

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | September 9, 2019

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

Guests:

I. Call to Order: 12:02 pm

II. Approval of Minutes

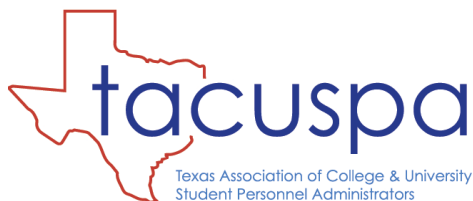
- **August 5, 2019 minutes:** motion by Vienne, Melendez seconded; approved as amended.

III. President– Molly Albart

• **Conference Updates – Nicki McGee & Tabitha Williams**

- General Conference Agenda & Block Schedule (attachments)-McGee provided schedule via email; she received feedback from Board, presenters, hotel; conference agenda is set.
- 79 people registered (as compared to 98 last year at this time); 4 have registered for MMI and 5 for NPI; there are still some presenters and board members who need to register; she is hopeful that registration will pick up.
- Program is being worked on; **Action Item: list of education sessions will be sent out;** should be distributed by Monday, 9/16/19 on the website.
- Presenters received information on time and date of their sessions; presenters have until 9/13 to confirm that they will be presenting.
- Conference program will not have full description of sessions. People will have opportunity to pick up a copy of session descriptions at check-in.
- Williams reported that they are doing well with sponsorships; she has received tickets for silent auction and will be giving to Foundation. She's working through AV with the hotel, working on the graduate student experience and finalizing the menu options for food. **Action Item: Williams will send the value and description of donation to Drum/Keith Lamb since they have auction online prior to conference; Williams will confirm headshots this week.**
- Sneak Peak: Mariachi or Vocal Libre will be potential opening performances.
- Vienne working on Hot Topics.
- Action Item: McGee will follow up with Spicer-Runnels on payments for conference.**

IV. President Elect – Iliana Melendez – No report



V. Past President – Brandon Griggs

- **Mid-Level Award Renaming: Proposal of Dr. Wanda Mercer by Griggs & Benson (attached proposal)**
 - i. Griggs and Benson would like to propose that the Mid-Level Award be renamed to the Dr. Wanda Mercer Mid-Level Award; see attachment.
 - ii. Discussion ensued. Spicer-Runnels questioned what process is in place to rename award; how do we make decisions on naming of awards? Albart reported that in 2016 this was discussed, and she had reached out to ACUI or NASPA to see how other organizations handle this. She did not receive much input. Discussion never surfaced again until now. Drum and Melendez stated there should be a process before a decision is made and the history of TACUSPA should be taken into consideration. Board agreed that while they believe Mercer worthy of this, overall there should be process developed and documented. **Action Item: Albart, Melendez & Benson will work on this and meet to provide a draft plan for Board to consider in October.** Perez suggested that they consider an inclusive approach for members to suggest naming opportunities in their process.

VI. Director for Administration – Stephanie Box

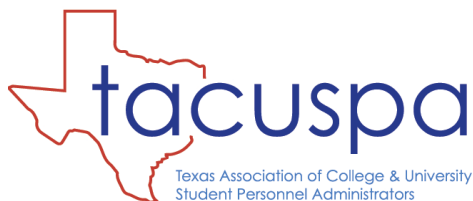
- Awards Update – awards are being ordered; Box will send official notice to the recipients. Working on slide show to be presented during the business meeting.
- **Action Item: Box Reminded out-going Board members to work on their transition; Albart asked out-going Board members to schedule a phone call with incoming Board prior to meeting for transition in October.**

VII. Director for Membership – Hope Garcia

- Updates on membership numbers via email: Total of 537 members as of today; **Action item: Garcia to make update on 2 groups.**
 - i. Emeritus – 15
 - ii. Professional – 493
 - iii. Student – 29
- Update given via email to Board members on 9/17/2019: Total of 577 members
 - i. Emeritus – 15
 - ii. Professional – 528
 - iii. Student – 34

VIII. Director for Marketing – Corey Benson

- Newsletter – **Action Item: link for newsletter will be sent to membership next week**



IX. Director for Education & Professional Development – Kristy Vienne

- Sam Houston went through restructure – Vienne has been named AVP for Auxiliary Services effective as of last week; no longer in Student Affairs; will be meeting with her supervisor to determine whether or not she will be able to continue in this role.
- Melendez & Benson are willing to help during this transition.
- Vienne working with team on Hot Topics and Resumes.
- Vienne reported that she has only received 2 applications for the Fellows project; **Action Item: She reminded Board to submit the application as soon as possible so that it can be ready for conference.**

X. Director for Technology – Caryn Hawkins

- Since June, Hawkins has been listening to a few demos for software platforms.
- Due to timing of conference, **Action Item: Hawkins will make a recommendation after conference in October.**

XI. Director for Research – Jennifer Edwards

- Working on finishing up the journal and website domain items.
- Grant recipient accepted award; will be recognized during conference.
- Thanked Board for her time serving and looking forward to what the next person will bring to the position.

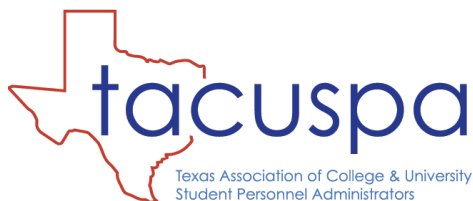
XII. Director for Assessment – Brandon Lee – no report

- The following report was submitted electronically after meeting.
- Lee submitted the evaluation questions for the 2019 TACUSPA Conference to Campus Labs for their review/approval. Once he receives approval, he'll update the Board. The link for the evaluation will be active for 30 days once it's been emailed to the attendees.
- Lee also received the Campus Labs Agreement for 2019-2020. He asked the Board members if anyone had any previous information on what "in-kind" services they are to receive from us?
- Benson responded to group via email that information is located in the TACUSPA Google Drive at TACUPSA > Board of Directors > Assessment > CLabs_TACUSPA2017.

XIII. Secretary – Lisa Perez – no report

XIV. Treasurer – Ashley Spicer-Runnels

- Account Balance as of today:
 - i. \$122,983.74 checking
 - ii. \$ 62,769.54 savings
- Albart based conference on 275 registrations; please encourage staff to register as soon as possible so we can hit our budget.



XV. Foundation – Amanda Drum

- Foundation Donation Drive Feedback – Elizabeth With, Foundation Donation Drive chair has proposed this competition based on “regions” of Texas. Below are details:
- A donation drive competition based upon regions of the state. We will divide the membership into equal (or as equal as possible) regions. There would likely be 4-5 groups (north, south, west, east, and/or central). We will ensure that everyone knows which region they are in prior to the conference and promote the competition. The winning region will have bragging rights until the next annual conference. We believe this scenario will provide some opportunities for local networking and friendly competition among the regions. If acceptable to the TACUSPA Board, we could have region ribbons for nametags for each attendee.
- Foundation will accept donations in two ways:
 - i. The Foundation believes the auction online software will allow an option for online donations whereby members donate from their phones. We believe this option will also encourage interaction with the auction items.
 - ii. We will still have a “bank” of some kind that can be used for those who want to make cash/check donations. It will be TACUSPA themed and could be used in future years, if desired.
- The Foundation will create a marketing campaign prior to the conference where we have previous scholarship recipients highlight what the scholarship has meant to their graduate program and/or career. Marketing should begin by the first week of October.
- Donation Drive Chair will send a message to TCCSAO asking VPs to encourage their staff to participate in the donation drive and provide incentives for winning.
- Drum asked for feedback on idea. Board agreed to move forward with idea.

XVI. Approval of Reports.

- **Approval of reports from August 5, 2019 – tabled from last meeting:** Benson motioned to approve; Hawkins seconded; reports approved.
- Benson motioned to approve; Spicer-Runnels seconded; 9/9/19 reports approved.

XVII. Adjournment: meeting adjourned at 12:43pm

Addition to Minutes:

A motion to approve contract with Campus Labs was brought forward by Melendez and seconded by Benson via electronic vote on September 16, 2019. Board members approved the motion; there was no opposition.