**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, June 6, 2011**

**Members present:** Trisha VanDuser, Amanda Drum, Deidra Stephens, Jennifer Edwards, Alicia Huppe, Andy Axsom, John Kaulfus, Sheila Bustillos Reynolds

1. **Call to Order**

Meeting called to order at 1:33 pm.

1. **Approval of Minutes**

Amanda motioned to approve March 27 and May 2 minutes. John seconded. Motion passed unanimously.

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1. **President – Trisha Van Duser**
   1. Foundation Update
      1. No update
   2. 2011 Fall Conference – Sheila Bustillos Reynolds & Andy Axsom
      1. Website is ready; will launch immediately
      2. Golf Tournament - $1,000 raised thus far
      3. “Music Capital” – looking for ways to implement music into the conference (i.e., musicians playing, etc.)
      4. Sunday Night Welcome - SSAOs questions/problems for reinventing higher education and creating movie of new professionals and graduate students answering these questions
      5. Menu items/meals planned; break snacks
      6. President’s reception at Holiday Inn in their green space to conserve funds; ordering less food than previous year
      7. Registration – added $10 to some fees to make charges more clear for planners and treasurer. Deidra moved to approve the stated 2011 Fall Conference Fees. John pointed out error in Non-Member Conference Registration Fee + Pre-Conference ($370 to $375). Amanda moved to accept the stated 2011 Fall Conference Fees as amended. Alicia seconded. Motion passed unanimously.

Member – Conference Registration Only = $250  
Member – Conference Registration + Pre-Conference = $310  
Non-Member – Conference Registration Only = $315  
Non-Member – Conference Registration + Pre-Conference = $375  
Student – Conference Registration = $125  
Student – Conference Registration + Pre-Conference = $150  
Non-Member Student  – Conference Registration Only = $145  
Non-Member Student – Conference Registration + Pre-Conference = $170  
Pre-Conference Registration Only = $60  
Conference Registration, Monday Only = $185  
Conference Registration, Sunday Only + Pre-Conference = $190

Golf Tournament = $70

* + 1. Sponsorships – need to check with Lisa McDougle
    2. Graduate student breakfast – Lisa Komives will attend and host a Q&A session
    3. All contracts for speakers, etc. ready to execute. Dr. Dungy as opening speaker on Sunday; Dr. Komives pre-conference; graduate student breakfast, and keynote on Monday; Lynn Rossi Scott Tuesday morning opening.
    4. Call for proposals – Google Docs for online submissions to be sent out around June 15. July 15 submission deadline, and review process through August 15.
    5. Save the date email sent; sending out printed postcard July 1
    6. Working with OrgSync to pilot online portal for conference data/mobile app schedule at a glance
    7. Work with John to compare membership status and type of fee

1. **President-Elect – Deidra Graves Stephens**
   1. 2012 Fall Conference Update
   2. Assessment
      1. Initial survey results
         1. 259 respondents, 34% response rate
         2. 64% respondents current members; 22% not members; 15% did not know
         3. 40% members felt they were receiving “quite a bit” or “an extreme amount” of value from their membership
         4. Top 3 issues facing them: 1) funding/budget; 2) increasing demand for services with lack of increased funding or support; 3) staffing or lack of staffing issues
         5. 50% of respondents visited TACUSPA website in past 4-6 months. The main reason was to find out information about professional development opportunities.
         6. Most members choose to join TACUSPA for networking opportunities and conferences.
      2. Conference assessment plan developed with conference chairs; using Student Voice to send immediate emails to participants for keynote speakers and for overall evaluation at the end of the conference; using paper forms for breakout education sessions
      3. Web usability study at fall conference – we have the ability to do this onsite in exhibitor space. Hope and Gale will discuss further.
   3. Law conference chair – Angela Walker, Texas A&M University-Corpus Christi
2. **Past President – Amanda Drum**
   1. Convened Caswell Award Committee
   2. Newsletter due date July 15
3. **Vice President for Administration – Alicia Huppe**
   1. Awards & Recognition Update:
      1. Award nominations: received 1 Dissertation of the Year, 2 Faculty, 3 Caswell Distinguished Service, 2 Mid-Level Professionals, 5 New Professionals
      2. Convened awards committee; decisions by next board meeting
   2. Conference 2013 –NASPA region III looking at Texas for summer conference – considering approaching them for a partnership as it was a good experience last time; feedback – benefit for our members, but should not be in lieu of fall conference unless travel budgets are frozen.
4. **Vice President for Membership & Marketing – John Kaulfus**
5. 413 Members
6. 53 Member Institutions
   * 1. 31 - $100
     2. 8 - $200
     3. 3 - $300
     4. 4 - $400
     5. 4 - $500
     6. 1 - $600
     7. 2 - $800
   1. $13,960 – Membership Fees Collected
      1. $8615 – Checks
      2. $5525 – Credit Cards
      3. -$180 – Reimbursements
   2. Brochures at the printer; John can send them to anyone who needs them for promotional purposes
   3. Marketing committee being formed to look at membership assessment and develop plan for next year.
7. **Vice President for Education & Professional Development – Jennifer Edwards**
   1. Social media update – posting update each week; legislative updates presented in unbiased manner; 100 hits per week on the TACUSPA blog
   2. Submission Update: Article, Grant and Fellowship Applications – received 0 article applications, 1 grant application, and 6 fellowship applications; deadline extended once, and decided not to extend deadline again.
   3. Student Affairs on Campus Journal Proposal
      1. Proposal: March 2012; $20 for site fee (hosting website); journal available for everyone; published twice per year; anyone can submit articles; marketed at any higher education conference (blogs, listservs, conferences, higher education departments nationwide); editorial board + 1-2 graduate assistants at Baylor
      2. Board prefers free option if one can be found (such as Issuu.com), starting smaller (once per year), integrating with Wild Apricot web software, and searchable; suggestion to ask membership if this is something the membership wants (perhaps in exhibitor space; education session “bring your own article” for feedback)
   4. Case Study Competition – looking for someone to co-chair GEAR to work with the Case Study competition
8. **Director of Technology – Hope Garcia**
   1. OrgSync job posting – former corporate sponsor wants to post job; Deidra moved to post OrgSync jobs for 30 days on the TACUSPA website. Amanda seconded. Motion passed unanimously.
9. **Secretary Report –Charlin Jones**
   1. No report
10. **Treasurer Report – Lisa Nagy**
    1. Wild Apricot web software requires us to change the third party needed to process online payments since our current vendor, First Data, is not compatible. All options have varied fees and are higher than we currently pay:
       1. PayPal Pro - approximately $1,300 yearly (based on $30,000 of charges), $30/month reoccurring billing, service fee $30/month, 3.2 % processing fee; no contract required
       2. Authorize.net - approximately $1,500 yearly (based on $30,000 of charges), $10/month reoccurring billing, service fee $30/month, more varied fees; no contract required
       3. Three year contract with First Data, $500 penalty for cancelling.
       4. After we choose, it will take two weeks minimum to get launched.
       5. Amanda moved that we break our contract with First Data and pay the $500 fee and select PayPal Pro as our vendor and reassess decision within the next 9 months. John seconded. Motion passed unanimously.
    2. Tax Addition to Operations Manual under Fiscal Policy:
       1. Amanda moved that we add this clause to the Fiscal Policy of the Operations Manual: “The treasurer must file the appropriate tax forms based on the fiscal year of September 1-August 31 no later than December 15th for a filing deadline of January 15th. John seconded. Motion passed unanimously.
    3. Working to waive penalty for missing deadline to file taxes by June 17.
    4. Computer crashed in the past month; current budget information unavailable until next week when the data can be recreated.
    5. Budget requests will be sent out next week; budgets due in July for approval in August.
11. **Approval of Reports:** Alicia moved to approve all reports. John seconded. Motion passed unanimously.
12. **Old Business**
13. **New Business**
14. **Next Meeting** Monday, July 11 @ 1:30pm-3:00pm

1. **Adjournment**

MOTION: John moved to adjourn, Deidra seconded. Motion passed unanimously. Meeting adjourned at 2:59 p.m.