

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | November 9, 2020

Quorum: 10 Voting Members Present; Quorum is Met

Members Present: Ashley Spicer-Runnels, Lisa Perez, Heather Snow, Lacey Folsom, Staphany Lopez-Coronado, Diana Lee, Theresa Simpson, Jody Randall, Nicki McGee, Iliana Melendez

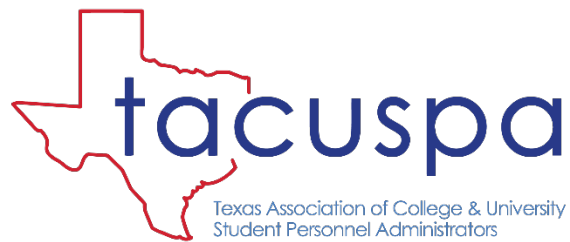
Guests: Elizabeth Massengale

- I. **Call to Order:** Spicer-Runnels called meeting to order at 12:03 pm.

- II. **Approval of Minutes:**
 - **Approval of Minutes from October 29, 2020:** Lopez-Coronado moved to approve minutes as amended. Melendez seconded the motion. Minutes approved.

- III. **President– Ashley Spicer-Runnels**
 - Spicer-Runnels received an email from Campus Labs asking if TACUSPA would like to continue partnership and asked the Board if there were any concerns with continuing the partnership. Simpson mentioned that the research committee would like to use Campus Labs. No concerns mentioned. Spicer-Runnels will work with B. Lee to work through the process of continuing the partnership.
 - **Access to the Google Drive:** there were some issues with access to the drive. Spicer-Runnels indicated that Board could reach out to her if issues continued.
 - **Upcoming Events:** Spicer-Runnels asked Board if there were any events before December 1, 2020 that we all should be aware
 - i. **Grants Webinar** will occur
 - ii. **Monthly Webinar**
 - iii. **Membership event** – Lopez-Coronado is taking the lead with this event which will be held November 16, 2020.
 - iv. **Others?** Simpson would like to add Research Grant to this list.

- IV. **President Elect – Heather Snow**
 - Snow reported that she has put together additional communication meetings with Spicer-Runnels and Melendez. She would like to get names of people who are willing to serve in volunteer roles for 2021 conference. Volunteer interest form was not included at conference. Snow would like to distribute to membership in January to solicit a diverse group of members to participate. Spicer-Runnels would like to be intentional in the selection.



- Lopez-Coronado asked if there was a current list of volunteers. Perez suggested adding volunteer field to the membership form so as to gather information which memberships are renewed and not have to worry about waiting until conference to get a sense of who is interested in volunteering.
- Melendez suggested pulling this year's registration list and emailing to see if they are interested in volunteering. It was also suggested that TACUSPA reach out to TABPHE and TACHE to solicit volunteers.
- Snow suggested that the North Texas Community College Coalition would be good too group to ask as well. Spicer-Runnels will research to see if other community college groups/coalitions to seek interest in volunteering with the Association.

V. Past President – Iliana Melendez

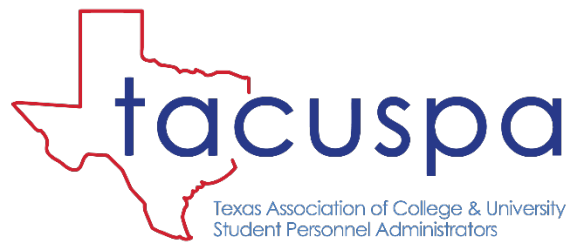
- **Strategic Plan** – Melendez reported that voting on the strategic plan has closed. At the time of the meeting there were 58 approvals. She will work with Randall to make the changes in the operations manual. **Update:** Melendez sent Board members an email on 11/9/2020 that there were 59 votes with a 100% approval on changes to the Strategic Plan.
- Melendez looking for people to serve on Elections committee; looking for people who are looking to be more involved with TAUSPA.
- Melendez made arrangements for conference presenter Thank You gifts to be sent out.
- Melendez hopes that the recordings of the presentation sessions will be done by this week. Spicer-Runnels would like to have this out in the next newsletter.

VI. Treasurer – Nicki McGee

- **Account Balance Updates:** McGee reported the following balances in TACUSPA accounts
 - i. Checking - \$102,272.06
 - ii. Savings - \$63,744.02
 - iii. CDs – \$23,330.11 & \$24,233.68
 - iv. McGee questioned whether the upgraded version of Go To Meeting is still necessary? McGee will confer with Hawkins to confirm which direction we will be going. Spicer-Runnels would like to have a decision at the December meeting. McGee mentioned that there is about a \$30 difference in cost for the upgraded platform.
 - v. McGee sent Board members the new Request for Payment form (attachment)

VII. Secretary – Lisa Perez

- **Deadline December Agenda:** Items for the 12/7/2020 meeting should be submitted by 12/1/2020
- Perez reported that she will include follow up items from previous meetings on agenda; if Board does not submit agenda items, she will use standard position topics for the agenda.



VIII. Director for Administration – Jody Randall

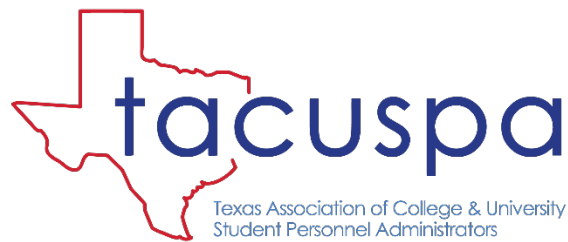
- **Operations Manual:** Randall will be dedicating some time to incorporate new items into operations manual. Randall needs assistance with the operations manual. Melendez offered to help Randall with this effort (via chat). Melendez offered to update the strategic plan updates in the operations manual.
- **Awards:** Randall having issues with vendor that was confirmed for conference. Has yet to receive proofs so on the verge of cancelling the current vendor to ensure that awards get sent to awardees.
- Spicer-Runnels has someone in mind for the Legislative Updates committee. There is someone that is from TACSSAO that currently gives updates. Spicer-Runnels will get name to Randall. Massengale mentioned that Thomas Moorman led this effort before. Massengale recommends that we do have someone in place.

IX. Director for Membership – Staphany Lopez-Coronado

- **Membership Updates:** 15 Emeritus members; 522 professionals; 44 students; total of 581 members
- **Membership Meet-Ups:** Goal to have at noon on 11/16/2020. Lopez-Coronado will send information to Folsom to include in social media. Goal is to have a COVID-19 follow up; There will be opportunities for New Professional/Graduate Students, Mid-Level; AVP, and Faculty discussions.
- Lopez-Coronado will need facilitators to help lead the discussions; Simpson will lead faculty breakout; Melendez is available to help with midlevel group. D. Lee is available as well.
- Spicer-Runnels asked Lopez-Coronado to have goals for membership numbers at the next meeting in December.
- Lopez-Coronado plans to have the membership forms fields ready by November 25 and will send to Board on November 30 for feedback. Her goal is to ensure we are ready for January rollout for the new membership form.

X. Director for Marketing – Lacey Folsom

- **Weekly emails-**Folsom sent Board members an invite reminder to submit content for weekly emails
- **Social Media** – would like to engage members by use of polls; please share any ideas with Folsom; include information and graphic. Randall asked if Folsom could acknowledge November 20 is Transgender Day of Remembrance on Social Media and would like to acknowledge December 1 as World AIDS Day. Folsom will work to compile a list of these days/months so that there is consistency moving forward.



- **Newsletter(s)** – Simpson to highlight a research project; GiveTuesday is December 1 and she would like include information in the newsletter. Folsom has a Hootsuite account and items can be scheduled in advance. She suggested Board members send her items in advance so that she can schedule accordingly.

XI. Director for Education & Professional Development – Diana Lee

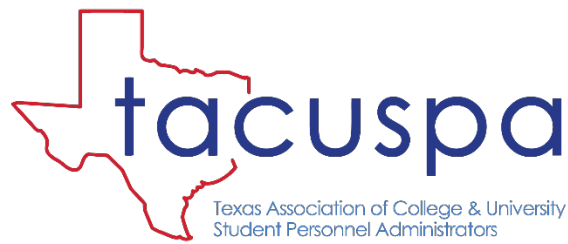
- **Fellows Update:** D. Lee followed up with past fellows to see what sort of content they have to decide how best to present information to the Association. Fellows did not receive free registration or lodging costs so D. Lee would like to know how they are to be recognized for their efforts. Melendez asked Massengale if Foundation had discussed. Melendez and Spicer-Runnels are in agreement with this suggestion. Massengale will discuss with Foundation.
- D. Lee has a tentative timeline for soliciting applications and a list of projects for this next year's fellows. Overall quick turnaround; D. Lee has asked previous fellows for help with recruiting new fellows.
- **Scholarship Recipients** – looking for replacement for a chair for this area since D. Lee is now in director position. Due to hosting a virtual conference scholarship funds were not used this year. D. Lee asked Massengale to consider how Foundation wants to use scholarship funds.
- **Career Development** -No report
- **Webinars** – D. Lee looking for a chair for this position as well. Simpson will be moderating the upcoming Research Grant webinar.

XII. Director for Technology – Caryn Hawkins – no report

- **Technology Updates** – Spicer-Runnels reminded Board that if there were Google suite access concerns to remember to use Spicer-Runnels phone number as this is the number associated with the account.

XIII. Director for Research – Teresa Simpson

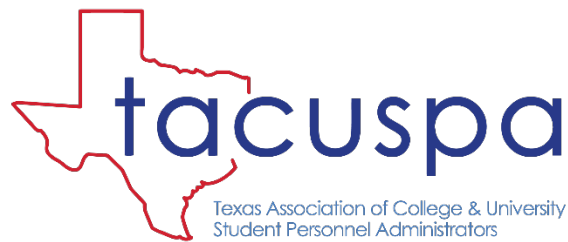
- **Discussion for Board:**
 1. Case Study: With only 3 interested in the November dates do we support moving the Case Study to the Spring? Board agreed to move it to Spring timeline.
 2. Research Page: I'd like to ask all Board Members to complete the following link so we can list your recent publications.
<https://docs.google.com/forms/d/e/1FAIpQLSfYpiP0AAfGO0loyOTjKqRD04qOU8W3lb6oguAc7OH2T6ouKQ/viewform>
- **Research Committee:**
 - Will begin meeting once a month, 1st meeting November
 - The Committee will work on the following for 2020-2021
 - Exploring Faculty membership



- Seeking Published Members for Webpage/TACUSPA Member benefit to have such access: faculty, staff, administrators and graduate students
- Making *ListServe for Texas Higher Education Student Affairs Faculty* available to TACUSPA members and added to Research Page
- Best Practice outcome from the 2019 TACUSPA Conference from Faculty membership: <https://lists.shsu.edu/mailman/listinfo/txesafaculty>
- Future partnership with NACA
 - More to come from Research Committee input
- Assessing “The State of Student Affairs in Texas”, exploring the following information and how to best published/provide our outcome. Exploring the following discussed ideas from the TACUSPA Café session with faculty membership, will bring to Research Committee:
 - Hiring practices and current staffing realities in the field
 - Innovative ways Higher Ed Programs are offering internships/practicum during Covid-19
 - Career Outlook for 2020 Student Affairs professionals and beyond in the field (Graduate Students, those professionals laid off, current organizational structures and opportunities for staffing etc.

• Research Committee:

First Name	Last Name	Organization	Job Title
Danielle	Alsandor	University of the Incarnate Word	Assistant Professor
ERICA	GILES	The University of Texas Rio Grande Valley	Lecturer
Gabriela	Silvestre	Sam Houston State University	Coordinator MA in Higher Education Administration. Assistant Professor
Jennifer	Edwards	Tarleton State University	
Krista	Bailey	Texas A&M University	
Peggy	Holzweiss	Sam Houston State University	Associate Professor



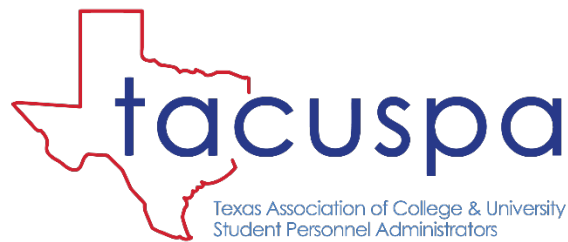
Hearne	Shelby	Texas A&M University	Graduate Student
Wallace	Jerry	University of Houston - Downtown	Assistant Dean, Director for Advising, Recruitment and Retention
Hawkins	Caryn	Blinn College	Administrator/Adjunct Instructor
Simpson	Teresa	Lamar University	ED/Special Asst to the Dean/Clinical Instructor
Lee	Brandon	University of Houston - Victoria	Board Director, Assessment/Director Res. Life
Strietzel	Jeffery	Baylor University	Clinical Instructor
Simpson	Art	Lamar University	Director Recreational Sports/Adjunct Faculty
Haber-Curran	Paige	Texas State University	Faculty
Spicer-Runnels	Ashley	Texas A&M - San Antonio	Assistant Provost/Adjunct Faculty

Research Grant

- Webinar presenting Jeff’s Student will be held, Friday, November 13th
 - Session Title: “What I Would Do Differently”:3 Lessons from 37 Derailed Administrators
 - Marketing to be released soon
- Application for 2021 Research Grant will be out soon, Jeff has agreed to co-chair the research grant with me this year. Jeff will also serve on the research committee

Case Study update:

- 4 emails have been sent to student members registered for the Conference
 - 2 Informative and 2 reminders
- 3 students are interested in the Case Study
- Thoughts from discussion on my side, we postpone until Spring Semester and formally put it out there once again
- Please let me know your thoughts and we will go from there following the Board Meeting.



Research Website:

- Live!(thanks! Ashley, Corey, Caryn and Lacey).
<http://tacuspa.net/research>
- I am checking the submission from membership for publications/scholarship to main the website as current
- Board Members, PLEASE submit your research/scholarship 😊
<https://docs.google.com/forms/d/e/1FAIpQLSfYpiP0AAfG00IoyOTjKqRD04qOU8W3lb6oguAc7OH2T6ouKQ/viewform>

Student Affairs on Campus, Online Journal

- Research Committee will be reviewing the status of the Journal and plans to move forward. Dr. Jennifer Edwards has agreed to remain Editor for the Journal until we decide.

XIV. Director for Assessment – Brandon Lee - no report

- Spicer-Runnels reported that conference survey will be sent out to those who participated
- **Quarterly Reports** – it is coming up. Spicer-Runnels is working with B. Lee to get goals updated.

XV. Foundation – Elizabeth Massengale

- **Foundation Updates:** Would like to promote the TACUSPA Foundation during #GivingTuesday and will work with Folsom to get this out.
- **Foundation Account Total:** \$64,919.34 have additional funding in Paypal from Silent Auction and will transfer at the end of the month.
- Spicer-Runnels asked Massengale to discuss with Foundation what the overall fundraiser goal is for the year.

XVI. Good of Order: none

XVII. **Approval of Reports:** Simpson moved to approve reports; Lopez-Coronado seconded the motion. Reports approved.

XVIII. **Adjournment:** Spicer-Runnels adjourned meeting at 1:01pm.

Attachments: Request for Payment Form