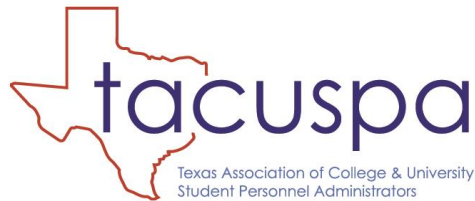


TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes Monday, November 2, 2015

Attendees: Lisa McDougle, Jeff Jackson, Stephanie Box, Christine Self, Adam Peck, Andrea Mitchen, Corey Benson, Brandon Griggs, Lisa Nagy, Mark Munguia, Paulina Mazurek, Molly Albart, Ashley Spicer-Runnels, and Lacey Claver.

- I. **Call to Order.** Adam Peck (President) called the meeting to order at 12:02 pm.
- II. **Approval of Minutes (10/4, Business Meeting 10/5, 10/4-10/6).** Lisa McDougle (Past President) moved to approve all October meeting minutes. Molly Albart (VP for Administration) seconded. Meeting minutes passed unanimously.
- III. **President – Adam Peck**
 - **Quarterly Report Due on December 14**
 - **Fall 2016 Conference Update** (Lacey Claver and Ashley Spicer-Runnels)
 - Meeting with committee this month
 - Intend some cuts to budget and will re-present in December meeting
 - **Officer Goals/Strategic Plan**
 - **Discussions with ACPA**
 - Approached us about working together; looking to engage members in Texas
 - Mel Martinez and Adam will further discuss soon
 - **Discussions with THECB/TCCSAA**
 - Adam met with THECB, outcome that THECB strategic plan now reflects the co-curricular side in their strategic plan.
 - Wanted to help people understand student affairs profession.
 - Ensure students are developing marketable skills...hard to have that happen on the academic side. Adam participated in discussion ... changed strategic plan to reflect co-curricular side in their strategic plan.
 - **Budget Planning** Refer to Mark's report below.
- IV. **President-Elect – Lisa Nagy**
 - **Action Item: Plans to have a proposal regarding conference sites by January**
- V. **Past President – Lisa McDougle**
 - **2015 Conference Committee updates**
 - Corey and Lisa working on finalizing budget; should be ready by next meeting
 - **Board position titles research progress**
 - Research in progress



VI. Vice President for Administration – Molly Albart

- **Action Item: Molly will send the most recent operations manual to all board members.**

VII. Vice President for Membership– Stephanie Box

- **Final 2015 membership numbers:**
 - *Institutional campuses:* 52 (down 1.8% from 2014; UTRGV combined into 1)
 - *Professional members:* 618 (up 7.5% from 2014)
 - *Student members:* 45 (down 36.6% from 2014)
 - *Emeritus members:* 11 (no change)
 - *Total individual members:* 674 (up 2.6% from 2014)
- **2016 membership renewal timeline**
 - *New institutional membership form.* Working with Corey to create a new form on Wufoo. Adding an item for a “contact person.”
 - **Action Item: Email all institutional contacts/CSAOs on November 15**
 - **Action Item: Email all non-renewed members on January 4**

VIII. Vice President for Marketing – Christine Self

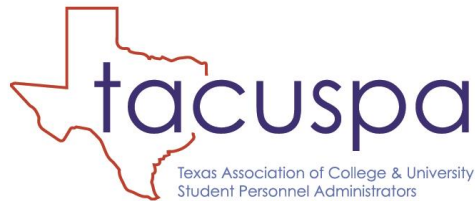
- Winter newsletter/newsletter editor appointment will be determined soon
- Next newsletter will go out December 7
- **Action Item: If you did not receive an email from Christine regarding newsletter submission, make sure you let her know so she can add you to her email list.**
- Will be coming up with a social media action plan. **Action item: Any suggestions regarding social media should be sent to Christine**
- TACUSPA blog discussion. How can we revive it? Do we need it?

IX. Vice President for Education & Professional Development – Brandon Griggs

- No report

X. Director of Technology – Corey Benson

- **Listeservs** - COPs would like to begin using listeservs.
 - Corey will utilize his existing budget to subscribe to a listserv system.
- **Webinars** - We have been using Jeff’s personal webinar management account, and we need to purchase our own license. (~\$200/mo.)
 - **Action Item: Corey will present a proposal in December meeting regarding webinar mgmt. account and funding needed**



XI. Director of Research – Jeff Jackson

- Next Journal to be out early Spring

XII. Director of Assessment – Andrea Mitchen

- Conference assessment overview/results – 128 responses received; most positive. File can be found in Drobox.
- Individual session received their assessment last week
- Discussed extending relationship with campus labs for conference registration and assessment.
- Need to consider a budget line item for Andrea’s position

XIII. Secretary – Paulina Mazurek

- **Action Item: Will reach out to board members individual regarding items for archives**

XIV. Treasurer – Mark Munguia

- Checking account balance - \$144,430.82 (as of today)
- Will be working on taxes
- Discussion of what fiscally sound means. Outcome: Adam, Lisa M., Lisa N., and Mark will continue conversation offline and consider income vs. expenses and other options regarding setting a threshold.
- Planning for Conference Expenses from Operational Budgets

XV. Approval of Reports. Corey Benson (Director of Technology) moved to approve reports. Stephanie Box (VP for Membership) seconded. Reports passed unanimously.

XVI. Old Business

XVII. New Business

XVIII. Adjournment. Meeting adjourned by Adam Peck (President) at 1:25 pm.