

## **TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS**

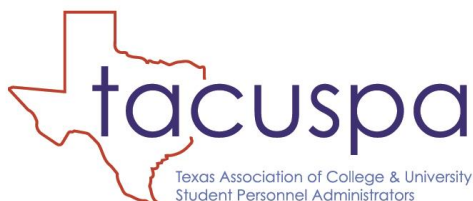
**Minutes | February 12 – 13, 2019 on Site at Embassy Suites San Marcos**

### **February 12, 2019 Board Retreat**

**Members Present:** Jennifer Edwards, Brandon Lee, Tabitha Williams, Caryn Hawkins, Corey Benson, Kristy Vienne, Brandon Griggs, Ashley Spicer-Runnels, Iliana Melendez, Stephanie Box, Amanda Drum, Hope Garcia, Lisa Perez, Molly Albart, Nicki McGee

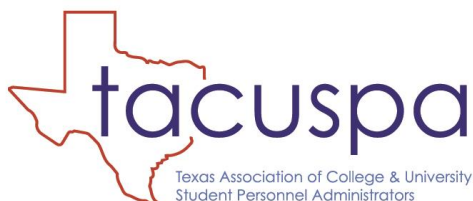
*Guests:* Faith Miller (Fellow)

- I. Call to order:** In person meeting was called to order at 12:35pm at Embassy Suites in San Marcos, TX
- II. Introductions:** Fellow Faith Miller explained where she is in her career and Board members introduced themselves to help her understand their roles at their universities and within TACUSPA.
- III. Conference Planning 2019 & Site Tour – Molly Albart**
  - a. Albart passed out last year's conference schedule and asked members to make notes while touring the facility (attachment):**
  - b. Members provided the following thoughts in regards to schedule:**
    - i. Drum mentioned that having Silent Auction and Foundation presence on schedule helped with overall contributions to Silent Auction and Foundation; she reminded conference chairs that Foundation needs a room that is big enough and visible for silent auction.**
    - ii. Drum also reminded conference chairs to make sure that schedule for Silent Auction is aligned accordingly and isn't overlooked when conference schedule is finalized.**
    - iii. Edwards requested that Journal Editorial Board meeting not be scheduled too late in the program. Conference Chairs will take this into consideration.**
    - iv. Vienne requested that Fellows have time to meet with Dr. Moorman prior to being recognized. She also asked the how the fellows are recognized also be taken into consideration.**
    - v. Pre-Conference time may need to be reconsidered; starting it at 9am is not conducive to conference location in San Marcos.**
    - vi. Suggestion was made to look at Tuesday morning schedule and perhaps provide some reshuffling of items for this day.**
    - vii. Williams indicated that Conference Chairs are putting together a list of restaurants for participants. They will also provide an opportunity for those who come to conference individually to have an opportunity to network with others for dinner.**

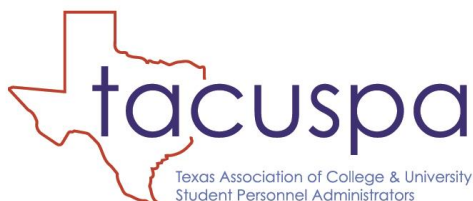


- viii. Conference team also planning on doing something with graduate students on Monday evening
  - ix. Conference team looking at possibility of having a graduate student experience track. Team needs to explain this in the in program; team should prepare for higher attendance by SAHE program students from nearby university/colleges.
  - x. Albart reported she needs an NPI chair – Benson suggested Dr. Jennifer Taylor from UTA; Vienne also offered to assist. **Action Item: Albart to follow up**
  - xi. Discussion on Kevin O’Connell as 3<sup>rd</sup> keynote speaker; he’s presenting at NIRSA; **Action Item: Albart will get feedback from colleagues who attended NIRSA and will then decide if he will be pursued.**
- c. Conference Planning Topics
- i. Williams provided handout on conference planning team contact. (Attached)
  - ii. Handout information on Embassy Suites Site Visit; has information on guest room block, break out sessions, registration, AV/tech, Wi-Fi, things to highlight and action items
  - iii. Addendum to Agreement for Hotel: Spicer-Runnels requested that room block deadline date be moved later since close to beginning of fiscal year. **Action Item: Williams/Albart will ask about a later date;** looking at increasing room block. **Action Item: Williams will work on changing the numbers and getting new figures**
  - iv. Legacy Planning: Albart posed the following question to Board: *What can we do to be strategic with conference planning?* Below is a list of brainstorming ideas:
    - 1. Always have 2 co-chairs for succession planning
    - 2. Be strategic with contracting hotels
    - 3. Spicer-Runnels suggested having transition meeting or having a shadowing experience for Conference Chairs
    - 4. Transition Binder or documents
    - 5. Chair for conference should be a member of the Board
    - 6. Board members should clearly identify how they connect to conference planning team.
    - 7. Create a checklist and document steps of the process. Drum reminded Board that there was one created for 2010 conference; is this something that a Fellow can do? Concerns arose around being mindful of who is responsible of doing this; how will this be delegated?
    - 8. **Action Items:**
      - a. **Vienne & Spicer-Runnels are willing to assist with better documentation of board responsibilities with conference;**
      - b. **Albart, Williams, McGee will work to document conference processes**

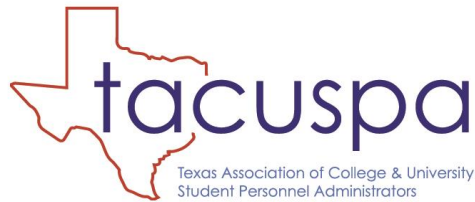




- ix. Draft schedule for review: handout provided to members
- x. Awards: Box wants headshots for all of awardees; asks that the pictures be emailed to her.
- xi. Volunteer Recognition: Spicer-Runnels likes names rolling on slides and asking them to stand to be recognized; Change in program will include asking volunteers to take pictures at back of room with backdrop;
- xii. Sponsor packet – **Action Item: Albart asked that Board send names to Williams if they have ideas for vendors to contact.**
- xiii. Planning timeline – (attachment) Board review and give feedback if things need to change
  - 1. Garcia has idea for regional meet ups and wants feedback. **Action Item: Board to provide feedback to Garcia on timeline**
  - 2. Spicer – Runnels suggested that program complete deadline be added. **Action Item: McGee will add date for program deadline.**
  - 3. Drum - Silent Auction discussion needs to be included in timeline. **Action Item: McGee to follow up with Drum.**
- xiv. Guidebook/program: Albart would like to have an electronic format; Board not opposed to looking at alternative format for program; Reminder by Benson that Wild apricot has a mobile app. **Action Item: Hawkins to work with Albart, McGee, and Williams for options for electronic program.**
- xv. Payments/\$\$ procedures. Spicer-Runnels provided a handout with reminders and suggestions regarding requesting money from TACUSPA. Below is a summary.
  - 1. Make purchases prior to conference
  - 2. Please do not make purchases on university pcard (too many reimbursements made to pcards)
  - 3. Try to limit purchases to chair or President
  - 4. Try to prevent using credit card at conference
  - 5. Identify a budget liaison from conference team to be in constant contact with treasurer
- xvi. Excursion: **Action Item: Williams will be looking at excursion packages for participants; Grad students also want to bring back Instagram Challenge**
- xvii. Registration Fees; Suggestion was made that registration chair send out reminders to participants about still needing to pay for conference. **Action Item: McGee will follow up on this with registration chair.**



- xviii. **Conference Registration Rates/Budget:** Griggs provided new budget sample (attachment); highlights from the document included: eliminating partial days from registration types; peer comparison is an average rate. TACUSPA is below the average rate; increased student fees by \$10; non-member increased \$30; Discussion revolved around how should new rates be rolled out. Board will vote on it during 2/13/19 meeting and having an opportunity to process information on document.
- IV. **Strategic Planning Process –** Melendez passed out documents to review this evening and tabled discussion to morning before board meeting.
- a. Began discussion at 8:39am on 2/13/19. The Strategic Planning document can be found on the Google shared drive: Can be accessed by clicking on the Director of assessment Folder, then Assessment folder, then TACUSPA Strategic Plan Tracking excel sheet;
  - b. Melendez reported that this document is how plans are tracked. Next step involves creating a timeline for action items. **Action Item: Albart to ask Lisa Nagy about the flashdrive with previous years information.**
  - c. Melendez asked Board if they wanted to do another needs assessment? Griggs suggested to have focus groups based on cohorts (Chief, mid-manager, new professionals) and then explore themes. Vienne suggested that perhaps we only look at a few questions. Ashley-Runnels suggested that the Regional meet ups might be a good place to get feedback as well. Another suggestion made was using time at conference to gather feedback.
  - d. Distributed strategic plan last time via email (approximately 2 months before conference) and also placed copies on table at conference; provided an opportunity period for feedback.
  - e. **Action Item: Melendez asked board to review and provide feedback back to her. Will revisit at the June 2019 meeting. What are the next steps? June meeting will work on the details on the plan and try to develop timeline; Need to finalize the outgoing strategic plan**
  - f. **Action Item: Perez to look through minutes from 2009-2010 to see if draft timeline from strategic plan is in the minutes.**
  - g. **Action Item: Albart asked board to review; what have we accomplished, where have we fallen short; and what is our plan moving forward. Come prepared in June; this will help shape where the Board is going.**

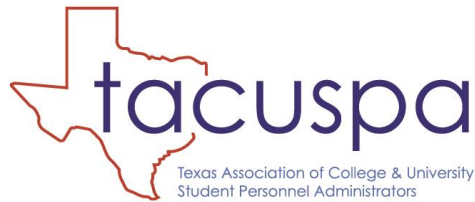


## February 13, 2019 – Official Board Meeting

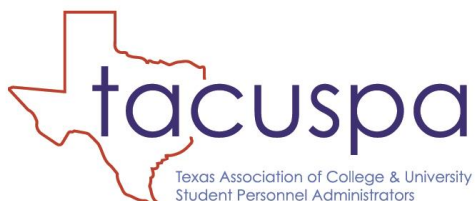
**Members Present:** Melendez, Spicer-Runnels, Griggs, Vienne, Benson, Hawkins, Lee, Edwards, McGee, Albart, Perez, Garcia, Drum, Box

**Guests:** Miller (fellow)

- I. Call to Order: 8:57am at Embassy Suites in San Marcos, TX
- II. Approval of Minutes
  - December 3, 2018 Board Meeting via conference call
  - January 7, 2019 Board Meeting via conference call
  - Griggs motioned to approve minutes from December 3 and January 7, and Melendez seconded the motion; Board approved
- III. President– Molly Albart
  - June Board Meeting: Albart asked Board if they wanted to include newly elected board members at June meeting? Board agreed to have them attend and that part of meeting should be dedicated to onboarding and transition.
- IV. President Elect – Iliana Melendez – No report
- V. Past President – Brandon Griggs
  - Conference Registration Rates & Site Selection: Griggs sent out the documents electronically to Board.
    - i. All the fees will increase for members and non members over the next 3 years
    - ii. Pre-Conference activities at \$90 left that for 2 years and then added \$5 on year 3
    - iii. Griggs asked the following Questions: Are there any concerns with the change in rates? How does Board feel about: one amount late fee for everyone vs an amount increase for late registration added to the categories? Board agrees on the flat fee of \$100 added for late registration to each category.
    - iv. Melendez moved to change the operations manual in regards to conference refunds from 10 calendar days to 10 business days. Spicer-Runnels seconded the motion. After discussion, Benson made a friendly amendment to motion to change to 15 calendar days instead of 10 business days. Spicer-Runnels seconded the amended motion; Board approved unanimously. **Action Item: Box to update operations manual with this new change.**
    - v. Griggs indicated that new rates will provide a little more revenue for 2019; and overall for 2020 new rates may provide approximately an additional \$5,000.



- vi. Vienne motioned to approve the next 3 years conference rates as proposed by Griggs (attachment); Melendez seconded the motion; Board approved unanimously. Action Item: McGee to include new rates for 2019 conference.
- vii. 2020 Proposal for Site Selection
  - 1. Griggs & Melendez discussed the differences in options between AT&T Center and Double Tree for 2020 and discussed the proposed increases in budget expenses for speakers, AV, etc.
  - 2. Vienne motioned that the AT&T Center in Austin be the site for 2020 conference; Benson seconded; Board approved unanimously; Dates are October 25-27, 2020. Benson updated website to include upcoming conference date for 2020.
- viii. Griggs explained that with new rates, 2021 Conference brings in additional \$2,000
- ix. 2021 Proposal – Dallas/Plano area
  - 1. Meals and Food Beverage are similar for both
  - 2. Marriot at Legacy Town Center about a \$9K jump; do all of their AV in house; things are available in walking distance; Griggs recommends this one (October 24-26, 2021)
  - 3. Marriot Solana (West Lake); meeting rooms are split
  - 4. These areas are a more pricey
  - 5. Spicer-Runnels has concern about the bottom line with the Marriot Solana location.
  - 6. In future years, need to be more specific on areas we want when working with consultant
  - 7. Vienne motioned to select Legacy Town Center as the site for 2021 conference; Hawkins seconded motion; board approved Legacy Town Center
- Caswell Committee
  - i. Griggs reported there was some confusion on whose role this should be. It is currently listed as responsibility of Past President but questioned if this should be under the responsibility of Director of Administration? Griggs explained there is an opportunity to streamline all awards to one area. Action Item: Albart tasked Griggs to take this to organizational structure Task Force to discuss and bring back recommendation.



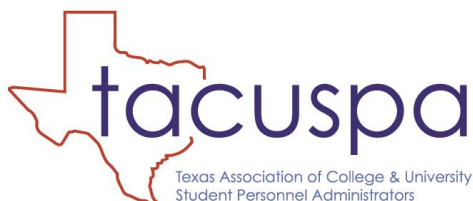
## VI. Director for Administration – Stephanie Box

- **Volunteers & Committees**
  - i. Google drive in main folder 2018-2019 Volunteer List; Box reminded board that we need to fill the spots that do not have volunteers listed; does board want to go through now or go back to complete on their own. Need to look at the Volunteer Interest 2018-2019 list and make that determination. Blue text in document indicates they are really interested. **Action Item: Albart asked that all volunteers be slated on the list by our next March meeting. Box to remind everyone 4-5 days before meeting.**
- **Awards & Recognition**
  - i. Caswell Selection – reported by Griggs see above Section V.
  - ii. Rubrics for awards – attachment application form and rubric for each award passed out to members. Box would like feedback from Board on application and rubrics; Benson suggested that on instructions for forms that criteria be added to the top; also suggested to add the rubric to the website so people know how they are being evaluated. **Action Item: Box will take care of these suggestions.** Griggs said difficult to verify membership status for some nominees in Wild Apricot because it doesn't go back that far. Box verified that she works to find out the status. **Action Item: Box will work with Edwards to finalize the Dissertation award**
- **Annual Calendar**
  - i. Still need to put the annual calendar together. Box still needs dates to be added to the operations manual. **Action Item: Board to send her information regarding their particular area.**

## VII. Director for Membership – Hope Garcia

- **Membership Task Force Update – 5 total members; will convene with task force before March and will then meet regularly at 1pm after monthly board meetings**
- **Would like to look at the following with the Task Force**
  - i. Assess Membership based on similar associations
  - ii. Revisit the process between paying, turning in roster, being updated in the website
  - iii. Explore website's ability to create a separate membership category and other features.
  - iv. Explore adding/changing the fields required for membership capture
  - v. How does membership affect marketing plan? Membership update notices?
  - vi. Is another platform search required as a result of these findings?
- **Membership updates to date: 315 memberships renewed in January;**





VIII. Director for Marketing – Corey Benson

- 1,000 people accessed our website last month;
- 181.23% increase from previous month.
- 1,200 sessions of people accessing things on website
- Website has not been updated for look and feel since 2011; **Action Item: Benson will work on redesign of website.**
- Future conference dates/locations have been added to the website

IX. Director for Education & Professional Development – Kristy Vienne

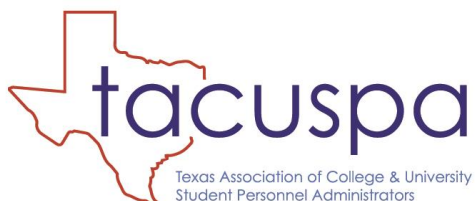
- Conference Chair Questions (programming, fellows); **Action Items: Vienne will follow with chairs. Action Item: Albart tasked Vienne to follow up with fellows on assigning projects as part of being selected as a Fellow.**
- Professional Development Updates
  - i. Scholarship Applications; have gone out for TACHE
  - ii. Bios for Fellow for Newsletter were sent to Benson; Benson and Edwards have been sent the article; some discussion about not hearing back from 2 of 4 fellows. Drum suggested that process for fellows be reversed...open application at conference, name fellow, give project for year, then reward is recognized with attending. **Albart tasked Vienne, Drum, Jan Hillman to get a new timeline for responsibilities for fellows. Drum would like to include T. Moorman in conversation. Albart would like a report back in May or June.**
  - iii. Webinar Chair Appointment; has been done; working on a webinar schedule; also looking at podcasts; work in process; would like to do more of shorter programs than longer ones;
  - iv. Committee Chair meetings; scheduled monthly meetings to ensure follow through

X. Director for Technology – Caryn Hawkins

- Migrating information from Wufu to Google drive. Will be ready before elections roll out
- **Action Item: Hawkins will find date on when bill is due for Wufu and will work off that deadline to ensure transition is done so not have to pay any more to Wufu.**

XI. Director for Research – Jennifer Edwards

- Edwards provided update on Research Ebook. Pdf can be found on the Google drive under TACUSPA Research Ebook pdf; Interactive Notebook event occurring February 25-March 1; She reported that there have been no grant submissions to date; article for consideration in Journal are due March 1; only need 1-2 more articles to publish journal; Edwards is utilizing Facebook integration; Social media blitz; and also targeting faculty and Grad Students about submitting to Journal.



**XII. Director for Assessment – Brandon Lee**

- **Goals document:** Lee sent this goals document via email with a link; **Action Item: Lee asked that those who haven't completed their goals to please do so; would like this to be done by the June meeting.**
- **Reminder that Board members should update strategic plan when goals are completed.**

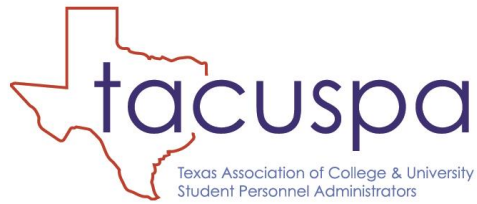
**XIII. Secretary – Lisa Perez – No report**

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

- **Account Balance Updates** checking \$100,855.35 Savings \$62,758.68
- **2018 Conference Budget Reconciliation** – still working on it; issue from hotel on food beverage costs; also there is a discrepancy with Wild Apricot and membership;
- **Financial Task Force Updates/Recommendation discussion:** group started meeting after conference
  - i. **Look at how money flows through organization**
  - ii. **Email sent to members 2/13/19 ; 7 recommendations**
    1. **Have someone from conference team assigned to be liaison with treasurer.**
    2. **Develop an investment plan; Board has 2 CDs; what is the purpose of the money?**
    3. **Develop a technology plan; or audit**
    4. **Identify an accountant or auditor to measure association's financial health**
    5. **Request a consultant from Wild Apricot to go through things with us;**
    6. **Treasurer create spreadsheet of all technology and associated costs**
    7. **Conduct an annual audit**
    8. **Need to understand what the next steps. Albart suggested that we need to make decision on what will; March meeting will determine which steps we will take.**
  - iii. **Money map: Spicer-Runnels shared a workflow of how money flows through process. Committee reviewed it and gave feedback. Action Item: She asked Board to review and provide feedback to her on process.**
- **Action Item: Spicer-Runnels will look to see if there is a contract with Authroize**
- **Action Item: Hawkins to look at implications for leaving Wild Apricot**
- **Action Item: Need to think about who we might want to recruit to run for the treasurer's position**

**XV. Foundation – Amanda Drum**

- **Update on Foundation Committee initiatives and operational changes:** see notes from 2/12/19
- **Request for TACUSPA Board Silent Auction Donation:** see notes from 2/12/19



- **Drum requested to increase scholarship line item by \$680 to allow for adequate funding for 4 UNT Law Conference Scholarships; Benson motion to modify the Foundation Budget as listed; Lee seconded the motion; motion approved.**
- XVI. Approval of Reports. Box motion to approved reports and Edwards seconded motion. Reports approved.**
- XVII. Adjournment: Albart adjourned meeting at 11:50am**