

**TEXAS ASSOCIATION OF COLLEGE AND UNIVERSITY STUDENT PERSONNEL
ADMINISTRATORS**

SUMMER CONFERENCE EXECUTIVE BOARD MEETING

June 26-27, 2004

Corpus Christi, Texas

Agenda

Saturday noon – lunch in the Omni Bayfront restaurant for those who can make it.

Saturday 1-5 – Strategic Planning and Goal setting for July – October

Saturday 6:00 – Dinner

Sunday breakfast – on your own

Sunday 9:00 – noon

Members present: D. Biggers, B. Jacobs, T. Moorman, K. Rogers, M. Fuentes-Martin, K. Swanson, S. Sutton

1. D. Biggers opened the meeting at 9:05 am. She reviewed the agenda for the day.
2. Approval of May and June minutes. K. Rogers suggested that a note be placed in the June minutes clarifying the conference attendance number that had been inaccurately reported earlier from 89 to 69. B. Jacobs motioned, and T. Moorman seconded, that both minutes be approved with small revisions. The motion carried unanimously.
3. Journal: The board decided to move to a discussion of the issues surrounding the journal. It was noted that the journal editor was invited to meet with the Board. Even though the editor was not able to attend the meeting, a discussion occurred as to the status of the journal.
 - a. K. Swanson referenced the executive summary that was written in the guidelines submitted to the Board in February 2002, suggesting that the board review these notes. K. Rogers read the note from the summary. Keri then read the minutes from the February 2002 meeting approving the journal and the inherent structure as proposed by the journal editor.
 - b. D. Biggers summarized the decision points surrounding the journal. These included:
 - i. Do we approve additional money this year?
 - ii. Do we approve the existing structure?
 - iii. How do we evaluate implementation of structure?
 - c. D. Biggers listed the items that were done and not done based on the accepted structure in the executive summary. The “done” items include: 1) name, 2) focus, 3) appointment of associate and assistant editors, 4) the editorial board was appointed, 5) the appearance of the journal is alright, 6) an initial call for manuscripts did occur, and 7) a fall edition was published. The items “not done” include: 1) including special features in each issue, 2) not involving the associate and assistant editors, 3) editorial board terms were not defined, 4) editorial board meetings have not happened, 5) numerous errors in journal (e.g., typos in names), 6) deadlines were not met for publication, 7) blind review was not conducted, and the editors or board did not review the articles, 8) bids for printing were not reviewed by the TACUPSA president, and 9) the editor has not met with the TACUSPA Executive Board.
 - d. After this discussion, the Board directed D. Biggers, as TACUSPA President, to speak to the journal editor about future plans for the journal. D. Biggers will report back to the Board at the next the next meeting regarding the outcome of this meeting.
4. President’s report
 - a. Summer ‘04 conference – David

- b. Fall '04 conference – Sherri Benn reviewed her quarterly report (see attached). S. Benn distributed publicity materials. S. Benn solicited ideas for potential sponsors. She also mentioned that the committee was looking at several locations for the President's Reception, including the Bob Bullock Museum and a riverboat cruise. The Board mentioned several items to Sherri to assist her with the conference planning (e.g., refund policy, nonmember fee, registration form, graduate scholarships, New Professionals Institute, etc.)
 - c. Fall '04 NPI Institute – D. Biggers reported that Jan Hillman is developing plans for the Fall conference.
 - d. Newsletter: Alicia Huppe has a deadline of July 9 for article submissions. Alicia is looking for other volunteers to assist her in the newsletter.
5. Past President's report
- a. Elections update – M. Fuentes-Martin reported that 66 (about 20% of the membership) people voted for the three positions that were up for election. Mari mentioned that her administrative assistant donated her time to create the elections web page. T. Moorman moved, and K. Swanson seconded, that \$100 be moved from the elections printing budget to miscellaneous in order to fund a stipend for Mari's assistant's time. The motion carried with one abstention.
 - b. Survey update: Mari distributed a draft of the TACUSPA Member Survey that was based on the recent NASPA survey. B. Jacobs suggested that the Board approach NASPA about using their survey; another idea that B. Jacobs offered was to look at the membership surveys of several professional organizations in order to create our own unique instrument.
 - c. Journal information: Mari will revise the operations manual journal information based on the discussion held in the morning and forward it to the board.
6. President-elect report (please see report attached)
- a. Summer '05 conference update: B. Jacobs has spoken to Elizabeth With and Rusty Jergins. about the conference.
 - b. Fall '05 conference update: Bonita visited the La Posada Hotel in Laredo. She deferred other questions to the presentation happening later in the meeting.
 - c. Fall '05 NPI Institute: Bonita wants to appoint someone by the fall, and asked the board for suggestions of someone to head this up. A few names were offered, and Bonita will follow up.
7. VP for Administration
- a. Update on operations manual: K. Swanson proudly reported that an Operations Manual is now updated. She mentioned that revisions will continue, as they are needed. Kathrine explained the organization of the manual. She also noted some specific revisions she made in the manual.
 - b. Update on committees: K. Swanson will take the lead on the scholarship committee, if another volunteer can't be found; she has several names she will follow up on. It was recommended that John Garrison be approached for this role. The Awards & Recognition Committee is up and running, with Austin Lane as the chair. The Special Projects committee will include preparing for the 80th anniversary. Debbie Herbert expressed interest in the Legislative Issues chair. K. Swanson will attempt to contact Debbie, as well as the others on the list that expressed interest. The GEAR Committee was also discussed; this includes the research committee and the graduate student caucus. Jan Hillman was mentioned as chair for the research committee. Keri will contact her after Darlene talks to Bonita Butner. Kevin Schantz was mentioned for the graduate student caucus (Sheri Benn will contact him).
 - c. Other caucuses:
 - i. Two year College Caucus: Tom Osborne as mentioned, and Mari will contact him.
 - ii. Private school Caucus: Names mentioned included Mike Leese and Mary Lou Scott (Darlene will contact both of them).
 - iii. Professional School Caucus: Ryan Sloan was mentioned as a possible chair (Thomas will contact him).

- iv. Four year College Caucus: Trisha Van Duser was mentioned as a possible chair (Thomas will contact her).
 - v. Finance Committee: Keri Rogers is the chair.
 - vi. Technology Committee: Thomas Moorman is the chair.
 - vii. Newsletters: Chair is Alicia Huppe
 - viii. Nominations & elections: Mari Fuentes-Martin. Darlene Biggers will do it next year.
- 8. VP for Marketing and Membership – No report was given, though several of the items were reviewed.
 - a. Report on graduate education and research committee
 - b. Report on caucuses
 - c. Membership drive information
 - d. Marketing plan
 - e. D. Biggers mentioned that the older marketing plan will be distributed for the board to look at and discuss.
- 9. Database Manager and Technology
 - a. Membership information: Current membership is at 316 members. There are 38 institutional members. T. Moorman referenced other highlights in his quarterly report (please see attached).
- 10. Treasurer
 - a. Financial report: K. Rogers reviewed the financial summary that she distributed (please see attached). She has a discrepancy of \$91.90 in the checking account balance; she is working to discover the error.
 - b. B. Jacobs initiated a conversation regarding the accountability of the Treasurer. After a lengthy conversation, B. Jacobs moved that the Past-President must meet with the Treasurer within two months of the closing of the annual budget to review financial procedures and verification of account balances; Mari Fuentes-Martin seconded the motion. The motion carried unanimously.
 - c. Other: K. Rogers pointed out that there is only one signature currently on the TACUSPA accounts. The Board discussed adding an additional signature. K. Swanson moved to add to the responsibilities of the President that he/she be added as a second signature to all asset accounts; K. Rogers seconded the motion. The motion carried unanimously.
 - d. Budget submissions: Keri will be emailing budgets to each Board member in order to revise these for next year (i.e., for submission and discussion in August).
 - e. End of year: All expenditures need to be to Keri by August 15.
 - f. Thoughts on 2006 conferences: K. Rogers mentioned that a possible summer conference location may be Amarillo. Farmer's Branch (Dallas area) may be a possibility for the fall conference.
- 11. D. Biggers introduced a request for sponsorship from the Commuter Student Affairs office at the University of North Texas, sponsored through the ACPA commission for commuters. After a discussion related to several issues surrounding such a sponsorship venture, several ideas were raised, such as: 1) such a sponsorship should be tied to the Board's goals, and 2) further consideration should be given to creating criteria by which to measure future requests. Related to this specific request, D. Biggers will communicate with the person making the request that the Board cannot sponsor the event at this time.
- 12. TAMIU made a bid presentation for hosting the Fall 2005 conference in Laredo. B. Jacobs made a motion that Laredo be selected as the conference site for Fall 2005; K. Rogers seconded. The motion carried unanimously.
- 13. New officer training began at 4:20 pm.
 - a. M. Fuentes-Martin made a motion that the journal editor be removed as journal editor and that the Board request that all manuscripts submitted be returned to her. S. Sutton seconded the motion. Six voted in favor of the motion; there was one abstention. The

vote carried. D. Biggers, as TACUSPA President, will call the journal editor and inform him of the Board's action.

- b. T. Moorman made a motion that the Board suspend further funding of the journal until a formal budget is presented and approved by the Board pursuant to the guidelines outlined in the Executive Summary dated February 2002; M. Fuentes-Martin seconded the motion. Six voted in favor of the motion; there was one abstention. The motion carried.

Submitted & Approved by the TACUSPA Board on July 21, 2004

TACUSPA
Quarterly Report

Date: June 16, 2004

Name: Thomas Moorman

Office: Database & Technology Manager

- I. Activity since last report (list goal, then activity/results):
 - Distribute a second round of membership renewal materials
 - Entered new member data into the database
 - Distributed membership postcards
 - Current 2004 membership is 316 (2003 max was 310)
 - Current institutional memberships is 38 (2003 max was 33)
 - Updated and added links to the website: www.tacuspa.net

- II. Plans for the next quarter (please include goals, objectives, and deadlines):
 - Prepare a TACUSPA Directory for posting on the website by July 8, 2004
 - Send Excel File with membership data to all members by July 8, 2004

- III. Needs, questions, suggestions, concerns:
 - Need any updates available for the website.

TACUSPA
Quarterly Report

Date: June 16, 2004

Name: Keri Rogers

Office: Treasurer

- I. Activity since last report
 - Checked on CD and other interest rates compared to money markets to see if the board felt our money was in the right place
 - Made deposits and payments.

- II. Plans for the next quarter (please include goals, objectives and deadlines):
 - Work on making the transition to a new treasurer as easy as possible.

- III. Needs, suggestions, concerns:
 - None.

TACUSPA
Quarterly Report

Date: 06/22/04

Name: Kathrine Swanson

Office: Vice President for Administration

IV. Activity since last report (list goal, then activity/results):

Awards and Recognition Committee – Austin Lane, UTA, has agreed to chair the awards and recognition committee. He has confirmed his committee and we had our first conference call on 6/22/04, at which we finalized a timeline and developed a marketing plan to solicit nominations. We will start publicizing awards at the Summer conference, send out solicitation e-mail by July 14th and send a reminder e-mail August 31st. Nominations are due on September 7th and the committee will meet on September 21st to select recommended recipients.

Legislative Committee – No updates.

Constitution/By-Laws – A by-law change to correct an inconsistency in the treasurer's duties was approved by the Executive Committee at the mid-year meeting.

Operations Manual – has been updated with the changes made at the March mid-year meeting. I am still working on updating the conference planning manual, but have a first draft.

V. Plans for the next quarter (please include goals, objectives, and deadlines):

Volunteers – continue to work with executive board and in-coming VP for Marketing and Membership on committee structure and getting volunteers plugged into the organization

Awards and Recognition Committee – start soliciting nominations for awards at the Summer Conference; solicit a minimum of three nominations for each of the four awards by the September 7th deadline; provide an incentive for members to make nominations; work with Austin Lane on getting plaques and certificates for the recipients and nominees.

Legislative Committee – provide at least one legislative update to membership by August 31st; explore providing a legislative update education session at the Fall Conference

Constitution and By-Laws – no additional changes are anticipated at this time

Operations Manual – complete a draft of the conference planning manual; provide copies of the operations manual to all newly elected officers at the Summer Conference

III. Needs, questions, suggestions, concerns:

None at this time.

TACUSPA
Quarterly Report
March-May 2004

Date: June 26, 2004

Name: Bonita Jacobs

Office: President-Elect

Activity since last report (list goal, then activity/results):

During this quarter we were able to determine our conference sites for the 2005 conferences. The TACUSPA Board and NASPA Region III have agreed to co-sponsor a Summer Conference on June 12-15, 2005 in San Antonio. Dr. Elizabeth With (University of North Texas) will be our Conference Chair and will work closely with Dr. Wanda Mercer and Rusty Jergins (Tarleton State University) for NASPA Region III.

After careful consideration, it was determined that Laredo is our ideal site for our Fall 2005 conference. Dr. Tom Corti (Texas A&M – Laredo) will serve as the Conference Chair. Dr. Corti will meet with the TACUSPA Board on June 27th to determine the optimal conference dates.

Plans for the next quarter (please include goals, objectives, and deadlines):

Continue working with Conference chairs as needed.
Arrange for the February mid-year meeting.

Needs, questions, suggestions, concerns:

None.