**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, April 1, 2013**

**Members Present:** Alicia Huppe, Deidra Stephens, Adam Peck, Stephanie Box, John Kaulfus, Lisa Nagy, Stephanie Box, Dan Moore, David Rachita, Andy Axom.

1. **Call to Order.** Meeting called to order at **1:36**
2. **Approval of March 4, 2013 Minutes**
	1. Adam motioned to approve the March 4 minutes. John seconded. Motion passed unanimously
3. **President – Alicia Huppe**
	1. **Fall Conference update**— David Rachita
		1. Conference Budget: AV estimate was $10,230 will be $9,827 per contract. At this time, not planning to use money from board to cover expenses for Dr. Tinto. Dr. Vasti Torres is confirmed second keynote. Not increasing registration costs. No separate breakfast for interfaith service. Scholarships currently in budget until Foundation finalizes the number they will sponsor.
			1. John motioned to accept budget, second by Deidra. Unanimously approved.
		2. Sponsorship levels: same as approved at January board meeting. Updated Gold level from 1 conference registration to 2, per discussion at January meeting. Moving forward with soliciting sponsors. Jessica Domann from St. Thomas chairing sponsorship committee
		3. Meeting with conference chairs to verify responsibilities and progress. When sending out call for programs, will mention Communities of Practice with intent to design workshops around CoP themes. Target late April for call to go out with registration opening in June.
		4. New logo needed. Action item: Stephanie Box to send out.
		5. New Professional needed to assist Dr. Drum with NPI. Action item: send recommendations to Alicia.
	2. Higher Ed Law Conference report: Dan Moore
		1. 290 Total attendees, 53 TACUSPA members. For dinner, TACUSPA members who were registered 2 weeks prior were contacted. Seven attended dinner on Monday at Greenhouse Restaurant (more said would attend, but didn’t show or cancelled). Scholarships paid or in process. Conference planners will work with us in future to invoice instead of requiring grad students to front registration and then be reimbursed
		2. Quality sessions, enjoyed interactions. Recommendation to continue offering dinner for networking purposes. Conference content tends to be a little repetitive so people don’t always go every year.
	3. TACFEP/New Financial Literacy Association
		1. Texas Association of Collegiate Financial Education Professionals: SHSU hosting conference June 2-3. Many of our current members are involved with new association. Action item: forward conference information to membership and place in newsletter
	4. ACPA’s Mid Level Management Institute—considering Austin for 2014
		1. Last year’s institute was held early January. ACPA has contacted UT and TACUSPA for sponsorship.
		2. Discussion of TACUSPA’s role/level of support. Ideas:
			1. Help advertise
			2. No financial support
			3. Could help us promote TACUSPA to membership we might not otherwise reach.
			4. Different experience than our conference, so not really in competition with our Fall Conference.

Action item: Alicia will contact them and offer our help, as stated above.

1. **President-Elect – John Kaulfus**
	1. **Conference 2014**: signing off on contract. Conference theme of leadership, discussion of potential speakers. Ideas include: broaden scope to appeal to larger audience, bring in speakers in leadership field (such as Dan Maxwell), Adam suggested leadership experts in higher education as opposed to corporate speakers. John working on leads through campus contacts.
2. **Past President – Deidra Graves Stephens**
	1. **Newsletter** (Andy)
		1. Software discussion
			1. Wild Apriot capabilities vs Constant Contact—Laura Kinch from UTA reviewing design elements
				1. Laura offered for UTA to provide template for newsletter; editors just have to generate content and she will create & publish newsletter. Would be more professional newsletter as opposed to using Publisher.

Concern about how sustainable the plan is – Lisa offered support for initiative. Discussion on Constant Contact, Adam uses product at SFA and Alicia at Collin College.

Discussion on Wild Apricot’s newsletter function. Laura was made administrator to investigate capabilities.

Mail Chimp has a free e-newsletter for up to 2,000 members.

We need to fully investigate pros and cons of WA before investing in another program and handing over design to another person.

Concerns expressed about ‘outsourcing’ newsletter to UTA (work load, reducing job responsibilities of newsletter editor)?

* + 1. Fellow’s article discussion on editing content
			1. Newsletter editors role has been to fit into newsletter, not editing for content. Originally, articles were being edited by Jennifer. Right now, not being done. Adam is working with fellows, perhaps Rishi or Mentors could review articles prior to submission. Adam prefers Fellows to write about given topic instead of submitting individual research paper completed for class.
			2. Suggestion: ask Fellows to submit a one page paper on a relevant topic to be edited.
	1. **Election Updates**
		1. 50 votes on first day of launch. Voting open for two full weeks. Will send another reminder next Monday and Thursday. Members must use email address to vote to ensure only 1 per member. Voting closed on April 12.
		2. Stephanie sent current members list for Deidra to send email. Will just email those that have not voted.
	2. **Caswell award timeline**
		1. 4/15 Committee finalized
		2. 5/1 – 6/1 Solicit nominees
		3. July, review and select finalist
		4. August, forward to Board for approval

Action item: Board needs to think of nominees

1. **Vice President for Administration – Heather Snow (absent)**
2. **Vice President for Membership & Marketing – Stephanie Box**
	1. Emeritus level for retired Higher Education professionals
		1. Discussion items included: One time or yearly fee? If one time, schools could use it as a retirement gift. One time is preference. Full benefits of regular membership including voting and conference attendance discount rate. Must be retired in order to qualify.
	2. Rack card update
	3. 340 members currently and increasing.
3. **Vice President for Education & Professional Development – Adam Peck**
	1. **HIED Law Conference scholarship update**
		1. Funding discussion (student reimbursement vs conference direct pay) – should be easy to invoice, would take some financial responsibility off of students. Challenge for grad students to front the money.
		2. In future, once recipients selected, Adam will contact Deans about additional support for the trip.
		3. Need to coordinate notification of students earlier and include invitation to TACUSPA dinner.
			1. Offered 5 scholarships, 3 accepted. Scholarship Recipients were:
				1. Elizabeth Caudill, Southern Methodist University
				2. Branston Harris, University of Houston
				3. Emily Jefferson, Stephen F. Austin State University
	2. **TACUSPA Fellows**
		1. Applications out next week, electronic; early compared to last year but want to catch students before they leave campus. Any changes need to be submitted now.
		2. Proposed change to article requirement to be a topical one page paper on a specific issue. Action item: Adam will update application and review manual to determine edits needed.
		3. Last year, 9 fellows applications and 19 scholarship applications. Discussion on increasing the number of scholarships and Fellowships. Noted that Foundation will offer 10 scholarships and 4 fellows. Issues discussed included:
			1. Want to keep it exclusive; Foundation wants to sustain programs. TACUSPA budget might need to cover cost instead of Foundation. Noted sound financial situation.
			2. Additional discussion can be held until applications come in.
	3. **Community of Practice**
		1. CoP for Compliance: develop really good list of things we are required to do by State, THECB, SACS, etc. Some support from Kim Novak, SFA compliance person (would join TACUSPA if this goes on). Adam looking for someone to chair; SFA person might be it. Different from what other professional associations are doing since it would be so specific for Texas.
	4. **Scott Lewis Webinar**
		1. Signed MOU for November webinar.
	5. **All Faith Service at TACUSPA Conference**
		1. Sponsored by CoP. For all faiths and those that are spiritual or want time for quiet reflection.
		2. Space in conference call for proposal to promote CoP.
4. **Director of Technology – Hope Garcia - absent**
	1. TACUSPA listserv discussion
		1. Continued use of UT listserv: used for many years, not updated with new members. Deidra is only administrator.
		2. Move to TACUSPA website—an administrator must send out messages. Which officers would serve as administrators? Members must be updated on where to send messages to for distribution. Action item: move forward with transitioning to solely WA. Keep UT listserv for a little longer as backup only. Hope and Stephanie will be contacts for membership.
5. **Director of Research – Rishi Sriram—written report submitted - absent**
	1. Journal—Tinto contacted regarding submission of introduction for journal.
	2. Making progress for October launch
6. **Secretary Report – Paulina Mazurek—written report submitted – absent**
	1. May 14-16 trip to Archives planned. Will be scanning documents of interest (especially for TACUSPA 101 Webinar)
		1. Approval of purchase of small portable scanner; under $200.
		2. Concerns with tracking location; keep it with person that has 3 year term (secretary and treasurer). Lisa suggests treasurer because her position has to keep a larger number of files anyways. Officer can use it to scan own documents.
		3. Deidra moves to approve purchase of scanner for under $200, John seconded. Motion passed unanimously
7. **Treasurer Report – Lisa Nagy**
	1. **Quarterly report**

2nd Quarter Financial Report

Expenses: $7,851.41

Income: $31,340.17

Total Net: $211,918.12

1. **Approval of Reports**
	1. Deidra moves, Adam seconds. Motion passed unanimously
2. **Old Business**
	1. Hosting COSSVP website and membership directory information – adjourned until next meeting.
3. **New Business**
4. **Adjournment 2:54**