**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Tuesday, May 7, 2013**

**Members Present:** Alicia Huppe, Deidra Stephens, Stephanie Box, Lisa Nagy, Dan Moore, Paulina Mazurek

1. **Call to Order – 9:07 am**
2. **Approval of April 1, 2013 Minutes –** Deidra moved to approve the April 1 minutesas amended. Lisa. seconded. Motion passed unanimously.
3. **President – Alicia Huppe**
   1. Fall Conference update—
      1. Keynotes confirmed. Tinto (fireside chat on Sunday night) and Dr. Vasti Torres (Monday keynote and hosting educational session)
      2. Narrowed to two different golf courses. Mark Munguia will serve as Golf Chair before taking office in October
   2. Foundation update
      1. Due to TABC regulations on selling alcohol, the Foundation has decided not to accept gift baskets with alcohol for the silent auction.
      2. Silent auction items. Call for items going out in upcoming newsletter.
   3. UNT HE Law conference: Special Edition. Email went out.
      1. Feedback needed for breakout sessions. Speakers needed. Contact Dr. Marc Cutright at UNT with names. Dan Moore agreed to help with HIED Law conference next year.
4. **President-Elect – John Kaulfus –no updates at this time**
5. **Past President – Deidra Graves Stephens** 
   1. Election Wrap-up
      1. New Board Members: President-Elect Lisa McDougle; Vice President for Administration Elizabeth Massengale; Treasurer Mark Munguia; Director of Research Rishi Sriram; Director of Technology Jeff Jackson
      2. Invitation for new Board members for conference calls. Suggestion to invite them starting in the summer.
   2. Caswell Awards timeline

**May 1** – Send out call for nominations with a deadline of June 1.

**May 15** – send reminder message about nomination deadline.

**June 1** – nomination deadline; evaluate and see if we need to extend.

**June 15** – extended nomination deadline (if needed).

**June 17-28** – committee reviews materials, discusses nominees and selects winner

**July COSSVP Meeting –** Winner announced by TACUSPA President

**August 1** – Home campus/nominators notified. Plan award ceremony for conference with nominator.

**September 1** – Winner announced to TACUSPA Membership via listserv. Press release sent to winner’s campus.

* 1. May Newsletter to be distributed next week.

1. **Vice President for Administration – Heather Snow. No report.**
2. **Vice President for Membership & Marketing – Stephanie Box**
   1. Membership update: 411 Total (391 professional, 19 student, 40 institutional member campuses)
   2. Rack card final draft distributed, will accept feedback through this Friday.
   3. Discussion item: suspension of non-renewed member accounts (~200). 2-3 reminders have been sent. Listserv is currently going out to ~500 people. Board agreed to give final warning and then suspend access. Action item: Hope will review capability to target email this group before suspending access.
   4. Emeritus Membership level
      1. Requirements: Retired Higher Education professional
      2. Cost: $50 one time fee (will pay membership level for conference registrations)
3. **Vice President for Education & Professional Development – Adam Peck**
4. **Director of Technology – Hope Garcia**
   1. Awards nominations will be posted online by mid-week
   2. TACUSPA listserv – transition made to Wild Apricot
   3. COSSVP use can be supported (Challenge: Administrator access level for COSSVP and TACUSPA Board is same). COSSVP would like their own listserv. There is a way to create groups. Need to confirm that administrative access is not necessary to create COSSVP group listserv.
5. **Director of Research – Rishi Sriram—written report submitted**
   1. Journal
      1. Winner’s circle – will hold this until next agenda so Adam can provide feedback
         1. Research grant winners will have projects published here
         2. What about including the Fellow’s articles here as well?
   2. GEAR call for submissions will be going out
6. **Secretary Report – Paulina Mazurek. No report.**
7. **Treasurer Report – Lisa Nagy**
   1. Merchant Services Contract Renewal

Lisa motioned to renew the Merchant Services Contract with Bank of America for 3 years.

Deidra seconded. Motion passed unanimously.

Background information: Merchant Services is the service we have to use to process credit cards through Bank of America. We pay BOA fees per transaction based on amount and card type. We have to pay these fees to any bank that we would use to process credit card transactions. The contract is the same as last time. Termination fee: $500 if canceled before 3 year term.

1. **Approval of Reports**
2. **Old Business**
   1. Hosting COSSVP website and membership directory information
3. **New Business**
   1. Quarterly reports due June 15th
   2. Review strategic plan. Action item: Alicia requests for board to review strategic plan.
   3. Discussion on Board meeting time. Board agreed that Monday afternoons are getting harder. Action item: Alicia will send out a Doodle poll.
4. **Adjournment – 9:33 am**