

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Meeting Minutes Official | October 29, 2020

Quorum: 9 Board Members were present; quorum was met

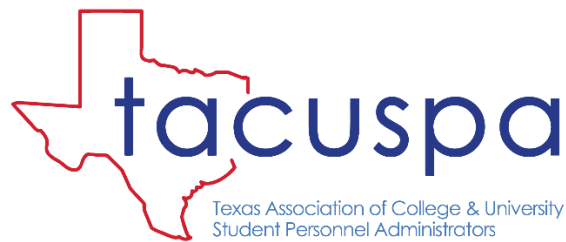
Members Present: Ashley Spicer-Runnels, Iliana Melendez, Diana Lee, Staphany Lopez-Coronado, Theresa Simpson, Heather Snow, Lacey Folsom, Brandon Lee, Nicki McGee

Guests: Elizabeth Massengale, Ramces Luna, Quynh-Houng Nguyen

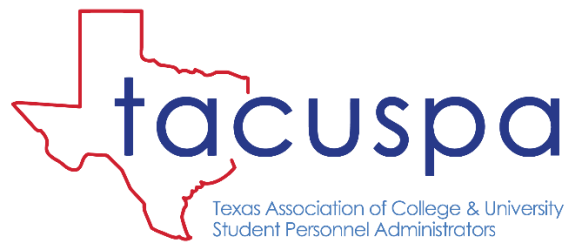
- I. **Call to Order:** Spicer-Runnels called the meeting to order at 2:00pm

- II. **Approval of Minutes:**
 - **Approval of Minutes from October 26, 2020** Lopez-Coronado moved to approve the minutes. Simpson seconded the motion. Minutes approved.

- III. **President– Ashley Spicer-Runnels**
 - **2020 Conference Debrief** – Spicer-Runnels asked Board members for feedback. Simpson added that the conference was amazing and thanked the conference chairs and team for a job well done. Lopez-Coronado suggested that registration for each session was unnecessary and suggested that this could be something to be changed in the future. Melendez mentioned that having that function was an IT security function from her university and they didn't have control over that. If Board wants to have control of such function, there may be a need to look at spending for a platform. Spicer-Runnels mentioned that ed sessions presenters were received well and topics were substantive. Luna said that transcribing each video session will take a while and sessions will be loaded to the website. Nguyen thanked Board for opportunity. Appreciated the grace and flexibility they were given to planning for a virtual conference. Lopez-Coronado also suggested that perhaps the bidding for Silent Auction could be offered longer by having it available longer after the conference. Spicer-Runnels thanked Luna and Nguyen for all their efforts.
 - **2021 Conference Update** – Spicer-Runnels has appointed Grisell Perez-Carey as one of the chairs for the 2021 Conference. Still looking for another chair. Spicer-Runnels also plans to have a virtual component even if conference is face to face. Melendez suggested looking into having a department or division rate such as what ACPA has in place.
 - **General Information**
 - i. Spicer-Runnels introduced Diana Lee as the new Director of Education & Development who is stepping into the role due to a vacancy.
 - ii. Volunteer Agreement is available at following link. All members need to complete this form as soon as possible.
 1. https://docs.google.com/forms/d/e/1FAIpQLSdVS9Qjj382Dk1NWgM0xN6w00yoHwfyOQQ3wX64nnHCyvHgBQ/viewform?usp=sf_link



- iii. Spicer-Runnels also reminded the Board that she will be following up with members outside of the regular 12 meetings. She also asked that agenda items be sent to Perez so that we can move meetings along during the 1-hour meetings each month.
 - iv. Spicer-Runnels asked that the Board send Top 5 Strengths to her.
 - v. Asked Board members to review Bylaws for responsibilities and also look at volunteers for committees
 - vi. Spicer-Runnels would like to update the History presentation that is on the home page of the website. Suggested having a task force to accomplish this goal.
 - **Upcoming Events** – Spicer-Runnels asked that dates be sent to her regarding the following events and also share with Folsom so that they can be publicized on social media.
 - i. **Grant Webinar**- Simpson confirmed that Jeff will be doing this in November
 - ii. **Case Study Competition** – Simpson reported that it will be held November 18-20th – currently have enough for 1 team; Simpson is extending the deadline
 - iii. **Thomas Moorman Fellows Presentation** – Melendez mentioned that date is to be determined.
 - iv. **Monthly Webinar** - TBD
 - v. **Membership event** - TBD
 - vi. **Others?** – none reported at the time.
- IV. President Elect** – Heather Snow reported that she will be meeting with Spicer Runnels to discuss transition and responsibilities of the President-Elect role.
- V. Past President – Iliana Melendez**
- **Strategic Plan** – Melendez will be sending a follow up email indicating the deadline for voting on the strategic plan. Have to have 2/3 approval of the 25% of the votes casted. B.Lee indicated that 56 responses have been received thus far.
 - Melendez is also looking for volunteers for the election committee and Caswell Award.
- VI. Treasurer – Nicki McGee**
- **Account Balance Updates:** McGee reported the following balances:
 - i. Checking - \$102, 743.23
 - ii. Savings - \$63,743.48
 - iii. CDs – \$23,330.11 & \$24,233.68
- VII. Secretary – Lisa Perez** – Spicer-Runnels reported for Perez who was unavailable.
- Upload Archive items to Shared Drive
https://drive.google.com/drive/u/1/folders/1McCiliOIG5r_nAiPziA2HeBvbrHpdiiiz



- Refer to meeting invitations of agenda items submission deadlines
 - i. Please include attachments

VIII. Director for Administration – Jody Randall-no report

- Spicer-Runnels thanked Randall for doing a great job with the Awards video during the conference.

IX. Director for Membership – Staphany Lopez-Coronado

- **Membership Updates:** 581 total members: 15 Emeritus, 522 professional, 44 students; since last meeting 4 new members; Lopez-Coronado will be ensuring that Caswell award winners are in the Emeritus status.
- Lopez-Coronado will be incorporating new fields in the renewal of memberships for 2021 so that we understand the profile of memberships.
- **Membership Meet-Ups** – November 16 is the next date set up for the membership meet-ups.
- Spicer-Runnels indicated that there was a discussion about Self-Care being a topic for new professionals. Asked Lopez-Coronado to consider this as a breakout during a Membership Meet-Up.
- Melendez also suggested that we look at providing some time for AVPs during the membership meet ups.
- Melendez suggested that students who paid for conference be refunded or given a credit since not all of the Foundation money was used for conference registration. She will follow up with Massengale.
- Spicer-Runnels asked Lopez-Coronado to consider having a membership drive as membership meet up.

X. Director for Marketing – Lacey Folsom

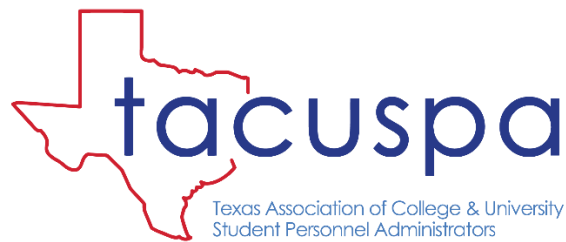
- **Weekly emails** – Folsom will be doing an update with website to have an integrative look. Hope to launch in about a week.
- Folsom would like to focus on highlight some focus areas on social media
- Website will be updated to have somewhat of a “dashboard” look.
- Folsom will be reaching out to Board to discuss roles so that she can better understand how to incorporate in emails or newsletter.
- **Newsletter(s)** – Spicer-Runnels will be asking Board members to actively be involved with contributing.

XI. Director for Education & Professional Development – Diana Lee

- Lee will be looking to fulfilling chair positions for each of the sections below. She will also be meeting with Spicer-Runnels to discuss expectations.

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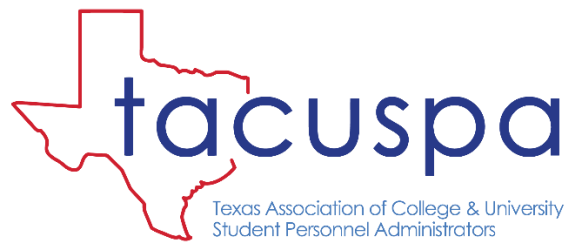
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- **Fellows Update:** Melendez asked D. Lee to consider having a fellow dedicated to each goal of the strategic plan. Spicer-Runnels asked Board members to submit ideas for projects that fellows could accomplish.
 - **Scholarship Recipients – no report**
 - **Career Development – no report**
 - **Webinars – no report**
- XII. Director for Technology – Caryn Hawkins**
- Spicer-Runnels reported for Hawkins who was unavailable. She will be sending password for the Google Suite to new Board Members.
 - **Technology Updates**
 - i. **Password update** – will be done during February
 - ii. **TACUSPA email account** – Director of Technology and Director of Marketing share responsibility of checking email and responding accordingly.
- XIII. Director for Research – Teresa Simpson**
- Webinar on Research will be coordinated and presented in November.
 - Jennifer Edwards and Caryn Hawkins are assisting with Case Study and will be delivered through Zoom on November 18-20.
 - **Journal** – Research committee will be evaluating the journal; it has been moved to the website.
 - **Faculty Engagement** – Simpson spent first year of term on this area. She will continue to add publications on the link. Members will be able to submit their scholarship via the link
 - Simpson will continue to move forward with the Faculty component during the TACUSPA Café.
 - Simpson will be working with B. Lee on the state of Student Affairs with the impact of COVID-19
- XIV. Director for Assessment – Brandon Lee**
- B. Lee indicated that assessment for the Conference is ready. Lee will be sending to Spicer-Runnels and Melendez for review. Spicer-Runnels asked Lee to ensure that there is a closing date published with the survey so Conference Chairs can work on closure of responsibilities.
- XV. Foundation – Elizabeth Massengale**
- **Foundation Updates:** Massengale reported that Foundation pleased with the Silent Auction. Looking at ways to engage new professionals and graduates about Foundation. Looking at how to incentivize the Century Pledge to continue to give.
 - **Foundation Account Total:** \$65,119.34 as of 10/29/2020

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- Spicer-Runnels asked if Foundation discussed #GivingTuesday. Massengale mentioned that they have not but will bring it at next meeting.

XVI. **Good of Order:** Spicer-Runnels reminded Board that the next meeting is November 9, 2020

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

XVIII. **Adjournment:** Spicer-Runnels adjourned meeting at 2:56pm

Attachments: None