

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Meeting Agenda | December 3, 2018 via Conference Call

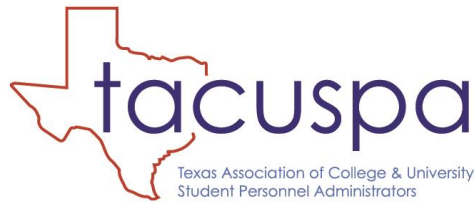
Members Present: Molly Albart, Lisa Perez, Ashley Spicer-Runnels, Stephanie Box, Brandon Griggs, Kristy Vienne, Corey Benson, Caryn Hawkins, Jennifer Edwards, Tabitha Williams

Guests: none

- I. **Call to Order.** Molly Albart (President) called the meeting to order at 12:03pm

- II. **Approval of Minutes**
 - **October 21, 2018 Board Meeting** motion to approve minutes made by Brandon Griggs. Corey Benson seconded; minutes approved
 - **October 23, 2018 Board Meeting** motion to approve minutes as amended by Stephanie Box. Corey Benson seconded; minutes approved

- III. **President– Molly Albart**
 - **2019 Conference Update:** several colleagues have been emailing Molly wanting to serve on Conference Planning Team.
 - i. **Volunteer Sign Up** – Stephanie Box has volunteer sheets. **Action item: Stephanie will type them up and send them out;**
 - ii. **Conference Sessions – Whose role?** Kristy asked if she could serve as Ex-Officio or on Review Team each year to provide consistency with sessions & process? Discussion ensued on the following: Pam Sheffman has offered to assist; Molly thinks that it would be a good idea to have Director for Education/Professional Development be part of team; Ashley commented that if Board is going to be involved with Conference then we should document it in some way so that it is officially noted; Box agrees that the Board should be involved.
 - iii. **Action item: Board to provide some type of document/checklist of how to support the conference chair(s);**
 - iv. **Action item: Tabitha to connect chair of education sessions with Director of Education/Professional Development to ensure that there is alignment within goals as well as what is being offered at conference.**
 - v. **Action item: Ashley still needs final budget from 2018 conference.** Bylaws state that conference budget needs to be reconciled 30 days after the conference.



- **In person meetings:**
 - i. Board will meet on February 12 & 13, 2019 in San Marcos at the Embassy Suites. Idea is to tour the facility to prepare for 2019 conference. Board will gather around lunchtime and meet through dinner. Board will depart by lunch the following day; 15 rooms have been blocked at the hotel. Paying for hotel rooms is within budget. Budget allows for half of room to be paid by TACUSPA. **Action item: board members are to email Molly about their preference on room arrangements.**
 - ii. Board will meet June 5 & 6, 2019 at Sam Houston State University. Plan is to start later in the day on the 5th to meet for dinner as a group; meeting will be held most of the day on the 6th; if your schedule allows to come in early then members can tour campus; Jennifer Edwards will not be able to attend this meeting.
- **Foundation Updates:** Molly spent some time discussing Foundation with Amanda Drum to help understand the role of the Foundation;
 - i. Discussed the relationship between Board and Foundation.
 - ii. Drum clarified that they are a committee; they have been operating independently; Drum plans to work with Foundation members to make some shifts in how they operate so they function as a committee;
- **Task Forces** (membership, organization structure, checking account): Molly reminded Board that we do have the three task forces; Brandon Griggs recommended that Richard Walker be added to the organization structure task force; Lisa Perez clarified that she has also asked to serve on the organization structure task force. Brandon will be getting with members after the New Year.

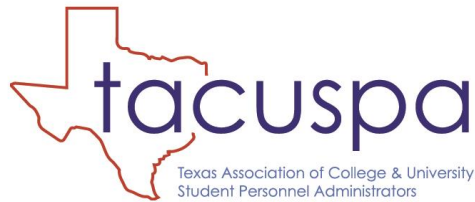
IV. **President Elect – Iliana Melendez – No report**

V. **Past President – Brandon Griggs**

- i. 3 finalist hotels for Austin in 2020; site visits in Austin by end of winter break
- ii. 4 finalists for Dallas/Fort Worth in 2021; site visits in Dallas after the New Year.
- iii. Dates for 2019 Conference are October 20-22 in San Marcos at the Embassy Suites

VI. **Director for Administration – Stephanie Box**

- **Operations Manual Edits:** Stephanie sent to committee; Lisa Perez motioned to approve edits suggested to operations manual. Corey Benson seconded; motion approved for operations manual edits. **Action Item: Stephanie to finalize edits and will upload on website**
- **Awards Rubrics-**Stephanie created rubrics based on descriptions in operations manual; Board asked to review and provide feedback; Ashley suggested to add headers to the rubrics;



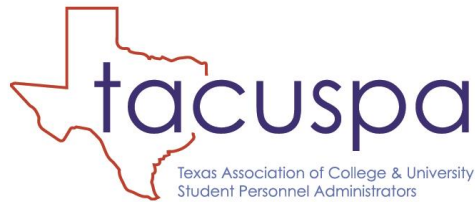
VII. Director for Membership – Hope Garcia – No Report

VIII. Director for Marketing – Corey Benson

- Sent Board most recent responses for the Get Involved Form. Corey asked Board to review to see if volunteer signed up for any committees for which they are responsible.
- Will send a request for information on the next newsletter January 14, 2019; **Action Item: Corey to send board new dates for newsletter distribution.**
- Working with Caryn on the sunset of Wufu
- **Action Item: Corey to send a Save the Date for 2019 Conference to membership.**
- **Action Item: Corey to share new dates for newsletter distribution to Board**

IX. Director for Education & Professional Development – Kristy Vienne

- Kristy working on a timeline of her responsibilities
- **Professional Development**
 - i. Kristy looking for a Webinar chair – if anyone has suggestions please forward to Kristy; Corey mentioned that he is also looking for a newsletter editor.
 - ii. Looking also for hot topics for webinars.
- **Scholarships** – Kristy working on editing the google forms for the scholarships listed below
 - i. **TACHE:** we get 1 registration with the sponsorship;
 - ii. **UNT Law Conference Scholarship:** Kristy interprets that there are up to 4 spots for scholarship there a specific split
 - a. TACUSPA Paying? Foundation? Ashley clarified that TACUSPA pays for it but it comes from Foundation line; typically TACUSPA invoiced
 - b. Two undergraduate/ 2 Graduates? Question from Molly: Is the Foundation involved in the selection? Brandon commented that the scholarship/fellowship process included the UNT Law Conference;
 - c. Board agreed that we could expand to new professionals (include parameters on how many years for new professional) and graduate students
- iii. **Webinars – Upcoming 2019**
 1. Requested approval to promote NASPA webinar (free) to members. Board agreed to do so. **Action item: Kristy to send verbiage to Corey Benson to include in newsletter.**
 2. Webinar Survey – wants to see results from conference to look through it and help to identify chair.



- iv. **Committee Membership for Fellows:** Fellows are to participate on committees; please forward Committee Chairs to Kristy so she can communicate appropriately with fellows and chairs

X. **Director for Technology – Caryn Hawkins**

- **Sunsetting Wufu:** working with Corey on this; trying to get new items on google forms in time for elections. **Action item: Caryn will look into when contract ends**

XI. **Director for Research – Jennifer Edwards**

- **Action Item: Jennifer needs to see if analytics available for journal to provide some stats;**
- **Journal:** new deadline is January 30, 2019, if can get enough submissions for spring journal
- **TACUSPA Grant:** released recently and deadline to apply Friday, December 14, 2018; thinks she will get lots of submission; asked that we share with our networks to garner interest
 - i. **Action Item: Kristy will reach out to fellows to encourage them to apply for grant.**

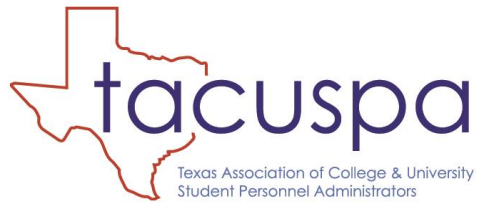
XII. **Director for Assessment – Brandon Lee – No Report**

XIII. **Secretary – Lisa Perez**

- **Archive Documents:** Reminder: deadline to send to Lisa January 11, 2019

XIV. **Treasurer – Ashley Spicer-Runnels**

- **Account Balance Updates:** Checking: \$89,646.00; Savings: \$62,755.40
- **New Forms:**
 - i. Ashley working with Corey on a new Request For Payment (RFP) form; **Action Item: Ashley will run it by Molly and then distribute to Board and add to google drive;**
 - ii. Financial Advisory Board (FAB) has made comments on budget format. FAB has created another format. **Action Item: Ashley will send to the Board for review; will give deadline for feedback in email.**
- **Task Force Update:** group has mapped out the way in which we receive money; looking at overall way in which finances are handled; meeting again in February and will then present recommendations to Board;
- **Conference Reconciliation:** received charges from Westin Hotel from Conference; **Action Item: Ashley will reach out to Paul York to see what else needs to be reconciled.** Ashley hopes to have budget from 2018 Conference reconciled by next meeting
- **TACUSPA credit card:** had several fraudulent charges on card; after investigation from Bank of America, we are receiving credit for fraudulent charges; if Board is getting declined for payments, please let Ashley know so she can update the payment process.



- **Question:** Ashley asked how we should organize items on the google drive; by term or by fiscal year? Box recommended that it should be done based on what makes sense to the position.
 - **Passwords:** Ashley has sheet with several passwords; it was passed on to her when she transitioned to position. Asked what she should do with them? Caryn has a jump drive with some of the passwords; she is still waiting to get others so she can keep spreadsheet updated. Her position is responsible for keeping and secretary position serves as backup. Stephanie mentioned there were some on a shared drive that was password protected.
 - Discussion on how to handle the passwords was tabled.
- XV. Approval of Reports.** Stephanie Box motioned to approve officer reports. Caryn Hawkins seconded; motion passed unanimously
- XVI. Old Business: Action Item: Lisa Perez will remove from agenda.** Old business will be reported in officer reports
- XVII. New Business: Action Item: Lisa Perez will remove from agenda.** New business will be reported in officer reports.
- XVIII. Adjournment:** meeting ended at 12:59