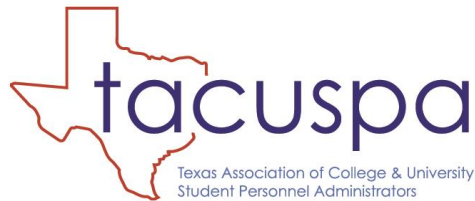


TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Meeting Minutes | December 5, 2016

Members Present: Lisa Nagy, Paulina Mazurek, Ashley Spicer-Runnels, Stephanie Box, Pamelyn Shefman, Corey Benson, Christine Self and Molly Albart.

Guests: Heather Snow and Ahmet Aksoy

- I. **Call to Order.** Lisa Nagy (President) called meeting to order at 12:01 pm.
- II. **Approval of Minutes (November 7, 2016).** Christine Self (Director for Marketing) moved to approve corrected minutes (grammatical). Molly Albart (Director for Administration) seconded. Meeting minutes passed unanimously.
- III. **President – Lisa Nagy**
 - **Career Communities of Practice.** TACUSPA is working with the TACSSAO and Texas Higher Education Coordinating Board to incorporate a meeting and/or pre-conference workshop for career services professionals. THECB is exploring options to create a state career services professional organization. The opportunity to increase the conference attendance is possible but must be cautious that this does not become a career services conference. Conference growth is limited based on hotel accommodations.
 - **Membership Survey.** Will go out in the next two days (Volunteer survey will go out January)
Action item: Any last minute feedback should be sent to Pamelyn.
 - **February 6-7th Meeting**
 - Meeting will begin mid-day on the 6th and conclude mid-day on the 7th.
 - **Action Item: All board members should send February meeting agenda items to Lisa Nagy by January Meeting**
 - **Action Item: All board members should let Heather know by December 20 if they will need a hotel room for onsite meeting.**
 - **2017 Conference Update (Heather)**
 - Currently working on building conference committee
 - Holly Smith will continue as sponsorship chair
 - **Action item: Conference chairs will send follow up communication to 2016 conference sponsors and give them opportunity to early commit for 2017 sponsorship.**
- IV. **President-Elect – Brandon Griggs**
 - **No report**
- V. **Past President – Adam Peck**
 - **No report**



VI. Director for Administration – Molly Albart

- **Awards & Recognition.**
 - Action Item: Board members should send suggestions for Awards and Recognitions chair to Molly.
 - Action Item: Molly will add to operations manual that the awards and recognition chair should also plan the awards ceremony during conference.
- **Org Charts & Job Descriptions.**
 - Action Item: All Board members should review respective job descriptions and send feedback of accuracy to Molly by December 20.

VII. Director for Membership– Stephanie Box

- 2017 membership renewals have been updated on website, including faculty selection on institutional form
- Action Item: Stephanie will update membership contacts in the next few weeks.
- Action Item: Corey and Stephanie will work on filling volunteer positions.

VIII. Director for Marketing – Christine Self

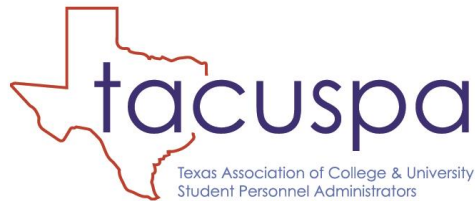
- **TACUSPA Updates email.** Will be sent out on Thursdays, with some exceptions. All board members should submit relevant content by Wednesday to Christine and cc Corey.
- **Membership survey** will go out through campus labs this week.
 - Action item: If Brandon/Iliana don't already have a template of wording to accompany that survey, Lisa Nagy will write something to be included.
- **TACUSPA Times Newsletter**
 - Will go out December 7th
 - Action Item: If you have any photos of 2016 conference, please send to Christine by tomorrow.

IX. Director for Education & Professional Development – Iliana Melendez

- **Webinar Reschedule.**
 - Action item: Lisa Nagy should table this item to January agenda for discussion as Iliana was not available.

X. Director for Technology – Corey Benson

- **Google Suite.**
 - Action Item: Corey will purchase a business membership on google suite
 - Cost is \$3800/yr for a 5 users



- Benefits: Google suite will replace wufoo, webex & dropbox, will be able to have dynamic update functionality, access to google hangouts, ability to live stream board meetings (25 active participants and unlimited viewing). Google suite will keep record of everything that was done. Tacuspa@tacuspa.net will be created
- Board determined that 5 users will be: Director for Technology, Director for Marketing, Treasurer, Foundation, Conference Chair. \$120/yr to add additional users.
- Action Item: Corey will create training to be shared at February on site meeting on how to use google suite.

XI. Director for Research – Jeff Jackson

- **Journal Articles Reviewed**
 - Action Item: Jeff and team will get one journal article out before the holiday break.

XII. Director for Assessment – Pam Shefman

- **Strategic Plan Tracking.**
 - Action Item: All board members should review tracking form Pam sent; go to your position tab and update status. Last year's progress/status due December 23. Next year's goals due January 15.

XIII. Secretary – Paulina Mazurek

- **No report**

XIV. Treasurer – Ashley Spicer-Runnels

- Checking account: \$99,216.43
- Has reconciled as of last week.
- Action Item: Ashley will follow up with Mark Munguia on the status of his review of procedures and send to Lisa Nagy when available.

XV. Approval of Reports. Pam Shefman (Director of Assessment) moved to approve reports. Corey Benson (Director of Technology) seconded. Reports passed unanimously.

XVI. Old Business

XVII. New Business. Action Item: All board members should correct all documents moving forward using new titles (directors vs. VP where applicable)

XVIII. Adjournment. Lisa Nagy (President) adjourned the meeting at 12:52 pm.