

## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | November 18, 2019

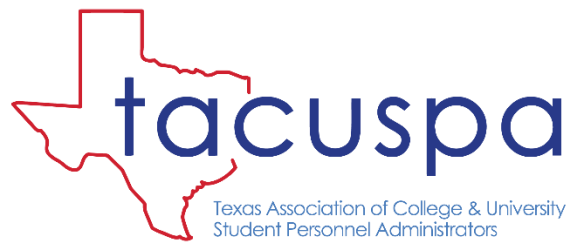
**Members Present:** Iliana Melendez, Lisa Perez, Keith Lamb, Kristy Vienne, Molly Albart, Corey Benson, Nicki McGee, Jody Randall

**Guests:** Ramces Luna, Quynh-Huong Nguyen

- I. **Call to Order:** Melendez opened the meeting at 12:03pm
- II. **Approval of Minutes:** Vienne motioned to approve the minutes for both dates and Benson seconded; minutes approved for October 20, 2019 & October 22, 2019
- III. **President– Iliana Melendez**
  - **Conference Update(s):** Luna discussed that the walk thru last Friday at the AT&T Center went well; **Action Item:** Luna to send out detail report to Board members regarding all of the logistics; he explained there will be free Wi-Fi at the conference site for 2020; the entire 2<sup>nd</sup> floor will be used by TACUSPA; some discussion about live stream; Board will need to discuss registration costs if that is something we want to pursue; McGee added to think about future planning if live stream not an option at other future locations. **Action Item:** Nguyen will provide a link to with pictures of the spaces that we plan to use.
  - **Strategic Plan:** No update at this point; Melendez will continue to work on it
  - **In Person Meetings:** Melendez asked Board members to please hold February 5 & 6 on their calendars for the next in person meeting; she reminded Board to respond to Nguyen on room request. Melendez is working on the detailed schedule and will send out at later time.
  - **Action Item Tracking:** Melendez shared that she has changed the agenda format to include standing items that Board members should report on during the monthly meetings. In addition, a new action items tracking log has been created and will be implemented during this administration. The log is saved on the Google Shared drive.
- IV. **President Elect – Ashley Spicer-Runnels – No report**
- V. **Past President – Molly Albart**
  - **2019 Conference Budget –** Albart reported that she and conference chairs are feeling good about the final budget; she is waiting for final bill from hotel in order to reconcile. Otherwise looks like Conference budget will be in the black.
  - **Board Structure Task Force:** Albart’s students helped to gather information; **Action Item:** Albart will scan documents and send to Board. Albart asked Board to think about if we should be organized a little differently since the current structure is flat; She asked: Are positions too cumbersome? Is work evenly distributed? How efficient can we become? She also suggested

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that Board map out an organization chart or make some comments about positions to bring to February meeting to discuss.

- **Caswell Award** – no report
- **Award Renaming Process** – no report

**VI. Director for Administration – Jody Randall**

- **Operations Manual** – Randall reported that she is getting acclimated to new position; **Action Item: she will be sharing an editable form with Melendez for potential modifications to the Operations Manual.**
- **Volunteer Sign-Up List** – volunteer sign-up list has been added to the Board of Directors folder on shared drive.
- **Awards:** No Report
- **Award Naming process:** Randall is putting together a small group to do some research to put in operations manual on how to process recommendations for naming of awards; Her goal is to have it circulated to Board for review prior to the February meeting.

**VII. Director for Membership – Staphany Lopez-Coronado – No Report**

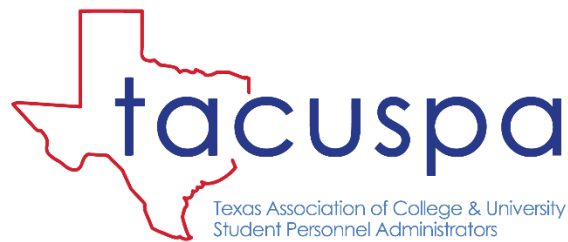
- **Membership Numbers**
- **Now out on maternity leave**

**VIII. Director for Marketing – Corey Benson**

- **Weekly emails -No Report**
- **Newsletter(s)** – **Action Item: Benson will send out an update on what is needed for the newsletter; Melendez needs to send her message to Benson.** Newsletter will be available in English & Spanish moving forward

**IX. Director for Education & Professional Development – Kristy Vienne – No Report**

- **Fellows Update** – Melendez reported that information will be sent out hopefully today after the new link is provided
- **Scholarship Recipients**-Diana Lee from Southwestern University is the chair for this area.
- **Career Development**- Taylor Kemp from TAMU Galveston is the new chair for this area.
- **Webinars** – Melendez mentioned that schedule should be coming out soon



**X. Director for Technology – Caryn Hawkins – No report**

- **Technology Updates**

- Platform Report for review: Sent via email by Perez for Melendez (attached); Hawkins has recommended that we stay with the current platform; **Action Item: Board to review recommendation**; Any comments should be sent to Hawkins and Melendez as a CC. Board will discuss at the next meeting

**XI. Director for Research – Teresa Simpson – No Report**

- **Journal**
- **Faculty Engagement**

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

- **Conference Assessment** – Melendez reported for Lee that the Annual Conference evaluation went out 11/4. Survey closes 11/19. To date only at 20% response rate; **Action Item: Lee will share results when he gets results**; Lee has also sent presenters their feedback from their sessions.

**XIII. Secretary – Lisa Perez**

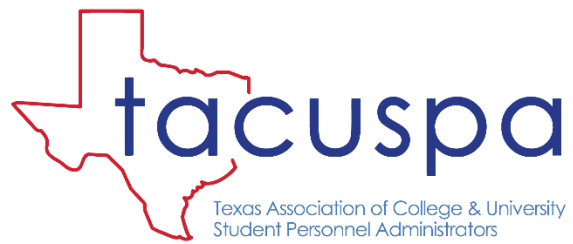
- **Agenda Items:** Perez reported that standing reports will remain on agenda and will be formatted as BOLD. Other items that are added will not be bolded.
- **Action Items Log:** Perez will include a reminder in email to look at action log on shared drive when minutes are sent out so that Board can update as needed.

**XIV. Treasurer – Nicki McGee**

- **Account Balance Updates:** McGee reported the following balances in each of the accounts: Checking: \$188,525.60 & Savings: \$62,772.69
- Financial Advisory Board (FAB) Plans: McGee looking to identify a team; waiting to hear back from people; Her plan is to look at the feasibility of splitting out checking account for Foundation and one for TACUSPA. She also reported that the Association has one CD that will mature in August 2020 so will need to get recommendation from the Financial Advisory Board to the TACUSPA Board. FAB plans to meet in January.
- 2019 Conference Close-Out Update- McGee suggested to new conference chairs to have a person assigned to following up on registration payments. She and her team did for 2019 Conference and feels it attributed to having a successful conference.

**XV. Foundation – Keith Lamb**

- **Foundation Updates:** Lamb reported that they have not met since conference; plans to call a meeting prior to holiday break
- **Foundation Account Total:** **Action Item: Lamb will send out the amount via email**



**Good of Order:** Melendez reported that December meeting will not take place since Board met in Mid-November.

XVI. **Approval of Reports.** Benson motioned to approve reports; Lamb seconded the motion. Reports were approved.

XVII. **Adjournment:** Melendez adjourned the meeting at 12:40pm