

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Agenda | October 21, 2018

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

Guests: Paul York, Jamal Smith, Kristy Vienne, Nicki McGee, Lisa Perez, and Brandon Lee.

- I. **Call to Order.** Brandon Griggs (President) called meeting to order at 11:38 am

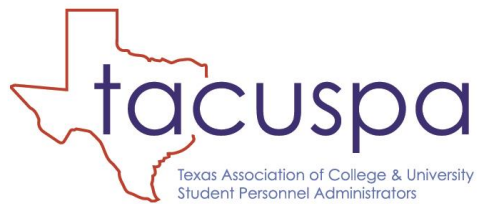
- II. **Approval of Minutes.** Lisa Nagy (Past President) moved to approve September minutes. Molly Albart (Present-Elect) seconded. Meeting minutes passed unanimously.

- III. **President – Brandon Griggs**
 - Conference Update (Paul)
 - Registrations currently at 283 (Pending ~20 that need to pay)
 - No conference bags provided this year to cut costs
 - Franklin Covey will be giving away copy of “The speed of trust” by Stephen Covey.
 - Wi-Fi for conference complimentary
 - Expect to go over budget by 2-3K once all expenses are reconciled
 - Provided updates on meeting room changes
 - Reviewed Overview and Run of Show/Script - [attached]
 - **Foundation Raffle Change – Foundation Chair, Chair-elect, and TACUSPA president will not be eligible. This was a joint decision made by Brandon Griggs and the foundation chairs.**

- IV. **President Elect – Molly Albart**
 - No report

- V. **Past President – Lisa Nagy**
 - No report

- VI. **Director for Administration – Stephanie Box**
 - **Awards – criteria, rubrics, and selection**
 - Criteria change: Would like to change “contribution” to “engagement for criteria under new professional award.” Board agrees. **Action item: Stephanie will make change in ops manual.**
 - There is currently no rubric with rankings. **Action item: Stephanie will create a rubric based on each award criteria.**



- i. Action item: Stephanie will move all wufoo forms to google forms, this includes volunteer forms.
 - ii. Jennifer provided a rubric to Stephanie. research committee could possibly review dissertation nominees since awards committee may not be able to give a good evaluation on that type of document
- **Officer transition reminders**
 - i. Meet with the new person and provide support throughout the year.
 - ii. Access, passwords, etc...

VII. Director for Membership – Hope Garcia

- Discussion on whether we want to allow more than one institutional membership per institution. Board agrees we can allow for more than one because of administrative barriers at institutions.
- Discussion on whether we want to allow swapping out of members in institutional memberships. Membership transfers policy is listed in the ops manual but needs to define “transfer.”
- Action item: Hope will come up with verbiage for both of these points to include in ops manual.
- Membership #s as of 11-12-18 *[email info...added to minutes]*
 - i. Emeritus: 14
 - ii. Professional: 466
 - iii. Student: 30
 - iv. Total: 511

VIII. Director for Marketing – Christine Self

- No report

IX. Director for Education & Professional Development – Iliana Melendez

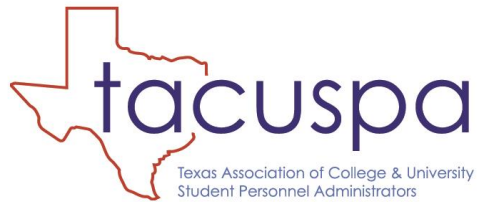
- No report

X. Director of Technology – Caryn Hawkins

- No report

XI. Director of Research – Jennifer Edwards

- There is a lag in the number of people interested in research (have done 5 calls – scholars, chats)
 - Is there a lack of interest in socializing in research, or doing research?
 - Goal for this conference will be to engage members in research
 - #TACUSPAresearch – tonight, tweet about Dr. Alquist. Every day there is a call to action



- There are few submissions for the research Journal.
- **Action item: Jennifer will put out call for submissions for research grant. Decisions can be made by Dec 15 and they can have the spring semester to do their research.**
- Jennifer suggests a campus liaison for research. Maybe can do a webinar?
- **Action item: Jennifer to look at membership form to see if any changes need to be made in terms of adding research liaison**
- Jennifer suggests we can reach out to people who have just completed dissertations to personally invite them to submit to the journal
- TACUSPA Research domain and square space have been updated. Action item: Jennifer will send this information to Ashley

XII. Director of Assessment – Pam Shefman

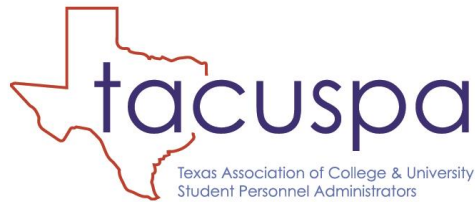
- No Report

XIII. Secretary – Paulina Mazurek

- No Report

XIV. Treasurer – Ashley Spicer-Runnels

- Balance updates
 - Checking: \$116,218.98
 - Savings: \$62,752.25
- TACUSPA Foundation (revisiting discussion)
 - Should foundation have their own checking account? The foundation functions as a separate entity and it would help with scholarships/fellowship tracking, but there are also tax exemption implications. Currently, the treasurer reimburses scholarships and fellows.
 - CDs started at 2002 but were not defined on where the contributions would go.
 - We need to determine if separating accounts would be functional in Wild Apricot.
 - Suggestion for a task force to address this issue. The next audit is in two years but we can't wait until then to make a decision.
 - Currently, TACUSPA is the owner of all funds because the foundation is a part of TACUSPA.
 - Kristy suggests creating a workflow map first and then we can determine which instrument would make it work. Is it possible to have a trust/endowment account?
 - Include timeline of what you send to Ashley.



○ Timeline of issue:

April 2017. Per Bank of America, there is no harm in opening separate checking account for foundation. Foundation operates as a committee therefore was unable to operate as separate entity for tax reasons. Action Item: Lisa and Ashley will discuss next action steps

May 2017. This item tabled until June meeting.

June 2017. Lisa N and Ashley to discuss separation of foundation checking account offline

August 2017. Iliana Melendez (Director for Education & Professional Development) motioned to approve the opening of a separate foundation checking account. Molly Albart (Director for Administration) seconded. Motion passed unanimously.

November 2017. Ashley will separate TACUSPA and foundation checking accounts soon

December 2017. Ashley will separate TACUSPA and foundation checking accounts soon

February 2018. Foundation Update 2: Splitting the TACUSPA Checking Account. New concerns were raised offline about splitting the accounts. 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..)

April 2018. Caryn reminds board that it would only be feasible in Wild Apricot if we created a widget for the foundation.

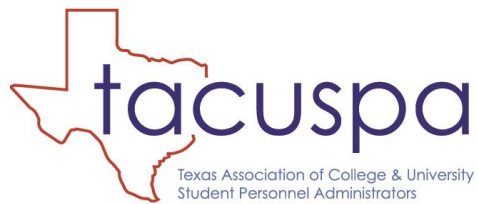
October 2018. Action item: Ashley will to lead task force and bring recommendation for a solution/next steps for the in-person May 2019 meeting.

II. Approval of Reports. Stephanie (Director of Administration) moved to approve reports. Pam Shefman (Director of Assessment) seconded. Reports passed unanimously.

XV. Old Business

XVI. New Business

- Foundation awarded 10 scholarships and 4 fellowship.
- Foundation balance as of 8/31/18 is \$ 44,889.
- Stephanie Box (Director of Administration) motioned to increase scholarship and fellowship budget as requested by foundation from \$7739 to \$8299. Ashley Spicer-Runnels (Treasurer) seconded. Motion passed unanimously.



XVII. Adjournment Christine Self (Director of Marketing) motioned to adjourn the meeting, Pam Shefman (Director of Assessment) seconded. Brandon Griggs (President) adjourned the meeting at 1:18 pm.

Attachments:



TACUSPA 2018 FULL
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