**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, December 5, 2011**

**Members present:** Deidra Stephens, Trisha VanDuser, Jennifer Edwards, John Kaulfus, Lisa Nagy, Charlin Jones, Heather Snow, Hope Garcia, Sheila Bustillos Reynolds, Gail Stuart, Katie Kemp, Lisa McDougle

1. **Call to Order**

Meeting called to order at 1:31 p.m.

1. **Approval of Minutes**

John motioned to approve the November 7 minutes. Jennifer seconded. Motion passed unanimously.

1. **President – Deidra Graves Stephens**
	1. 2012 Fall Conference Report
		1. 3 tentative schedules for Board
		2. Revamp President’s Reception
		3. Revamp Sponsorship levels
		4. All to review at January meeting
	2. 2012 Law Conference Report—no updates
	3. Webinar Report
		1. Survey membership about utilizing
		2. Utilize for staff development at member institutions
		3. Call for proposals on January 6, 2012
	4. January 23-24 Board Meeting—San Antonio; Double Tree Downtown
	5. Quarterly Reports due December 15
2. **President-Elect – Alicia Huppe**
	1. Fall 2013 Conference—no update
	2. Assessment Update & Priorities
		1. Assessment Knowledge Community development
3. **Past President – Trisha Van Duser**
	1. Newsletter
		1. Utilizing Issu.com
		2. Interview with Rusty Jergins in February issue
		3. January 26 deadline for February issue
		4. Call for awards in February/March
4. **Vice President for Administration – Heather Snow**
	1. Awards & Recognition Committee
		1. Same timing as last year
		2. Build nomination pool for Dissertation and Faculty awards
	2. Asking Tom Reber to serve as Chair
5. **Vice President for Membership & Marketing – John Kaulfus**
	1. Membership Renewals
		1. Email to go out on Monday, December 12.
	2. 507 Members
	3. 57 Member Institutions
		1. 33-$100
		2. 9-$200
		3. 4-$300
		4. 4-$400
		5. 4-$500
		6. 1-$600
		7. 2-$800
6. **Vice President for Education & Professional Development – Jennifer Edwards**
	1. Ryan Van Dusen from Texas Tech completed first portion of his research
	2. Kelly Peck-Parrot is serving as Fellows Advisor
7. **Director of Technology – Hope Garcia**
	1. Updated Institutional Membership Payment Section of the website
		1. John will receive emails with all the members to be included and create individual accounts
	2. Still updating other sections of the website and header
8. **Secretary Report –Charlin Jones**
	1. Pending approval from Center for American History at UT Austin to remove archives.
9. **Treasurer Report – Lisa Nagy**
	1. Quarterly Report
		1. Waiting to finish when Conference Budget is finalized
	2. Conference Budget
		1. Still finalizing
	3. CPA firm quotes
		1. Working with 2 firms; client meetings with both firms
10. **Approval of Reports:** Trishamoved to approve all reports. John seconded. Motion passed unanimously.
11. **Old Business**

None

1. **New Business**

None

1. **Adjournment**

Meeting adjourned at 1:55 p.m.