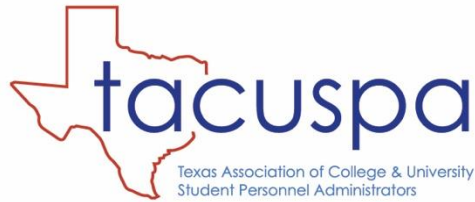
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**Friday 7:30am-12:00pm: Board Meeting**



## STRATEGIC PLANNING SESSION SUMMARY

- Needs assessment from 2017 indicated the following themes:
  - Strengths: People, state identity, quality of conference, loyalty, size of association
  - Challenges: lack of resources, engagement, satisfaction
  - Opportunities: Involvement of graduate students, involvement of young professionals, engagement outside of conference
  - Threats: Budget/resources, diversity/diversity of thought, innovative/relevance
- Outline for Strategic Planning used(attached)
- Collaboratively worked on strategic plan (will be cleaned up and sent to group)
- Reviewed verbiage of mission, vision, and purpose
- Ideas discussed
  - Certification on different topics (on rotation) - conduct, housing, activities, etc
  - Mgmt Track (performance Evals, etc)
  - Training for burnout, supporting lower level staff, fiscally manage department, grant writing) (e-learning courses)



**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS**  
**Meeting Minutes | February 1-2, 2018**

**Members Present:** Brandon Griggs, Molly Albart, Lisa Nagy, Hope Garcia, Christine Self, Caryn Hawkins, Stephanie Box, Iliana Melendez, Pamelyn Shefman, Jennifer Edwards, Ashley Spicer-Runnels, Paulina Mazurek.  
**Guests:** Paul York

- I. **Call to Order.** Brandon Griggs (President) called meeting to order at 12:49 pm.
- II. **Approval of Minutes.** Christine Self (Director for Marketing) moved to approve November minutes. Stephanie Box (Director for Administration) seconded. Meeting minutes passed unanimously.
- III. **President – Brandon Griggs**
  - **2018 Conference Update – Inspiring CHANGE!**
    - Working groups created
    - Outreach to sponsors has started (discussion on silver/gold sponsorship limits)
    - Conference programs will be designed and printed by Stephen F. Austin.
    - General sessions will be held in Azalea ballroom (backdrop and lighting will be added on stage, 2 screens on both sides of stage)
    - Receptions will take place in the silent auction room
    - Most costly items for conference are Wi-Fi and catering. Registration table will that their own bulk Wi-Fi connection. **Action item: Paul will see about adding silent auction on the same Wi-Fi connection as registration.**
    - Working on selection of menus
    - Traditional Monday night reception will not take place this year due to low attendance last several years and to save costs on catering.
    - Run route identified
    - Finalizing details with prospective keynotes
    - Niki McGee will serve as registration lead
    - **Action item: Ashley will send list to Niki on some clean up requests for registration to help with financial bookkeeping**
    - Paul and Jamal (co-chairs) will be POCs with hotel staff on conference day
    - **Action item: Paulina to send Ashley approved conference budget**
    - Attendees will pay for half of parking
  - **Foundation Update 1: Ex-Officio Past-President Member (attachment)**
    - Foundation reviewed language and they were fine with it. This will be an amendment to constitution so will go to membership.
  - **Foundation Update 2: Splitting the TACUSPA Checking Account**
    - Discussion of the pros/cons of splitting foundation into a separate checking account.
    - **Action item: Caryn and Ashley to figure out how widgets on wild apricot will work (as an alternative to a split).** What does it do and does not do. We need the widget to be able to intake money and send to two different accounts.

- Action item: Alicia to find out what foundation needs (Functionality to understand foundation finance types “century club,” Mormon Monk, text to give, etc..)
- **Foundation Update 3: TACUSPA BOD Challenge for Silent Auction**
  - Challenge each board member to donate \$5 for a lottery frame.
  - Action Item: All board members to bring \$5 in May or bring scratch offs.

#### IV. **President-Elect – Molly Albart**

- Will serve as data task force lead
- Action Item: Talk with Gene about how to best describe the function of the foundation in our ops manual
- Action Item: Paulina to send Molly membership lists from archives

#### V. **Past President – Lisa Nagy**

- **Executive Board Election**
  - Election committee currently being recruited
  - Call and elections will take place March/April
  - Campus labs will be used to collect membership votes
  - Discussion about limiting number of people running per position
  - Action item: Lisa, Christine, Pam and Caryn will meet up to discuss next steps on election.
  - Action item: Those rotating off the board should send picture and statement of what you learned, how your experience was, etc., to Christine for upcoming newsletter.

#### VI. **Director for Administration – Stephanie Box**

- Updated organization chart
- Updated volunteer positions under each board member
- Action Item: Will work on creating a TACUSPA master calendar
- has drafted a board transition section that will be proposed

#### VII. **Director for Membership – Hope Garcia**

- [Volunteer list presented](#)
- Membership renewals starting to come in
- Identified discrepancies on google doc
- Action Item: Will report membership numbers at March meeting
- Discussion regarding membership year vs. fiscal year.
  - Action Item: Ashley will look into details on what making the shift would entail.

#### VIII. **Director for Marketing – Christine Self**

- **Spring TACUSPA Times** will be published first week of April. Content includes:
  - Flexible due to election process. Action item:
  - Elections April 2-13
  - Will send a call for articles
  - Action item: Christine and Paulina to talk on how to update membership on board retreat via newsletter
  - Action item: Christine will send Lisa what went out in newsletter and emails regarding elections as a template
- Reminder to submit content for TACUSPA updates by Wednesdays (goes out on Thursdays)
- Action Item: Continue to work on TACUSPA Marketing Plan (due for May meeting)

- TACUSPA Blog options
  - Option 1: could revive BlogSpot blog
  - Option 2: add as a feature to the website
  - Option 3: using twitter chats
  - Content examples: Day in the life of a student affairs professional, Book reviews, other initiatives to get involved

**IX. Director for Education & Professional Development – Iliana Melendez**

- **Scholarship/Moorman fellows timeline**
  - Updated scholarship/fellowship application schedule.
    - April 1 - Call for applications
    - June 1 – Deadline
    - June 10 – Finalists selected
    - June 20 - Fellows interview
    - July 1 – notifications sent to recipients
- Webinar schedule being finalized
- **Action item: Pam and Iliana will look at collecting data on webinars**
- No applications received for UNT higher Ed law conference scholarship yet

**X. Director of Technology – Caryn Hawkins**

- **Action Item: Caryn to review and update website with correct documents**

**XI. Director of Research – Jennifer Edwards**

- **Action Item - Recruit Faculty Fellows**
- Responsibility - (Research) Journal OR EBook
- Responsibility (Opportunities) Expert List, Research Collaboration Lists, and Publication/Grants Opportunity Lists
- Responsibility (Engagement) - TACUSPA Twitter Chats/FB Live
- **Action Item: Send welcome email to new faculty in student affairs and invite them to host twitter chats/fb live**
- Responsibility (Curator) - TX Student Affairs (Current Research and Dissertations)
- Responsibility (Communication) - E-Books
- Virtual Student Affairs Research Academy (All Summer)
  - Methods
  - Research Charrettes (For Feedback)
  - Ask Anything
  - Making Time for Research
  - Looking for Grants
  - Looking for Conference and Publication Opportunities

**XII. Director of Assessment – Pam Shefman**

- No report

**XIII. Secretary – Paulina Mazurek**

- No report

#### XIV. Treasurer – Ashley Spicer-Runnels

- Checking - \$110,450.11
- Savings - \$62739.76
- 2017 conference budget reconciled (attached)
- Budget updated by position (as of December 30<sup>th</sup>)
- FY19 budget process & timeline (attached)
- Discussion regarding registration and attendance discrepancies
- *[As a result of recordkeeping oversight on secretary's part, below motion was retroactively re-voted on September 26, 2018. Original motion took place at February 2018 meeting]*

*(9/26/18) Paulina Mazurek motions to retroactively revote on adding a second in-person board meeting as needed. Expenses for this meeting should be funded by president's budget, not to exceed \$3,000. Caryn Hawkins (Director of Technology) seconded. Motion passed unanimously.*

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XV. **Approval of Reports.** Pam Sheffman (Director for Assessment) moved to approve reports. Hope Garcia (Director for Membership) seconded. Reports passed unanimously.

#### XVI. Old Business

#### XVII. New Business

- Action item: All positions to put their most recent working files on google doc
- Action item: Christine to work on communications policy to replace list services section in ops manual
- Action Item: Brandon/Stephanie to include rotation for conference in the ops manual
- Action item: Paulina to work on records retention policy
- Action item: Hope & Caryn to work on making member directory available to all members behind the log in wall
- **Ex officio position for Foundation Past Chair**  
Christine Self motioned to update and operations manual: (Page 5) *Section 1. The officers shall be the President, President-Elect, Past President, Vice President for Administration, Vice President for Marketing, Vice President of Membership, Vice President for Education and Professional Development, Treasurer, Director of Technology, Director of Research, Director of Assessment, Secretary, and Foundation Past-Chair (Ex-Officio). All of the officers shall be elected by the voting membership in the manner described in the By-Laws. (Page 6) M. Foundation Past Chair (Ex-Officio) - serves a one year term as a non-voting member. Hope seconded, motion passed unanimously.*
- **Vision Statement**  
Molly motioned to approve revised vision statement as written "TACUSPA will be a nationally-recognized professional association, known as a leader in the development and promotion of student affairs in the State of Texas." Pam Shefman seconded. Motion passed unanimously.
- **Core values**  
Paulina motions to approve revised core values as written. "Development: Focusing on the broad issues and administration of student affairs while recognizing that many members have interests or responsibilities in specialized areas and meeting the needs of its members.  
Network: Providing opportunities to build community through the annual conference and other programs.

*Scholarship: Seeking to enhance student affairs by supporting research, articulating contemporary issues, sound assessment, and supporting graduate programs.*

XVIII. **Adjournment.** Brandon Griggs (President) adjourned the meeting at 9:41 am.

## Attachments



Proposed changes TACUSPA Strategic 2017-Member-Need TACUSPA Ideas to SKM\_C55818022805  
to the TACUSPA Opε Plan Tracking.xlsx s-Assessment.pdf include for strategic 460.pdf



SKM\_C55818022805 SKM\_C55818022805  
461.pdf 462.pdf

**TACUSPA RESEARCH  
TWITTER CHAT SCHEDULE**

How to Tweet Week!  
Thursday, Feb. 22nd @ 3pm

Finding Your Research Passion and Why Research is  
Important in Student Affairs  
Twitter Chat and Webinar  
Thursday, March 1st @ 3pm

Outlining and Organizing Your Research Project  
Twitter Chat and Webinar  
Thursday, March 8th @ 3pm

Forming a Lit Review and Navigating the Research  
Databases  
Twitter Chat and Webinar  
Thursday, March 22nd @ 3pm

Collaborating with Others to Form Research Projects  
and Partnerships  
Twitter Chat and Webinar  
Thursday, April 5th @ 3pm

Types of Student Affairs Research Approaches  
Twitter Chat and Webinar  
Thursday, April 26th @ 3pm

Virtual Student Affairs Research Academy  
Summer 2018