

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes Official | July 6, 2020

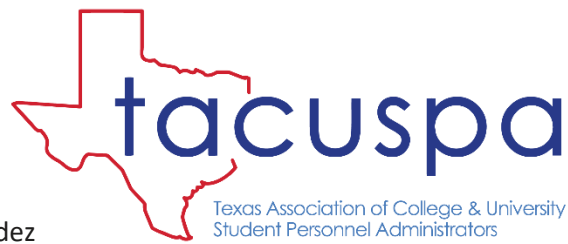
Members Present: Iliana Melendez, Ashley Spicer-Runnels, Molly Albart, Lisa Perez, Nicki McGee, Staphany Lopez-Coronado, Jody Randall, Teresa Simpson, Brandon Lee, Corey Benson, Kristy Vienne

Guests: Ramces Luna, Karina Ogunlana, Quynh-Huong Nguyen

- I. **Call to Order:** Melendez called the meeting to order at 12:03pm

- II. **Approval of Minutes: June 8, 2020;** Lopez-Coronado motioned to approve the minutes; Benson seconded; the minutes were approved.

- III. **President– Iliana Melendez**
 - **Conference Update(s):** Luna shared attachment “TACUSPA 2020 Final Conference Schedule” with Board members to review and asked for feedback.
<https://drive.google.com/file/d/1FLmiqsDn2RETeHedHXbo72ilrubGhzhB/view?usp=sharing>
Luna walked through each day. Quynh-Huong and Luna will be responsible for running the behind the scenes. Melendez will serve as the main emcee. Keynote Dr. Ruth Simmons will be on Monday. Luna will be moderating this session. Ed Sessions will be on Monday; conference team members will be helping with facilitating the ed sessions. Ed session blocks will have 3 choices each. End of Monday will highlight a virtual TACUSPA mixer. Tuesday will entail having a panel presentation. There will only be Ed Session blocks on Tuesday. Grad Students will have time block on Tuesday as well. Wednesday will entail the TACUSPA Business Meeting, keynote and closing. Spicer-Runnels asked if Business meeting will still be in same format. Melendez will review the script to see what will remain and what will be offered differently. Has captioning been discussed/decided? Luna is still working on this. Vienne asked if awards will be mailed? Melendez clarified that shipping has been considered for budget.
 - i. There was concern about logging in on Sunday; many Board members agreed that that night would be good. Suggested moving to Monday.
 - ii. Discussion ensued on what the costs should be for the virtual conference. McGee suggested \$20 for all; Spicer-Runnels suggested it be free for members; conference materials will be provided on website
 - iii. Proposed: Non-Members \$35 for professionals; Lopez-Coronado suggested this be \$40
 - iv. Lopez-Coronado believes she can do a work around to have access to the conference materials so that non-members don't access them.
 - v. Albart asked from a budget standpoint - have we met our membership numbers to meet our operational budget amounts and if not, is this something we need to try to ensure we meet our operational budget?



- vi. Melendez mentioned that still checking on whether Dallas can be moved to another year; we have not paid anything for Dallas conference as of yet, but are still obligated by contract at this point.
 - vii. Austin conference will still cost us around \$40K but can be used as a credit if we host in Austin in a future year.
 - viii. Spicer-Runnels believes that the next year budget will be hit; and that this year should be okay;
 - ix. Vienne suggested that legal counsel be sought out; look at the Impossibility Clause within the contract.
 - x. Randall feels confident we could get out of it.^[P]^[SEP] We can probably get pro bono counsel.^[P]^[SEP] Even if it cost us a thousand dollars to have a lawyer write a letter, it would be worth it.
 - xi. Albart recommended that a new conference budget be redone and voted on prior to making decision. Benson asked that this be done before the August meeting if we are voting on it. Melendez will send this out.
 - xii. Motion by Simpson that registration is free to membership and students; non-members registration is \$35. With a recommendation to promote \$20 for 2020 to help sponsor student membership registration. Spicer-Runnels seconded. Board agreed to move forward with these registration costs.
- **Strategic Plan:** Spicer-Runnels will update the document based on comments/edits and send out to Board. She suggested having a special call meeting to vote on items. Albart also mentioned last time we allowed the membership to comment on the strategic plan before we asked them to vote on it
 - **Summer Board Meeting:** Melendez asked that this be removed this from the agenda going forward. Melendez will follow up with 1:1 meeting with board members.

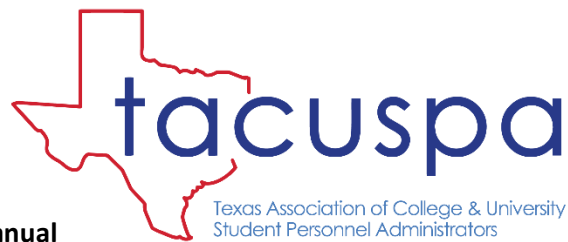
IV. President Elect – Ashley Spicer-Runnels

- **Officer Transition Checklist** - July 1 deadline; ASR will be wrapping this up. She specifically asked for a Board Orientation feedback. She asked Board members to follow up with new officers before August. Please follow up with ASR to get 1:1 meeting scheduled with her.
- Spicer-Runnels also asked Board to look at their respective areas in the governing documents to see if any edits/updates are needed.

V. Past President – Molly Albart

- **Board Structure Task Force** – requested to remove from the agenda
- **Caswell Award** - sent committee the nominations; phone call meeting coming up in couple of weeks and will be done by mid-July.
- **Elections** - no report

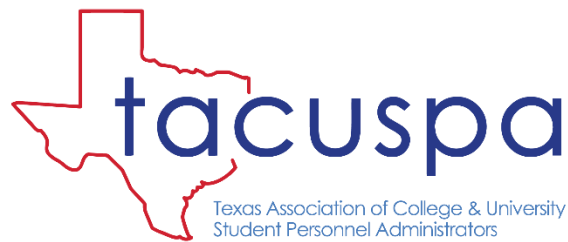
VI. Director for Administration – Jody Randall



- **Operations Manual**
- **Volunteer Sign-Up List**
- **Awards - Randall presented total number of nominations for each award.**
 - i. Caswell - 4 nominations (2 people, these have been sent to Molly for her committee's review)
 - ii. Mid-level - 2 nominations
 - iii. New Professional - 1 nomination
 - iv. Dissertation - 3 nominations (2 people)
 - v. Faculty - no nominations; Board agreed that deadline for faculty category on awards will be open until July 13.
 - vi. The online nomination form has been updated. Faculty Member of the Year nominations are now due July 13 by 5:00p.m.
<https://ttu.campuslabs.com/engage/submitter/form/start/407349>
 - vii. Benson will update website and social media today
 - viii. Simpson will send out to graduate students today as well.
 - ix. The nominations are being sent to the Awards Committee (minus Caswell) for review
 - x. Awards Committee is being chaired by Dr. Vanessa Bogran Meling, Assistant Dean, UTSA School of Nursing.
 - xi. Randall anticipates submitting committee's recommendations to the Board for action at the August meeting.
 - xii. Randall asked for suggestions about what to do with no faculty member recommendations.
 - xiii. Randall would like to organize a Café type virtual event for discussion on how folks are handling plans for fall reopening, etc.

VII. Director for Membership – Staphany Lopez-Coronado

- Membership Numbers: 15 emeritus; 445 professional; 14 students
- TACUSPA Café - 40 people have registered thus far; Lopez-Coronado asked Board members to register as well
 - i. Lopez-Coronado looking for people to help lead with faculty, student, and Senior Leaders; Simpson will help with faculty; Melendez will help with Sr. Leaders. Only have 1 student registered. 9 New Professionals; 18 mid-level; 7 Sr. Leaders; and 7 faculty
 - ii. Doing a social media give away and give aways for Kahoot activity
 - iii. Planning a social for August as well; more than likely after August board meeting
- Working with Simpson on membership types; We have 15 faculty and have been thinking about how to better engage the membership; please send feedback to Lopez-Coronado; Simpson asked to send forward ideas on
- Lopez-Coronado has a proposal on what we should be asking members during membership registration. She will send it out for feedback.



VIII. Director for Marketing – Corey Benson

- **Weekly emails-** Sending out email about TACUSPA Cafe next week; any other items please send to Benson by tomorrow so he can send on Thursday.
- **Newsletter(s)**

IX. Director for Education & Professional Development – Kristy Vienne

- **Fellows Update** - no report
- **Scholarship Recipients** - no report
- **Career Development** - no report
- **Webinars** - no report

X. Director for Technology – Caryn Hawkins

- **Technology Updates** - no report

XI. Director for Research – Teresa Simpson

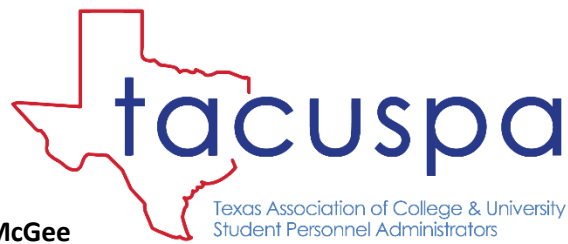
- **Journal** - identifying ways on how to re-engage faculty has really worked; there is a buzz among them. Simpson will be reaching out to faculty and re-formalize the research committee.
- **Faculty Engagement-** 17 responses has doubled since the first time sent out survey “Supporting and Advancing Scholarship in the field of Student Affairs”; think this was attributed to increase publicity; Of those 17 responses there are 61 recent publications (within 5 years of publication being submitted). Bryant organizing the information so that Research Page on Website will be updated. This will serve as a repository of work being done by membership.

XII. Director for Assessment – Brandon Lee

- **Conference Assessment** - no report
- **Quarterly Reports** - no report

XIII. Secretary – Lisa Perez

- **Agenda Items** – deadline for agenda topics is the Friday before our next meeting.
- Perez asked if contact information for new board members will be shared...ASR provided the following link via email with contact information <https://drive.google.com/file/d/1-CMZ5xjnRsMGk9CvSV7Df61yHUMNoU4k/view?usp=sharing>
- ASR asked about the guidelines for archiving prior to transitioning off from positions.
- Perez will send out information as a reminder to Board members



XIV. Treasurer – Nicki McGee

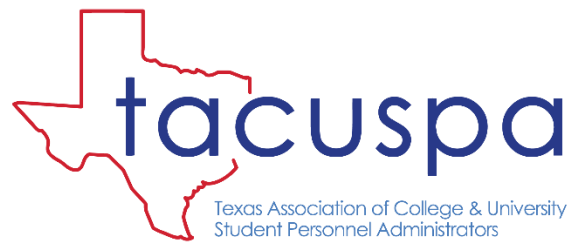
- **Account Balance Updates: McGee reported the following account balances:**
 - i. **Checking: \$117,365.62**
 - ii. **Savings: \$62,785.17**
 - iii. **CDs: \$23,287.38 & \$24, 227.61**
- McGee asked if FY21 budget should reflect budget cuts institutions are experiencing?: McGee asked Board to think about this when developing budgets for upcoming year.
- **Board Member Budgets for next year:** McGee asked Board members to look at budget and provide items by July 27 so that they can be discussed in August meeting.
- Foundation Advisory Board (FAB) Recommendations:
 - i. CD Renewal in August - comes up 2nd week August; variety of renewal options; 7, 12 34 months; recommendation is that it be rolled over to a 12 month; don't have quorum to vote on this; table for next meeting.; this will be added to special call session.
 - ii. McGee will email board the current financial standings and request the 10% cut
 - iii. ASR asked that off going board make sure to include new board members in the discussion.
 - iv. ASR reminded that final budget needs to be voted on in August prior to September 1.

XV. Foundation – Keith Lamb

- **Foundation Updates:** Lamb working with foundation on how the remote silent auction will look, but are committed to having it online.
- **Foundation Account Total - \$62,029.34**

XVI. Good of Order:

- Randall: I have an idea to bring forward. I am part of a student affairs taskforce at my institution around our return to campus for fall. We are close to being ready to roll out various guidance documents around in-person programming, etc. On a call earlier, someone commented that it would be helpful if there was some mechanism to bring student affairs people together across institutions to talk about what each other is doing.
 - Could we offer a TACUSPA Café sort of space and utilize breakout rooms for work areas (e.g. Housing, Conduct, Diversity, etc.) to just talk about fall plans - dos and don'ts, etc. I would be willing to facilitate this if folks support it.
 - Albart reported that she also discussed this with Vienne. She would like to see this happen as well.
 - Melendez said that Gage Paine would be willing to help; she will follow up. Vienne also interested. Melendez will follow up with Vienne. Albart is willing to lead.
- ASR asked if new board members will be invited to future meetings before they take office? Suggested that the September meeting may be a better time to include them. Melendez agreed that we hold off until then.



XVII. Approval of Reports: will have to table; no quorum

XVIII. Adjournment: Melendez adjourned the meeting at 1:37pm