

## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | February 1, 2021

### Quorum: Met

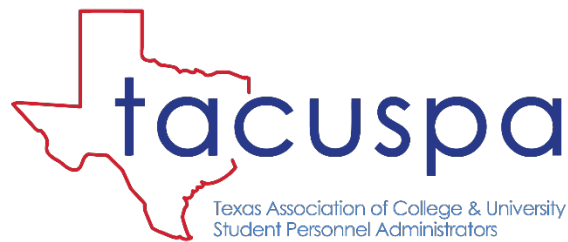
**Members Present:** Ashley Spicer-Runnels, Heather Snow, Iliana Melendez, Staphny Lopez-Coronado, Nicki McGee, Lisa Perez, Jody Randall, Brandon Lee, Diana Lee, Lacey Folsom, Teresa Simpson, Caryn Hawkins

**Guests:** Valerie Holmes, Grisell Perez-Carey, Elizabeth Massengale

- I. **Call to Order: Spicer-Runnels called meeting to order at 12:01pm.**
  
- II. **Approval of Minutes:**
  - **Approval of Minutes from December 7, 2020** Lopez-Coronado motioned to approve minutes and B.Lee seconded the motion. Minutes approved.
  - **Approval of Meeting Notes from January 11, 2021** – Since quorum was not met on 1/11/21 official minutes were not approved. Meeting notes were provided instead.
  
- III. **President– Ashley Spicer-Runnels**
  - **Conference updates** – Spicer-Runnels indicated that Stephanie Martinez has accepted the 3<sup>rd</sup> co-chair position. Spicer-Runnels will invite her to the next meeting. Perez-Carey reported that there will be a call for volunteers and presented to board what was in place so far. The conference committee is scheduled to meet on February 5 at 3pm. Planning for a hybrid schedule is ongoing and Perez-Carey will have someone who will focus just on the hybrid format. The timeline and more details will be presented at retreat. Spicer-Runnels reported that discussion on keynotes is ongoing. Keynote speakers' costs will be explored, and committee will make a determination based on price range. Spicer-Runnels shared link to draft budget. <https://docs.google.com/spreadsheets/d/1K70AIXfNzAPiiPggkrIXVQ9rnwsnTQ5navuv-J9HSG0/edit?usp=sharing>. Conference budget will be an agenda item for retreat.
  - **February virtual retreat:** Spicer-Runnels presented 3 options to hold retreat; date will be sent to board via an appointment invite.
  - **Partnerships update** – Spicer-Runnels recommended TACUSPA sponsor the TACHE conference at \$500. Randall asked if there is any guidance on how this is determined. Melendez responded that the Board had discussed this last year and had a group working on it. Melendez asked Perez to check prior minutes.
  - **TACUSPA@Work:** Spicer-Runnels met with advisory group and made recommendation to split out sessions over lunch hour; working through details but plan to have on Wednesdays throughout the month.
  - **Upcoming events**
    - a. TACUSPA@Work focus on Development, February date TBD 2<sup>nd</sup> Wednesday are panel and 4<sup>th</sup> Wednesday are debriefs
    - b. TACUSPA Cafe, TBD
    - c. TACUSPA@Work focus on Advocacy, March date TBD

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d. TACUSPA@Work focus on Networking, April date TBD

**IV. President Elect – Heather Snow**

- **Board Restructure Conversation** – Snow working on proposal to bring to retreat. Simpson and Melendez assisting. Snow will forward to Spicer-Runnels for review
- **Operations Manual Updates** – Snow has significant rewrites to the operations manual as it relates to accountability for each role. Snow will send to Board prior to retreat. Snow reported that the Board would need to vote at next meeting if any changes are made in time to get membership to vote.
- **Volunteer Solicitation Process** – no report

**V. Past President – Iliana Melendez**

- **Elections Committee** – Melendez is working on timeline for elections

**VI. Treasurer – Nicki McGee**

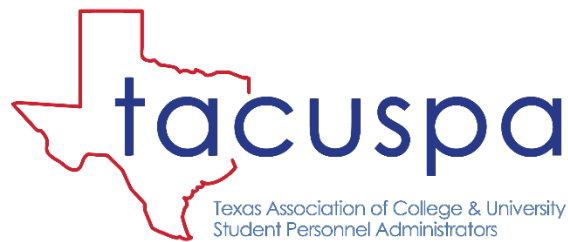
- **Account Balance Updates:** McGee reported the following
  - i. Checking - \$114,907.93
  - ii. Savings - \$63,745.62
  - iii. CDs – \$23,362.39 & \$24,235.52
- **Cash Flow Report:** As of 1/29/21 the balances for each position’s budget is listed. Report is attached at the end of the minutes.
- Snow received a 2020 1099K at UTA mailing address. Snow will forward to McGee to handle.

**VII. Secretary – Lisa Perez**

- **Deadline March Agenda:** Perez asked that agenda items be sent to her by February 24 for March 1 meeting.
- Perez would like to have a discussion with Snow about changes to operational manual as it relates to archiving.
- Randall recommends that we continue with the archiving at state level and not just internally. Perez will work with Snow on recommendations for Operations manual.
- Spicer-Runnels suggested that a change could be that the archiving at the UT-Library be done when conference is held in Austin.

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

- **Volunteer Solicitation:** Randall reported that call for volunteers will be done through newsletter. Has built in automation to make communication flow easier. Link to Volunteer Interest form <https://forms.gle/Ev7dDysMovfl8keF9>
- **Awards:** Randall will begin working on recruiting for the awards committee. Hope to start nomination process this spring.



**IX. Director for Membership – Staphany Lopez-Coronado**

- **Membership Meet-Ups:** Lopez-Coronado will host the next meet-up on Wednesday, March 3, 2021, at 12pm and it will focus on Preparing for the Job Search.
- **Membership Updates:** To date Lopez-Coronado reported there were 15 Emeritus, 255 Institutional memberships, 34 professional, and 6 students for a total of 310 members. Lopez-Coronado will add a handle field to membership information.

**X. Director for Marketing – Lacey Folsom**

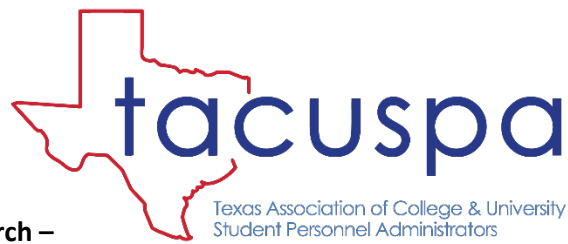
- **Weekly emails** – no report
- **Newsletter(s)** – Folsom will include Volunteer Interest Form and Membership reminder in newsletter. Link to newsletter <http://www.tacuspa.net/Newsletter-Spring2021>
- Folsom continues to work on Website updates
- Folsom indicated that social media engagement is going well. She encouraged Board to send information to her so that she can continue to promote items through social media
- Spicer-Runnels reported that she has updated the TACUSPA LinkedIn.

**XI. Director for Education & Professional Development – Diana Lee**

- **Scholarships & Fellowships:** D. Lee reported that the application closed on Friday. Eleven applications were received for fellowships. D. Lee will complete an interview process to determine the fellows. Applicants who are not selected will be forwarded to conference chairs to consider for other volunteer positions.
- Massengale confirmed that Foundation should be able to support 6 projects. Melendez reminded Massengale that operations manual only indicates up to 4 Fellows so if there are more appointed then will need to come to Board for an approval of budget increase to host 6.
- D. Lee asked if we are still providing TACHE scholarship. The \$500 sponsorship that TACUSPA is providing does not include registration to TACHE. Spicer-Runnels recommends that the scholarship for registration be covered by President account, which Board approved.
- D. Lee reported that fellows will be invited to retreat.
- **Career Development:** January Webinar had over 90 participants. Next webinar with Dr. Morticai is on Feb. 15 at 12pm; the topic presented will be Personal Branding

**XII. Director for Technology – Caryn Hawkins**

- Hawkins asked board if we should include faculty position postings on the TACUSPA website. Hawkins to bring recommendation to retreat.
- Hawkins asked Board to note her new email since she has changed institutions. She can be reached at [cthawkins@collin.edu](mailto:cthawkins@collin.edu)
- **Technology Updates** – no report.



**XIII. Director for Research –**

**Teresa Simpson**

- **Student Affairs on Campus, Online Journal:** currently reviewing innovative formats for journals.
- **Spring Case Study:** Jennifer Edwards and Simpson working on virtual case study to be held at end of June 2021; Dates will be added to the TACUSPA event calendar
- **2021 Research Grant:** Simpson trying to publicize this week; deadline will be in 2 months and will be added to the TACUSPA event calendar
- **Faculty membership:** Simpson and team are working to formalize recruiting and retention initiatives. She will reach out to Lopez-Coronado on potential academic membership. Simpson will follow up with D. Lee to schedule faculty webinars to be able to present research; she would like to also offer a faculty track at the conference.
- **TACUSPA Research Webpage:** Shelby Hearn has met with Folsom for editing on webpage and updates
- **Texas Faculty in Higher Ed List Serv:** the listserv is housed at Sam Houston but can be accessed through the TACUSPA website
- **Peer Orgs and Associations:** group has not met; Simpson will meet with Art Simpson, Gabriela Silvestre, and Shelby Hearn co-chairs this month on moving this forward
- **Assessing “The State of Student Affairs in Texas”:** Simpson will meet with Spicer-Runnels, Peggy Holzweiss, and Krista Bailey co-chairs moving this forward this month

**XIV. Director for Assessment – Brandon Lee**

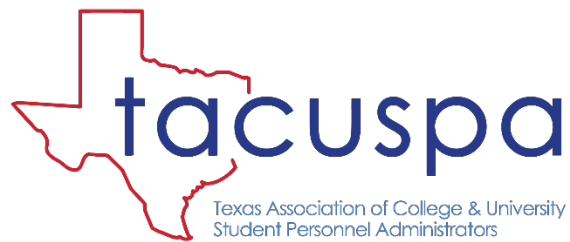
- **Quarterly Reports –** B. Lee asked Board to complete their quarterly reports and goals so he can present to Spicer-Runnels prior to retreat

**XV. Foundation – Elizabeth Massengale**

- **Foundation Updates:** Massengale reported that Foundation met 2 weeks ago; discussed fundraising activities and how to recognize those who have contributed. Jan McKinney & Brandon Griggs will lead Century Club, Elizabeth With will lead the Regional competition, John Kaulfus to help with communication and website.
- **Massengale** mentioned the Foundation working on language for operations manual to provide flexibility.
- **Foundation Account Total:** Massengale reported the account balance was \$66,625.17
- Spicer-Runnels asked about timeline for establishing an endowment. Massengale reported that Foundation will discuss in April and work on it during the summer.

**XVI. Good of Order:**

- Spicer-Runnels asked Board to brainstorm ideas for keeping members engaged with TACUSPA
- Spicer-Runnels will send Conference Draft Budget via email and asked Board members for feedback.



XVII. **Approval of Reports:** Lopez-Coronado motioned to approve reports and B. Lee seconded. Reports approved.

XVIII. **Adjournment:** Spicer-Runnels adjourned the meeting at 1:16pm

**Attachments:**

- **Cash Flow Report as of 1/29/21**

**TACUSPA CASH FLOW REPORT  
January 29, 2021**

<b>Revenue Sources</b>	<b>Received To Date</b>
Membership Payments	\$13,545.00
Conference Registration	\$1,445.00
Foundation	\$6,305.08

**EXPENSES**

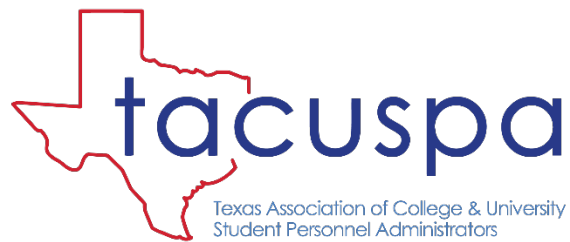
<b>2020 Conference</b>		
10/6/2020	Board Member gifts (pending)	-\$129.00
10/25/2020	Speaker gifts (pending)	-\$132.00
	Kevin Sorrell Speaker	-\$8,000.00
Total Expenses		-\$8,261.00

<b>President</b>		<b>\$3,500.00</b>
Remaining Funds		\$3500.00

<b>Administration/Awards</b>		<b>\$600.00</b>
11/11/2020	Conference Award Plaques	-\$274.50
11/14/2020	Conference Award Shipping	-\$36.10
Remaining Funds		\$289.40

<b>Research</b>		<b>\$1600.00</b>
Remaining Funds		\$1600.00

<b>Secretary</b>		<b>\$45.00</b>
Balance		\$45.00



<b>Treasurer</b>		<b>\$5,500.00</b>
10/20/2020	Quicken Renewal	-\$55.24
Q1	Bank Fees and Gateway	-\$583.83
Remaining Funds		\$4,860.93

<b>Technology</b>		<b>\$4,000.00</b>
Q1	Google Suite; Logmein webinar	-\$428.24
Q1	Hostway.net	-\$254.72
12/15/20	Zoom	-\$2122.94
Remaining Funds		\$1,194.10

<b>Foundation</b>		<b>\$4,765.00</b>
10/30/2020	Elizabeth Massengale; Payment for Silent Auction	-\$280.00
10/30/2020	Conference Sponsorship; Shelby Hearn	-\$20.00
1/25/2021	3x\$500 Fellows stipends for 2020 contributions	-\$1500.00
Remaining Funds		\$2,965.00