**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday-Tuesday, January 23-24, 2012**

**Members present:** Deidra Stephens, Trisha VanDuser, John Kaulfus, Lisa Nagy, Charlin Jones, Heather Snow, Hope Garcia, Sheila Bustillos Reynolds, Jan McKinney, Marlon Anderson, JoAnna Benavides-Franke, Amanda Drum, Lisa McDougal, Gail Stuart, Cristina Dominguez, Paulina Mazurek

1. **Call to Order**

Meeting called to order at 1:11 p.m. on Monday, January 23, 2012.

Meeting suspended until Tuesday, January 24, 2012 at 4:40 p.m. on Monday, January 23, 2012.

Meeting called to order at 8:35 a.m. on Tuesday, January 24, 2012.

1. **Approval of Minutes**

Heather motioned to approve the December 5 minutes. John seconded. Motion passed unanimously.

1. **President – Deidra Graves Stephens**
	1. 2012 Fall Conference Report
		1. Schedule
			1. Handouts of samples
		2. Networking Opportunities
			1. Career opportunities offering
				1. Mock interviews
				2. Resume writing
				3. Internships
				4. Job Search 101
		3. President’s Reception
			1. Move up to be right when education sessions end on Sunday evening
		4. Committee
			1. Program: Jan
				1. Keynote Speakers
				2. Workshop Presenters
				3. Assessment/Evaluation
				4. New Professional Institute
				5. Graduate Student Breakfast
			2. Local Arrangements: Marlon
				1. Hotel
				2. Food
				3. Transportation
				4. President’s Reception
				5. Golf Tournament
				6. San Antonio Visitor Information
				7. Audio Visual
			3. Budget, Registration, Sponsorships: JoAnna
				1. Budget
				2. Liaison with Treasurer
				3. Registration (Early and On-Site)
				4. Sponsorships (Liaison with Foundation Board)
		5. Keynotes
			1. Peggy Barr, Linda Kuk: confirmed
			2. Eric Stoller: pending confirmation
		6. Sponsorship Levels
			1. Handout
			2. Golf Tournament
		7. New Professionals Institute
			1. Not covering items covered in graduate school
			2. More networking with senior student affairs professionals
		8. Tour of Facility: 2pm on January 23.
	2. 2012 Law Conference Report
		1. Law Conference– March 26-27
			1. University of North Texas
			2. NO In-person board meeting
	3. February 6 & March 5 Meetings
		1. NO February 6 meeting
		2. Add April meeting
	4. Webinar Update
		1. Software
			1. $1,000 per year
			2. Use Break Drink instead for free
		2. Options for Posting Recordings
			1. Where should this be posted?
				1. Members Only section
	5. 2 Year College Liaison Report
		1. Recruiting 2-Year College Members
		2. TACCCSAA Collaboration
			1. Seeking to have their meeting at the Fall Conference
	6. Officer Job Descriptions
	7. Strategic Plan & Officer Goals
	8. 3-Year Conference Site Plan
		1. No, stay with 2-Year Conference Site Plan
2. **President-Elect – Alicia Huppe**
	1. Fall 2013 Conference – Site Updates
		1. RFP requested and returned from:
			1. Crowne Plaza River Oaks: $109 room rate; $17,500 Food/Beverage minimum; Comp meeting room fee when Food/Beverage minimum is met; $5/day parking fee
			2. Double Tree Intercontinental: $109 room rate; $15,000 Food/Beverage minimum; Comp meeting room fee when Food/Beverage minimum is met; Free parking
			3. Wesitn Oaks Galleria: $109 room rate; $25,000 Food/Beverage minimum; Comp meeting room fee when Food/Beverage minimum is met; Free parking
			4. Crowne Plaza Downtown: 2013 state room rate; $17,500 Food/Beverage minimum; Comp meeting room when 90-100% room block fulfilled; $12/day parking
	2. Bank Account Signature Authority
		1. To add Alicia to the account
	3. Assessment Update
		1. Assessment Knowledge Community
			1. Forum on the new website for members only to comment on
			2. Items to be listed in the Knowledge Community page
				1. Best Practices books
				2. Electronic Resources
				3. TACUSPA Member’s Assessment websites
		2. Membership survey
			1. Will not do one this year unless a need arises
3. **Past President – Trisha Van Duser**
	1. Elections
		1. Call for nominations by mid-February
		2. Elections April 1-15 and include Constitutional changes
			1. President-Elect
			2. Vice President for Membership and Marketing
			3. Vice President for Education and Professional Development
			4. Secretary
	2. Newsletter
		1. Deadline January 27 for February newsletter
			1. Will include the call for nominations
4. **Vice President for Administration – Heather Snow**
	1. Changes, Constitution & Bylaws
		1. Constitution
			1. Board position for Director of Research & Education
				1. The proposed shifting of responsibilities to split the VP of Education & Professional Development into two board positions.  A working group will draft the proposed duties and new position and we will take the membership for a vote in April.
			2. Established Parliamentary Procedures
				1. A proposed incorporation of parliamentary procedure into our constitution since it is always a question as to what requires quorum, a vote of the board, how can foundation funds be expended and what constitutes majority.  Heather Snow will draft the proposed procedures for the board to preview and vote on at the March board meeting prior to a membership vote in April.
			3. Committee Structure and Lists
				1. To update the committee structure to incorporate newly formed committees and possibly remove committees that no longer has a function in the organization.
			4. Annual Awards
				1. Bylaws edits being proposed include a change to the requirement that Annual Awards be presented during the business meeting to allow the conference committee the flexibility to place the awards elsewhere during the annual conference.
		2. Operations Manual Review
			1. Edit and Update for all positions/areas
				1. Primary focus in on updated job responsibilities/job descriptions so that they are an accurate reflection of the board’s work.  Additionally all board members are asked to submit files for documents they utilize in their work (i.e. Request for Payment form from the Treasurer).
		3. All updates/edits due by February 15
5. **Vice President for Membership & Marketing – John Kaulfus**
	1. Membership Campaign
		1. Transition to new TACUSPA website for 2012 membership drive
		2. Maintain 500 member plateau and increase to 550/600 during 2012 membership drive
		3. Marketing Committee: recruit and train
			1. Derek Bell – Texas State
			2. Blake Rexroat – UNT
			3. Adam Peck – SFA
			4. Andy Axsom – UNTHSC
			5. Yolanda Norman – St. Thomas
			6. Keri Russell – UTA
		4. Created targeted marketing literature to recruit new members with committee chairs and officers
		5. Enact marketing goals for 2012
		6. Focus on customer service
			1. Updated directories:
			2. Timely response to requests for information
			3. Quick and easy registration process
			4. Easy payment options
		7. Recruit candidates for VP of M&M for 2012 elections
	2. Membership Numbers

157 Members

21 Member Institutions

10 - $100

6 - $200

1 - $300

1 - $400

1 - $500

1 - $700

1 - $800

* 1. Membership Fees Collected

$3000         Institutional Credit Card

$2100         Institutional Check

$340           Individual Credit Card

$225           Individual Check

$5665         Collected to date

1. **Vice President for Education & Professional Development – Jennifer Edwards**
	1. GEAR:
		1. Survey to the graduate students to rank their ideas from the breakfast (Due Date - Jan. 30)
		2. Finalizing the Grant and Article Competition Dates (Due Date - Jan. 30). The dates will be similar to last year.
		3. Working on the TACUSPA Journal: to be released either fall 2012 or spring 2013
	2. TACUSPA FELLOWS:
		1. Introduced Kelli Peck-Parrott as the TACUSPA Fellows Coordinator
		2. Two fellows have submitted their articles to the TACUSPA newsletter.
		3. Recruiting fellows to write blog posts and update Facebook page
		4. Contacting mentors to see if they are interacting with their fellows at least once per month
		5. Working with Kelli Peck-Parrott to determine the dates for the new Fellows competition.
	3. Working with fellowships and scholarships chair to determine the due dates for the UNT Law Conference scholarships and the Fall Conference Scholarships.
2. **Director of Technology – Hope Garcia**
	1. Web Updates
		1. Facebook, Twitter and Blog to transfer to Director of Technology for oversight
		2. Review website by February 1 in order to transfer the domain name to the new site
			1. Include requests for new pages and where they should be located
			2. Need all minutes from September 2011- present to include on the website
		3. Move to website listserv to new website by March
	2. Outsourcing Needs
		1. Volunteer from the TACUSPA membership
3. **Secretary Report –Charlin Jones**
	1. Archives Project
		1. Library Sciences students at UT Austin can review and cleanup our archives
	2. Historian Projects
		1. Timelines/Spreadsheets
			1. Historical review of Conference and Financials
			2. President’s List
			3. Award Winners List
		2. Pictorial History/Documentation of Meetings
			1. Taking pictures all the time!
4. **Treasurer Report – Lisa Nagy**
	1. Quarterly Report
	2. Conference Budget
	3. CPA firm quotes
		1. PSK CPA firm
		2. BKD CPA firm
		3. Approximately $3,500
5. **Old Business**

None

1. **New Business**

None

1. **Adjournment**

Meeting adjourned at 11:08 a.m. on Tuesday, January 24, 2012.