**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**January 14-15, 2013**

**Members Present:** Alicia Huppe, Lisa Nagy, Hope Garcia, John Kaulfus, Adam Peck, David Rachita, Stephanie Box, Heather Snow, Kristy Vienne [Rishi Sriram-via phone].

1. **Call to Order** – 12:55 pm
2. **Approval of December 3, 2012 Minutes**
   1. Stephanie made minor change to VII Vice President for Membership & Marketing portion of minutes. The individual who designed the San Antonio logo may be available to assist with the next conference logo design.
   2. Adam motioned to approve the December 3 minutes. Lisa seconded. Motion passed unanimously.
3. **President – Alicia Huppe**
   1. **Historical perspective of TACUSPA Board**
   2. **Fall 2013 Conference report**—David Rachita
      1. Kristy is working on contract.
      2. Dr. Vincent Tinto confirmed: select Sunday night fireside moderator (Suggestions taken from board members—Alicia will present request at COSSVP)
      3. Other ideas for 2013 conference
         1. Charging stations
         2. New comers Reception
         3. 5K Fun Run-- Melanie Wood (UofH) offered to coordinate
         4. President’s Reception will be held in main hotel lobby
         5. Using guidebook for conference
      4. Conference website (registration through Wild Apricot and outside site for conference details)
      5. Sponsorship Discussions
         1. Recommendation to add another complimentary registration to Gold level to make more appealing.
         2. In-kind vs. cash gifts
      6. Tour of facilities: 2pm on January 14
   3. **Higher Education Law Conference – March 25-26 (no onsite meeting)**
      1. Call for scholarship applicants went out January 4
      2. Dinner will be held at Greenhouse
   4. **Strategic Plan updates** 
      1. [Item was tabled]
4. **President-Elect – John Kaulfus**
   1. **Fall 2014 Conference update**
      1. Sheraton Arlington contract. Charlin, Molly and John will go over contract and have a site visit in February. Goal to have contract ready for review and approval by board at March meeting.
5. **Past President – Deidra Graves Stephens**
   1. No report.
6. **Vice President for Administration – Heather Snow**
   1. **Review of Operations Manual**
      1. Changes to be submitted to the membership
         1. Foundation
      2. Updates to Operational procedures
         1. No self-reimbursements
         2. Inclusion of Director of Research
         3. Inclusion of Marketing and Webinar committee
      3. Committee and Caucus Chairs
         1. 2013 Fall Conference – David Rachita
         2. Chair of Awards Committee – Lisa Perez
         3. Assessment Knowledge Community – Kasey Neece-Fielder
         4. Scholarships/Fellow – Matthew Park
         5. Webinar – Charlie Gibbons
         6. 2014 Fall Conference – Charlin Jones/Molly Albart
         7. Legislative Issues – VACANT
         8. 2 year college liaison – VACANT

*[Meeting paused on 1/14/13 at 5 pm]*

*[Meeting resumed on 1/15/13 at 8:20 am]*

1. **Vice President for Membership & Marketing – Stephanie Box**
   1. **Marketing campaign**
      1. New rack card. Will send to student affairs programs in Texas.
      2. Membership renewals
      3. Discussion of Logo Revision. Lisa suggests creating a logo style guide.
      4. Stephanie will create proposal for lifetime memberships (for retirees) and bring to next meeting.
2. **Vice President for Education & Professional Development – Adam Peck**
   1. **Knowledge Communities (KC).** Send Adam any ideas about KC.
      1. Expected outcomes
         1. Online presence
         2. Active listServ
         3. Easily accessible information
         4. Storage space for members
         5. Opportunity to meet with KC at conference
      2. Public forums and blogs are available on website to be used by KC
   2. **Webinar Series**. Discussion to bring in nationally recognized name to conduct webinar (annually possibly November), suggestions included Scott Lewis and Sonny Adam. Can be promoted at conference. Adam will research information and pricing.
   3. **Establishing Excellence Awards for programs**. Would be nice to honor top programs at conference. This could be incorporated into a closing ceremony on Tuesday morning along with Foundation Grand total, Case Study Winners, “Next/Best Practice” awards, Video promotion of next conference and acknowledgement of conference planning committee
3. **Director of Technology – Hope Garcia**
   1. **Website (Membership) update**
      1. Membership email has gone out
      2. Discussion of challenges of institutional vs. individual memberships
      3. John suggests paying someone to assist with membership directory details
      4. Discussion of establishing a process of approval for who gets administrator access on the website
4. **Director of Research – Rishi Sriram**
   1. **Editorial Board meeting updates**
      1. Began to conceptualize what journal will look like (visual/content)
      2. Need to troubleshoot some things on website. [www.studentaffairsoncampus.com](http://www.studentaffairsoncampus.com) or [tacuspa.squarespace.com](file:///C:\temp\XPgrpwise\tacuspa.squarespace.com). Site is currently in draft phase.
      3. Set to launch 3-4 weeks before conference
      4. Aim for annual publication. Quality over quantity.
      5. 90% of the articles will be invited; the rest are blind peer reviewed
      6. Alicia will add Journal to the strategic plan
      7. Rishi requested to have a short article from Tinto (serve as a teaser for conference speech)
      8. Over the next month or two, there will be a call for articles
      9. Alicia has requested Adam and Rishi to be present at Graduate breakfast with Tinto at conference. Both agreed.
5. **Secretary Report – Paulina Mazurek**
   1. **Updates**
      1. Amanda has identified some dates for a trip to the archives:
         1. March 19-21
         2. April 16-18
         3. May 14-16
         4. May 21-23
         5. May 28-30
         6. June 11-13
6. **Treasurer Report – Lisa Nagy**
   1. **Quarterly Report (through November)**
      1. Membership 2012 - $19,680
      2. Membership 2013 - $100.00
      3. Conference
         1. Income - $56,954.79
         2. Expense - $42,648.13
         3. Profit = $14,306.66
      4. Will look into endowments and other opportunities to capitalize our investments
7. **Approval of Reports.** Heathermoved to approve all reports. John seconded. Motion passed unanimously.
8. **Old Business**
   1. ACPA Strategy to collaborate—Alicia will reach out to COSSVP for feedback
9. Adjournment—meeting was adjourned at 11:13 am