

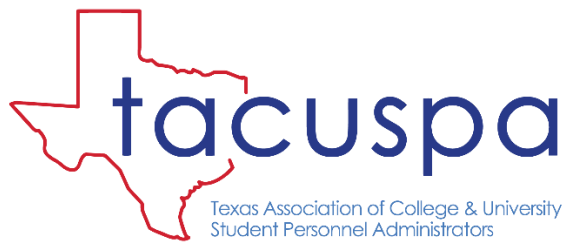
TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Meeting Minutes Official | September 14, 2020

Members Present: Iliana Melendez, Caryn Hawkins, Molly Albart, Ashley Spicer-Runnels, Theresa Simpson, Corey Benson, Keith Lamb, Jody Randall, Nicki McGee, Staphany Lopez-Coronado, Brandon Lee
Guests: Heather Snow, Lacey Folsom, Ramces Luna, Quynh-Houng Nguyen, Jordan Bryant (fellow)

- I. **Call to Order:** Melendez called the meeting to order at 12:03 p.m.

- II. **Approval of Minutes:**
 - **Approval of Minutes from August 10, 2020:** Benson moved to approve the minutes and Lopez-Coronado seconded the motion. Minutes approved

- III. **President– Iliana Melendez**
 - **2020 Virtual Conference Update(s):** Luna reported 139 registrations to date; he expects to see an increase as registration gets closer to conference date. Keynote Mary Gonzalez may not be able to be on panel due to work conflicts; will be adjusting schedule to accommodate her schedule;
 - **Educational sessions:** 15 proposals were submitted only 9 will be accepted.
 - Benson questioned the number of registrations and clarified that there are actually only 92 registrations to date.
 - Spicer-Runnels asked about the script. Melendez is working on it and will confirm with all who will be involved.
 - **Strategic Plan –**
 - i. Proposed Amendment Survey: sent the plan electronically and links to the survey to membership; also shared the link on Facebook Live; Lee reported that there were 22 responses as of date; plan to do another live session before it closes on September 19, 2020. If there are significant items for consideration Melendez will call Board for another meeting to discuss.
 - Electronic Motion on Movement of Austin 2020 Conference to 2022 (October 23-25).
 - i. Benson motioned electronically (August 13, 2020 @ 2:52pm) to change the location of the annual conference and associated budget as presented by Melendez from Austin in 2020 to 2022. Lee seconded the motion electronically (August 13, 2020 @ 2:53pm). There was no discussion.
 - ii. In Favor submitted electronically: Albart, McGee, Vienne, Perez, Simpson, Spicer-Runnels, Hawkins, Randall, Lopez-Coronado. Motion passed.



IV. Treasurer – Nicki McGee

- **Account Balance Updates:** McGee reported the following balances
 - i. Checking - \$105,392.68
 - ii. Savings - \$62,786.23
 - iii. CDs – \$23,308.74 & \$24,233.09; a new CD was renewed & rolled over. Will be good for another 12 months and will expire around the same time as the other CD.

V. President Elect – Ashley Spicer-Runnels

- Spicer-Runnels will be sending meeting calendar invites within the next 2-3 weeks for upcoming Board meetings

VI. Past President – Molly Albart

- **Caswell Award – Follow Up Discussion:** Caswell winner has been notified; Board member called after last meeting to ask if 2 members could be recognized. Caswell Committee also discussed the potential to award 2 this year. Caswell Committee suggested that Board look into how to recognize retirees. Benson and Lopez-Coronado are working on a process to recognize retirees and would like to include in operations manual in the future. Albart motioned to award 2 Caswell winners this year. Benson seconded the motion. Motion passed. Randall and Benson will work together on the recognition videos.

VII. Director for Administration – Jody Randall

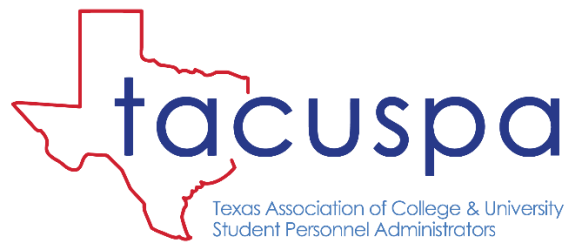
- **Operations Manual:** Randall received information on feedback from Spicer-Runnels. There still needs to be some clarification on some sections. Spicer-Runnels suggested that another deadline be made. Randall asked that comments be made by Monday September 21, midday.
- **Awards:** All nominees have been notified and were asked to register for the conference next month. Randall also reached out to each of the nominators to get short video about the nominees. Award winners do not know they are the winners; winners will be revealed during the conference. Randall asked for pictures of previous awards so that she can order in time for conference. Benson will send to Randall.

VIII. Director for Membership – Staphany Lopez-Coronado

- **Membership Meet-Ups:** Lopez-Coronado has a tentative date of October 7 to hold a meet up over lunch time; focus on first time attendees or new members; potential to do another one either in October/November.
- **Membership Updates:** increase of 41 members since last reported; 517 members total (15 emeritus, 476 professionals, 26 students).
- **Feedback on Membership Form:** would like to build it out before the next conference

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IX. Director for Marketing – Corey Benson

- **Newsletter(s)** Benson asked that submissions for the newsletter be sent to him by September 24, 2020. Newsletter will be released on September 25, 2020. Benson will contact those who are required to submit for this newsletter.

X. Director for Education & Professional Development – Kristy Vienne – No Report

- **Fellows Update** – Lopez-Coronado asked if there has been any discussion on how fellows will present their experience. Melendez mentioned that conference team is looking into schedule. If not during conference then perhaps a webinar may be scheduled for later date.
- **Scholarship Recipients**
- **Career Development**
- **Webinars**

XI. Director for Technology – Caryn Hawkins

- **Technology Updates** – update to GotoWebinar password has been created; contact Hawkins if this is needed. GotoWebinar membership has been upgraded to professional.

XII. Director for Research – Teresa Simpson

- **Bryant (fellow)**-website has been updated with regards to formatting; will be doing a final review of website to get feedback; goal is to make the website to make it user friendly.
- Simpson would like clarity on how fellows will be recognized; Melendez asked that she work with conference co-chairs to determine best course of action.
- **Case Studies:** Simpson will follow up with Stephanie Martinez to get list of graduate students who are registered to invite for case study competition; winners are recognized in the script
- **Research Grant Recipient:** has to present finding of study in newsletter and should present within 2 years of study at a conference.

XIII. Director for Assessment – Brandon Lee

- **Survey for Strategic Plan** – substantive feedback will be presented to board;

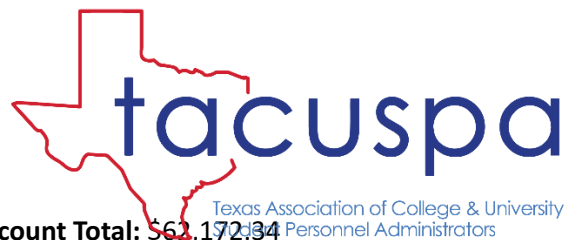
XIV. Secretary – Lisa Perez

- **Agenda Items** – deadline for agenda topics is the Friday before our next meeting.

XV. Foundation – Keith Lamb

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- **Foundation Account Total:** ~~\$62,172.34~~ ¹³⁴
- **Foundation Updates:** Silent Auction note went out to membership regarding needed items. Lamb asked that this be shared with colleagues. Foundation in need of items for the auction. Foundation expects that revenue will be down this year. Plan to have the regional competitions again this year. Fellow Shelby Hearn made a proposal to the Foundation Committee. After edits are made, Lamb will submit to Melendez and Board to review. Melendez asked if okay to do a lottery basket on behalf on the board. Lamb said that Foundation would welcome the idea.

XVI. Good of Order:

- Lopez-Coronado asked when the Board meeting will be during the conference. Melendez will be scheduling soon and send invite to Board members.

XVII. Approval of Reports: Benson moved to approve reports as presented and Lopez-Coronado seconded. Reports approved.

XVIII. Adjournment: Melendez adjourned meeting at 1:18 p.m.