**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Monday, February 4, 2013**

**Members Present:** Alicia Huppe, Adam Peck, Heather Snow, Stephanie Box, Dan Moore, Diedra Stephens, Rishi Sriram and Paulina Mazurek.

1. **Call to Order.** Meeting called to order at 1::32 pm
2. **Approval of January 14-15, 2013 Minutes**
   1. Adam motioned to approve the January 14-15. Heather seconded. Motion passed unanimously.
3. **President – Alicia Huppe**
   1. **Fall 2013 Conference update**. Looking at Vasti Torres as 2nd keynote, finalizing food/beverage menus.
   2. **COSSVP Update**
      1. Legislative issues. Senator Seliger (Chair, Senate Higher Education Committee) gave information on Higher Ed issues in legislature.
      2. COSSVP dues will go up to $250 annually.
      3. Discussion on ACPA and other national organizations and collaboration with TACUSPA
      4. Presented updates from TACUSPA including webinars, journal, and conferences
   3. **HIED Law Conference update.** All speakers filled. Agenda complete. Call for scholarships sent out. Marketing materials (almost complete) to be put in welcome packets. Will need ~250-300 rack cards. Reserve Greenhouse for 20 people for dinner. Entrees will be purchased by TACUSPA.
4. **President-Elect – John Kaulfus**
   1. **Not present; No Report**
5. **Past President – Deidra Graves Stephens**
   1. **Newsletter**. Newsletter went out. February edition being worked on. Send any content to Deidra by Feb 8.
   2. **Elections.**
      1. Call for nominations going out today – Feb 4
      2. Open positions are President Elect, VP of Administration, Director of Research, Director of Technology, and Treasurer.
      3. Nominations will be due Feb 22nd
      4. Information to be on website by March 15
      5. Election period will be April 1 -12
      6. Election committee will review results on April 15
      7. Announcement will be made on April 22.
6. **Vice President for Administration – Heather Snow**
   1. **Operations Manual**. Heather sent out amended operations manual (through page 27) for review. See “TACUSPA 2013 Revision of Operations Manual” attachment.
   2. **Content to be submitted to membership for Constitution**. Foundation information should be included.
7. **Vice President for Membership & Marketing – Stephanie Box**
   1. **Marketing campaign**
      1. *Logo updates* – check to see if Texas is tilted.  Otherwise, all positive feedback.
      2. *Rack card* – See “Rack Card” attachment. Membership and Marketing (M&M) committee has reviewed and made suggestions. Send feedback to Stephanie by Feb 8.
         1. M&M committee working on list of all SAHE programs in state. Also looking for SAHE student organizations to target.
      3. *Website* – Will need to add Levels 11 and 12 option to meet needs of some institutions. Alicia requested to document how issue is resolved (developing a TACUSPA Wild Apricot manual)
      4. *Emeritus membership* – M&M committee agrees on creation; suggestion to use as a resource for members; help outreach and promote TACUSPA; volunteer with board; serve as mentors for grads or professionals (different levels). One-time fee for lifetime membership recommended for those retired from the Higher Education profession. Alicia and Stephanie will look at options.
      5. *Membership restructuring* 
         1. Recommendation to remove Professional Membership - (from institution without Institutional Membership) fee to reduce confusion. Alicia and Stephanie will look at numbers/options.
         2. Change online payment to a shopping cart system – can purchase an individual and institutional membership at the same time. Recommendation to have a ‘campus manager’ who can enter in all the information for all members
      6. *Other marketing/engagement ideas*
         1. Weekly Twitter chat on specific topic – possible concept for a knowledge community to explore.
         2. Photo competitions on Twitter – members tweet a specific type of picture and we pick a winner.  Recognize winner (with picture) on Twitter and Facebook.
         3. Encourage members to sponsor (purchase) membership for either a graduate student or new professional as a gift.
         4. Alicia asked Stephanie to send all these ideas to board for review
8. **Vice President for Education & Professional Development – Adam Peck**
   1. **Webinar update**. Scott Lewis offered to do a webinar for $750 to discuss “Title IX.” He would like to do town hall format (submit questions). Scott will be at COSSVP this summer. Webinar should be promoted at that meeting and fall conference. Have recording made available to TACUSPA membership. Contract should be finalized soon due to his schedule. Rishi motioned to approve $750 to contract with Scott Lewis for a webinar in November 2013; Deidra seconded. Motion approved.
   2. **Knowledge Communities**: Recommends “Communities of practice” instead of using term knowledge communities, differentiate from NASPA. The following leaders and topics were identified:
      * John Jacobs (ACC) Community Colleges
      * Kacie Nies Fielder (UTSA) Assessment
      * Jon Bartlett, M.Ed. (UNT) Spirituality
      * Roslyn Alderman (St. Mary's) Persistence and Success
   3. **HIED Law Conference scholarship** no applicants to date**.**
9. **Director of Technology – Hope Garcia**
   1. Alicia will work with Hope on the website capability to host COSSVP link/listserv
10. **Director of Research – Rishi Sriram**
    1. **Journal**. Confirmation from prospective authors coming in. Would like to send an announcement (call for submissions) to membership within the next month. Rishi will draft an announcement and send to Deidra by this Friday to add to newsletter.
    2. **Graduate Student Case Study competition**. Kelly Peck-Parrot and Peggy Holzweiss co-chairing. They request:
       1. To include case study in advertising about conference
       2. Orientation for case study participants on first night of Fall Conference (add to official schedule).
       3. Would like to purchase small plaques for winners
11. **Secretary Report – Paulina Mazurek**
    1. **No report**
12. **Treasurer Report – Lisa Nagy**
    1. **Reconciliation of 2012 conference sponsorships**. Deidra to work with Lisa and Marlon to reconcile.
13. **Approval of Reports.** Adammoved to approve all reports. Deidra seconded. Motion passed unanimously.
14. **Old Business**
15. **New Business**
    1. Quarterly reports due March 15th
16. **Adjournment.** Deidramoved to adjourn meeting. Stephanie seconded. Meeting adjourned at 2:45 pm