**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, November 7, 2011**

**Members present:** Deidra Stephens, Trisha VanDuser, Jennifer Edwards, Alicia Huppe, John Kaulfus, Lisa Nagy, Charlin Jones, Jan McKinney, Mark Payne, Heather Snow, Sheila Bustillos Reynolds

1. **Call to Order**

Meeting called to order at 1:34 p.m.

1. **Approval of Minutes**

Trisha motioned to approve the amended October 16-18 minutes. Heather seconded. Motion passed unanimously.

1. **President – Deidra Graves Stephens**
   1. 2012 Fall Conference Report—Jan McKinney
      1. Reviewing all notes and evaluations from 2011
      2. Still forming committee. Need to finalize ASAP.
      3. Business lunch/awards ceremony format for 2012
         1. Give to Awards and Recognition Committee
      4. Creating ways to connect the membership—through the President’s Reception (ie: bowling or other interactive activity) and other networking opportunities at conference with board, CSAOs, across functional areas, etc.
   2. 2012 Law Conference Report
      1. Topics
         1. Budget cuts
         2. Less state support
         3. Unfunded mandates from the legislature
         4. Medical amnesty
         5. Sexual harassment and Title IX updates
         6. Bacterial meningitis – best practices in following legislative mandates
   3. Volunteer Outreach
      1. Deidra, Trisha, Alicia and John are working on this project
      2. Reaching out to determine interest and connecting them to the appropriate chair(s)
   4. Webinar Plans
      1. Jeff Jackson, UTHSCSA, chairing Special Projects Committee working on webinars
         1. Recommended purchasing software to allow all presenters to utilize no matter where they are located
            1. $1,000 per year
      2. Call for Programs
   5. January 23-24 Board Meeting
2. **President-Elect – Alicia Huppe**
   1. Fall 2013 Conference
      1. Chair Selection—Marlon Anderson, UT San Antonio
         1. Seeking a co-chair to assist
      2. Sending out conference RFP to Houston-area hotels
      3. Discussed launching a member survey for specific conference location (i.e. Woodlands, Houston, Galveston)
   2. Assessment Knowledge Community (Gale Stuart)
      1. Keynote and general session evaluation findings
      2. Summative conference evaluation findings
3. **Past President – Trisha Van Duser**
   1. Elections
      1. Seeking nominations in January/February
   2. Newsletter
      1. Katy Kemp and Sheila Bustillos Reynolds are co-chairs
      2. Deadline on November 11
      3. Include award winners, membership information, website features, and photos
      4. Send updated photo of board members
4. **Vice President for Administration – Heather Snow**
   1. Reviewing constitution and bylaws
   2. Discuss Robert’s Rules update at January meeting
5. **Vice President for Membership & Marketing – John Kaulfus**
   1. 507 Members
   2. 57 Member Institutions
      1. 33-$100
      2. 9-$200
      3. 4-$300
      4. 4-$400
      5. 4-$500
      6. 1-$600
      7. 2-$800
   3. Membership Renewals – planned launch Nov. 21
   4. Marketing committee members
      1. Derek Bell, Texas State
      2. Blake Rexroat, UNT
      3. Adam Peck, SFA
      4. Andy Axom, UNTHSC
      5. Yolanda Norman, St. Thomas
      6. Keri Russell, UT Arlington
      7. 2 pending members
6. **Vice President for Education & Professional Development – Jennifer Edwards**
   1. Scholar Practitioner Journal is being worked on; also seeking members to serve on the editorial board
   2. Follow up with fellows about connecting with mentors and attending the January meeting
   3. Case Study Competition
      1. Award for winning team: Free membership to team members
   4. Placement Exchange for Graduates/New Professionals
   5. Mentorship for all interested Graduate students
7. **Director of Technology – Hope Garcia**
   1. Website
      1. Membership payment buttons ready
         1. Still need to test before going live
   2. Disussed the merits of Facebook Groups vs. Pages; decided to keep the TACUSPA Facebook Page as is
8. **Secretary Report –Charlin Jones**
   1. Removal of TACUSPA archives from the Center for American History at UT Austin
9. **Treasurer Report – Lisa Nagy**
   1. Reconciling from Fall Conference
      1. Income: $49,000
      2. Expenses: $36,000
      3. Profit: $11,000-$13,000 approximately
   2. Foundation
      1. $308.50 netted from auction
      2. $600 netted from golf tournament
      3. $2447 made from Fall Conference overall
   3. Membership
      1. $17,420 cleared in membership fees
   4. Finance Advisory Board
      1. Keri Rogers, Sam Houston State University
      2. Amanda Drum, Texas A&M Corpus Christi
      3. Rusty Jergins, Tarleton State
      4. Cheyenne Hernandez, UT Arlington
10. **Approval of Reports:** Trishamoved to approve all reports. Jennifer seconded. Motion passed unanimously.
11. **Old Business**

None

1. **New Business**

MOTION: Trisha moved to approve $1000 funding from miscellaneous line item to use webinar software. John seconded. Motion passed unanimously.

MOTION: Heather moved to establish a Marketing Committee. John seconded. Motion passed unanimously.

MOTION: Trisha moved to offer a free TACUSPA membership to the Case Study Competition winners for 2011-2012. Lisa seconded. Motion passed unanimously.

MOTION: Charlin moved to remove the TACUSPA archives from the Center for American History at UT Austin. Trisha seconded. Motion passed unanimously.

1. **Adjournment**

Meeting adjourned at 2:48 p.m.