

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Agenda | June 5 & 6, 2019

Wednesday, June 5th (Room: LSC 241) TACUSPA Board Member Retreat

Members present: Drum, Vienne, McGee, Benson, Hawkins, Garcia, Albart, Melendez, Strietzel (fellow), Lee, Spicer-Runnels, Simpson (incoming board member), Box, Perez

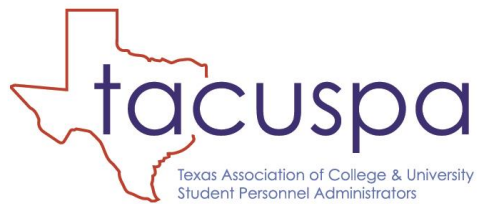
Board Updates: Albart asked members to share updates from their respective areas.

- Box: Award nominations solicitation; 1 faculty, 1 dissertation, 1 mid-level, 1 new professional, 2 Caswell; need nominees; deadline this Friday, June 7, 2019
- Vienne: passed out handouts to members which included a general timeline for new fellows program and a draft of the application; committee has been actively meeting to ensure education/professional development is aligned
- Benson: working on conference website; discussion about transitioning away from Wild Apricot to Member Clicks; still pulling data/information from Wufu to go to different platform
- Garcia: reported that TACUSPA has over 400 members and she is working on planning summer meet ups for recruiting purposes.
- Melendez: working on strategic plan documents; SWOT for position/role and also SWOT for Association as a whole; also named co-chairs for 2020 Conference
- Lee: Looking at developing assessment tool for fall conference.
- Spicer-Runnels: preparing information for review of budget to vote on; starting to migrate information to Google drive
- Perez: updated all minutes to website
- Drum: working on Foundation items and soliciting for silent auction

Conference Updates: McGee provided the following updates

- Keynotes all confirmed; conference team under budget in this area
- MMI is confirmed
- NPI is getting finalized and adjusted
- ASCA is doing a meeting during the education sessions
- Call for Proposals is out; deadline is June 30; so far have 7 proposals
- Final proposal selection will happen mid July and submitters will be notified by end of July
- Williams is making arrangements for getting headshots taken at conference; she is working with the Marketing Department at TX State
- Lee asked to be included on the next conference call for conference planning to ensure assessment is on track
- Working on point of contacts for resume reviews at the conference

The premier student affairs professional association in Texas since 1925!
www.tacuspa.net



- Registration is open
- Script will be discussed with Board during the last month before conference time
- Working on confirming rooms for system meetings
- Benson asked Melendez to have marketing materials for Conference 2020 ready to include in the program
- Sponsorships: Chartwells has confirmed; possibility with Maxient; still looking for others; Simpson mentioned she would look at Innovative Educators as a potential sponsor.

Volunteer Spreadsheet

- Box worked with Board to fill volunteer spots that had not been completed and saved on Google drive; Spicer-Runnels will forward names for Financial Advisory Committee; Box explained that there is a tab for 2019-2020.
- Call for Volunteers will follow the same process as last year.

Strategic Plan

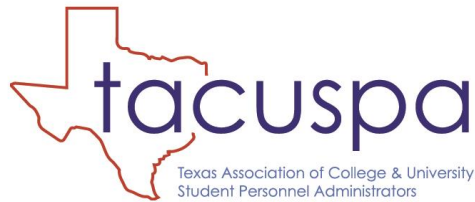
- Melendez passed out TOWS (Threats Opportunities Weaknesses Strengths) handout and asked each board member to complete the document as it pertained to their position. Each board member also shared what they had written
- Discuss the new fellows program and allow time to brainstorm fellowship projects for the coming year.

Thursday, June 6th

Board members reconvened at 8:36 am to continue their retreat at the University Hotel Bluebonnet Suite on the campus of Sam Houston University.

Strategic Plan Exercise:

- Board met to continue work on the strategic plan activity that Melendez started from the day before.
- Melendez showed members the 2020 strategic plan timeline, which is located on TACUSPA Google Drive. Melendez would like to have the Strategic Plan done by July to roll out at conference.
- Melendez looked at the TOWS analysis that Board members completed yesterday; **Action Item: Melendez will summarize comments and provide a report to Board at next meeting.**
- Board shared some of the highlights they provided on the TOWS for the Association. Lots of discussion revolving around opportunities the Association has on developing their identity
- **Action Item: Board members to provide feedback on mission/vision/diversity statement and questions for the needs assessment to Melendez by July meeting.**



Fellows Project: Vienne led discussion on Fellows program

- There are currently 4 fellows that are funded by the Foundation. Vienne would like to grow this to having 5 funded in the future. Drum clarified that it may be a possibility but in future years when more revenue may be realized from fundraising. Current fundraising will only support up to four with the increased conference fees.
- Discussion focused on projects for fellows: who is going to submit and who is willing to be the mentor/lead the project with the fellow? Members clarified that TACUSPA leadership is more than the board; mentors to include committee chairs, past presidents, Caswell winners.
- Board members brainstormed ideas for projects for the Fellow program. Google drive was used to document the list of ideas. 28 ideas were listed. Board reviewed them and discussed which ones they would like to use for the program. Also provided possible position responsibility. Items highlighted in green are those items that the board agrees to move forward with and those in yellow are the next to consider.
- **Action Item:** Vienne will send the Google form to people listed as responsible position; they are then to provide more details of the project and send back to Vienne by July 14, 2019.
- Vienne also discussed the handout Fellowship Timeline

Official Board Meeting

June 6, 2019

Members Present: Box, Drum, Benson, Vienne, Albart, Melendez, Lee, Spicer-Runnels, Hawkins, Garcia, McGee, Perez

Guests: Simpson (incoming Board member); Strietzel (fellow)

I. Call to Order: Meeting called to order 10:59am

II. Approval of Minutes

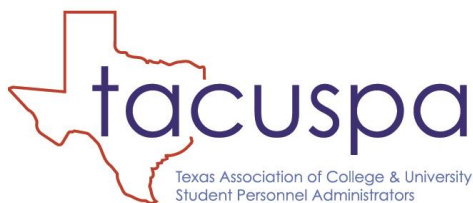
- a. **May 6, 2019 minutes:** Benson motioned to approve minutes; Vienne 2nd approved as submitted

III. President– Molly Albart

- a. **Conference Updates:** McGee asked for assistance for soliciting input on asking for VPs to submit programs

IV. President Elect – Iliana Melendez

- a. **Strategic Plan Follow Up** – no other report since Board members worked on strategic plan activity during retreat.



V. Past President – Brandon Griggs – absent

VI. Director for Administration – Stephanie Box

- a. **Awards Update** – 1 additional submission as of June 6 in the morning. Board agreed to extend the deadline to Wednesday, June 12 2019. **Action Item: Benson will send out correspondence to member regarding the extension for deadline.**

VII. Director for Membership – Hope Garcia

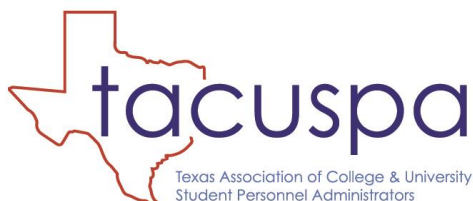
- a. Garcia reported the following updates on memberships received.
 - i. Emeritus 15
 - ii. Professional 438
 - iii. Students 25
 - iv. Total 478 members
- b. A&M International is in the process of submitting institutional membership
- c. Garcia stressed the importance of reminding institutions that their membership should be renewed in January; this process helped with increasing membership this year.
- d. Locations & Dates for mid-summer Meet Ups Discussed:
 - i. DFW: Location: Flips – July 11, 2019 at 6:30-8pm
 - ii. Houston: Location: St. Arnolds Brewery - July 25, 2019 at 6:30-8pm
 - iii. San Antonio: July 18, 2019, at 6:30-8pm Location: TBD **Action Item: Spicer Runnels to ask for assistance from JoAnna Benavides Franke & Jan McKinney**
- e. Giveaways will include registration for a pre-conference; one given at each location; also will include an opportunity for a free membership cost. Appetizers will be provided; attendees are responsible for drinks;
- f. **Action Item: Garcia will create a electronic flyer to send out for publicity purposes**
- g. **Action Item: Garcia will also identify 2 host for each of the Mid-Summer Meet Ups**

VIII. Director for Marketing – Corey Benson

- a. Benson updated website with portal. Benson will come up with plan on how to disseminate this new information.

IX. Director for Education & Professional Development – Kristy Vienne

- a. Covered information Fellows program during retreat
- b. Vienne asked members to continue sending ideas for Webinars to her.
- c. Four people have inquired about submitting Webinars proposals; **Action Item: Vienne will follow up with them**
- d. Career Development – headshots will be included during conference; Vienne can help support this during conference



- e. Scholarship applications are open. **Action Item: Vienne asked Board members to please share scholarship opportunities with their campus and networks**

X. Director for Technology – Caryn Hawkins

- a. Wild Apricot: Hawkins asked the Board if they were open to switch to a different platform with an increase of cost
 - i. Albart stressed that we need to define our needs and then come up for proposal
 - ii. Benson moved to create a task force and have timeline completed by July; Hawkins 2nd the motion; discussion on this ensued;
 - iii. Suggestion provided was to have Hawkins get with members to ask what do they use technology for in their position?
 - iv. After discussion, Benson amended his motion to have a task force created and have proposal with technology needs by September; Garcia seconded the motion. Board voted to approve. Hawkins as the Director of Technology will be the chair of this task force.
 - v. Task Force will consist of: **Action Item: Hawkins to provide task force members**

XI. Director for Research – Jennifer Edwards No report

XII. Director for Assessment – Brandon Lee No report

XIII. Secretary – Lisa Perez no report

XIV. Treasurer – Ashley Spicer-Runnels

- a. \$103,269.19 checking account balance
- b. \$62,764.79 savings account balance

XV. Foundation – Amanda Drum

- a. **Foundation Committee Operational Policies Approval for inclusion in TACUSPA Operations Manual:** Drum reported Foundation is making a recommendation to include their operational policies in the TACUSPA Operations Manual.
- b. Box looked into this and wondered where they should be included. Box is recommending that it be included as an appendix. But be referenced in the Foundation committee section.
- c. Perez motioned to include in Operations Manual; Box seconded the motion; Board approved unanimously to include policies in the Operations Manual.

XVI. Approval of Reports. Vienne motioned to approve the reports; Garcia seconded; reports approved unanimously.

XVII. Adjournment: Albart adjourned meeting at 11:40am