**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, March 5, 2012**

**Members present:** Alicia Huppe, Trisha VanDuser, Jennifer Edwards, John Kaulfus, Lisa Nagy, Charlin Jones, Heather Snow, Hope Garcia, Sheila Bustillos Reynolds, Jan McKinney, Marc Pane

1. **Call to Order**

Meeting called to order at 1:35 p.m.

1. **Approval of Minutes**

Trisha motioned to approve the January 23-24 minutes. John seconded. Motion passed unanimously.

1. **President – Deidra Graves Stephens**
	1. 2012 Fall Conference Report – Jan McKinney
		1. Conference Volunteer Roster
			1. All chair positions filled
			2. All other volunteers will be part of the identified committees
		2. Finalizing keynote speakers
		3. COSSVP Meeting might be taking place on the UT San Antonio Downtown Campus
		4. Send out revised conference agenda
		5. Conference Gift: Potential
			1. Stylus Publishing willing to provide 40% off the total cost of the book
				1. Linda Cooke’s book provided to every conference attendee
	2. 2012 Law Conference Report – Angela
	3. 2 Year College Liaison Report – Marc Pane
		1. Seeking partnership with local community colleges within various areas of the state
	4. COSSVP Meeting
		1. Texas Provosts Council – COSSVP wants to partner with this group; send Frank Lamas 3-4 partnership initiatives
		2. Meningitis vaccines protocols – Wander Mercer at UT System is doing a survey of schools regarding their implementation practices and will share results
		3. HIPPA vs. FERPA – if you do not accept health insurance, your policies should only contain FERPA language, not HIPPA language
		4. Student Health Insurance – discussion on affordable plans, coverage. Consensus was that most plans are affordable but offer poor coverage, especially for chronic illness and prescription needs.
		5. Implementation of Texas Education Code 51.976, Training and Examination Program for Employees of Campus Programs for Minors on Warning Signs of Sexual Abuse and Child Molestation – discussed how various campuses handled compliance issues.
		6. Use of Skype and similar technology for counseling and judicial hearings – discussed proper use and pitfalls.
		7. Counseling no-shows – compared notes on how much various campuses charge for no shows ($5-50).
	5. Foundation Meeting – no quorum at meeting, so voting still needs to occur:
		1. Motion: Foundation will direct $3,600 towards conference graduate scholarships and fellowships this year; 10 scholarships & 4 fellowships; transfer from Foundation to Conference line item.
		2. Use fundraising efforts to honor retirees (i.e. name one fellowship after retiree for one year).
	6. Webinar Update
		1. Agreement signed between TACUPA & BreakDrink for free service
		2. EPIC – 24 computers logged in
		3. Higher Ed Job Search – 10 computers logged in
		4. Webinar proposal form to go out next week
		5. Next webinar topic TBD, April TBD
	7. Director of Research position fleshed out – oversee GEAR, Graduate Caucus, research grant, article competition, journal
	8. Meetings
		1. Law Conference Board Meeting on March 25 CANCELLED
		2. Phone Conference – April 2, 1:30-3 p.m., 512-471-6099
	9. Quarterly Reports – due March 1 for committee chairs, March 15 for officers
2. **President-Elect – Alicia Huppe**
	1. Houston site visit end of February
		1. Toured 3 different sites
		2. Hotels do NOT have complimentary shuttle service
		3. Need to capture travel plans of attendees on registration
		4. Finalize by end of the month which location will be selected
	2. Updates
3. **Past President – Trisha Van Duser**
	1. Election nominees
		1. President Elect
			1. John Kaulfus, UT San Antonio
			2. Lisa McDougle, UT Health Science Center San Antonio
		2. Secretary
			1. Charlin Jones, UT San Antonio
			2. Paulina Mazurek, UT Health Science Center San Antonio
		3. Vice President of Membership and Marketing
			1. Andy Axom, UNT Health Science Center
			2. Stephanie Box, Texas A&M-Corpus Christi
		4. Vice President of Education & Professional Development
			1. Jennifer Edwards, Tarleton State University
			2. Jeff Jackson, UT Health Science Center San Antonio
			3. Howard Patterson, UT Tyler
			4. Adam Peck, Stephen F. Austin University
			5. Calvin Phillips, UT Pan American
	2. Open elections April 1 – April 15
	3. Results posted May 1
4. **Vice President for Administration – Heather Snow**
	1. Amendments to the Bylaws and Operations Manual; Vote of Board needed
		1. Still finalizing the list
		2. Will vote at the next Board meeting in April.
	2. Amendments to the Constitution; approval by Board to send out to a vote of the Membership
		1. Addition of Director of Research
	3. Awards and Recognition
		1. All information being complied and will be available online for nomination
5. **Vice President for Membership & Marketing – John Kaulfus**
	1. 343 Members
	2. 45 Member Institutions
		1. 24 - $100
		2. 8 - $200
		3. 5 - $300
		4. 2 - $400
		5. 3 - $500
		6. 1 - $700
		7. 2 - $800
	3. Membership Fees Collected

$3500         Institutional Credit Card

$6600         Institutional Check

$1055         Individual Credit Card

$350           Individual Check

$11,505      Collected to date

* 1. Marketing Committee
		1. Derek Bell – Texas State
		2. Blake Rexroat – UNT
		3. Adam Peck – SFA
		4. Andy Axsom – UNTHSC
		5. Yolanda Norman – St. Thomas
		6. Keri Ressl – UTA
1. **Vice President for Education & Professional Development – Jennifer Edwards**
	1. TACUSPA Law Conference - Graduate Student Scholarship Due Dates:
		1. 3/2 - TACUSPA Law Conference Applications Available
		2. 3/11 - TACUSPA Law Conference Applications Due
		3. 3/14 - 3/18 - TACUSPA Law Conference Review Period (We usually only receive 1-2 applications)
		4. 3/19 - Announcement of Winners
		5. Here's the modified application from last year - <https://docs.google.com/spreadsheet/viewform?formkey=dGVlMGxtNkxMMmVURl8zTEY1Sl9aa1E6MQ>
	2. TACUSPA Fellowship - Due Dates
		1. 3/15 - Fellowship Applications Available
		2. 4/13 - Fellowship Applications Due
		3. 5/1 - Select Top Applicants
		4. 5/15 - Interview Top Applicants
		5. 6/1 - Notify Applicants
		6. Here is the application from last year - <https://docs.google.com/spreadsheet/viewform?formkey=dE15Y1ZVeUJNaGk1ZXNHUUtTVzlvOEE6MA>
	3. TACUSPA Research Article and Grant Competitions - Due Dates
		1. 3/15 - Research Article and Grant Submission Period Starts
		2. 4/15 - Research Article and Grant Submissions Due
		3. 5/1 - Research Article and Grant Selection Period Ends
		4. 5/15 - Notify Applicants
	4. TACUSPA Fall Conference - Graduate Student Scholarship Due Dates:
		1. 8/1 - TACUSPA Fall Conference Applications Available
		2. 9/7 - TACUSPA Fall Conference Applications Due
		3. 9/10 - 9/21 - TACUSPA Fall Conference Review Period (We usually only receive 1-2 applications)
		4. 9/28 - Announcement of Winners
		5. Here is the application from last year - <https://docs.google.com/spreadsheet/viewform?formkey=dERoRmJzdXpyUXBSNmZSa0dwUXZSbGc6MA>
2. **Director of Technology – Hope Garcia**
	1. Domain Transfer to take place before the end of March
	2. Will be adding prior webinars to the website
	3. Need minutes from August 2011-present to add
	4. Adding foundation page
3. **Secretary Report –Charlin Jones**
	1. Archives
		1. Graduate students began working on reviewing the archives since February 22.
4. **Treasurer Report – Lisa Nagy**
	1. Operations Budget
		1. Expenses: $5,410.13
		2. Income: $23,370.67
		3. Balance: $17,960.54
	2. Conference Budget
		1. Expenses: $37,579.33
		2. Income: $93,434.21
		3. Balance: $55,854.88
	3. Foundation Budget
		1. Expenses: $551.97
		2. Income: $8,440.50
		3. Balance: $7,888.53
	4. Overall Balance: $190,153.29
5. **Approval of Reports:** Lisa moved to approve all reports. Heather seconded. Motion passed unanimously.
6. **Old Business**

None

1. **New Business**

None

1. **Adjournment**

Meeting adjourned at 2:11 p.m.