

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes Official | May 3, 2021

Quorum: Yes

Members Present: Ashley Spicer-Runnels, Heather Snow, Iliana Melendez, Staphany Lopez-Coronado, Lacy Folsom, Brandon Lee, Diana Lee, Teresa Simpson, Jody Randall, Elizabeth Massengale

Guests: Reyna Flores (fellow)

- I. **Call to Order:** Spicer-Runnels called meet to order at 12:00pm.

- II. **Approval of Minutes:**
 - **Approval of Minutes from April 5, 2021:** Simpson motioned to approve minutes and B. Lee seconded the motion. Minutes approved.

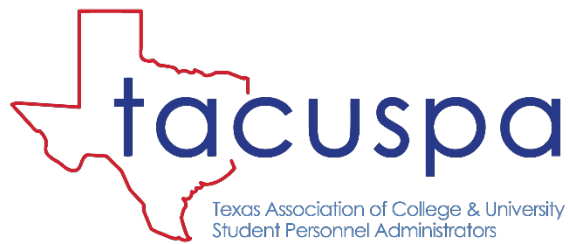
- III. **President– Ashley Spicer-Runnels**
 - **Conference updates** – See attached presentation with updates on conference.
 - **NASPA Meeting:** Spicer-Runnels will be meeting with NASPA representatives on Wednesday. Will also discuss partnership agreement.
 - **TACUSPA @Work** ended this month. Spicer-Runnels will be sending assessment to participants (approximately 50 unique people participate). She will also seek feedback from facilitators. Spicer-Runnels will turn provide summary of assessment to Snow to see if she will continue the program during her presidency.

- IV. **President Elect – Heather Snow**
 - **Board Restructure** – Open comment session has been available to membership for almost a month. Information will be taken down and then put the restructure to vote. May 11 is the 30th day for comment. Plans to push out the vote and have it available for 7 days.
 - **Operations Manual Updates** – Snow will seek comments on manual once the vote is done. If Board members have updates, please send to Snow. Would appreciate that it is done before sending to membership. Spicer-Runnels said she received one question, asking why the VPs not reporting directly to the President. She provided response and member was fine with response.

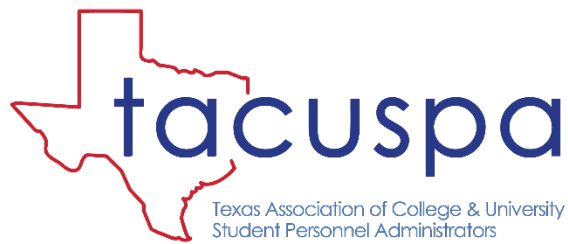
- V. **Past President – Iliana Melendez**
 - **Elections Committee** – Melendez has the nomination form ready; the voting will happen through Campus Labs. Spicer-Runnels will ensure that dates are shared with the Board.

The premier student affairs professional association in Texas since 1925!

www.tacuspa.net



- VI. Treasurer – Nicki McGee – not present** Spicer-Runnels reported for McGee
- **Account Balance Updates:**
 - i. Checking - \$113,384.46
 - ii. Savings - \$63,747.17
 - iii. CDs – \$23,394 & \$24,237.31. McGee will be meeting with Financial Board to get input on the CDs maturing this August. McGee will come back to the Board at the next meeting with recommendation on whether to renew. Mentioned that interest rates are lower now at .05% as compared to last year which were 1%. End of May marks the end of quarter and she will be submitting report to Folsom to include in the newsletter.
 - Cash Flow Report 4/30/21 (at end of agenda)
- VII. Secretary – Lisa Perez – not available due to VP Search.**
- **Deadline June Agenda: June 4, 2021**
- VIII. Director for Administration – Jody Randall –**
- **Volunteers:**
 - **Awards:** Randall will be launching a video to announce call for award nominations during the summer. Asking Board members to help spread the word.
- IX. Director for Membership – Staphany Lopez-Coronado**
- **Membership Updates:** Emeritus 15; Institutional 340; Professional 56; Student 9; Total 420. Expect totals to go up as we get closer to conference.
 - **Membership Meet-Ups:** Hoping to have it during week of June 20. Will send out information along with book club.
 - Book club will be June-July. Would like members to vote on book of choice to use for the summer book club. Vote at link below.
https://docs.google.com/forms/d/e/1FAIpQLSf1XQYN9tRIA5e-GdsqXbfyH_IyIVOpuiYFdp-8Xl9jQ2QfA/formrestricted?pli=1
 - Spicer-Runnels asked Lopez-Coronado to send a list of institutions that are represented by members.
- X. Director for Marketing – Lacey Folsom**
- Social Media – Folsom reported still trying to hit 1000 followers on social media; Folsom working on graphic to include and asking Board to help with sharing the information.
 - Folsom thanked Simpson for all the work being done by the Research group and getting information to her.



XI. Director for Education & Professional Development – Diana Lee

- Working with Taylor on Webinars in May. Have plan ready for June and July as well.
- **Scholarships & Fellowships:** TACHE Scholarship is open but closes on Friday. Now that conference information is open will begin to publicize fellowships. Timeline for fellowships: August 1 is deadline for fellows to finish up projects; Fellows present to Board in September, Fellows present at conference in October and provide information for the December newsletter. D. Lee asked that mentors (Board members) have updates at the next meeting. Fellows have been having monthly meetings and would like to have Board join if possible.
- **Career Development:**

XII. Director for Technology – Caryn Hawkins

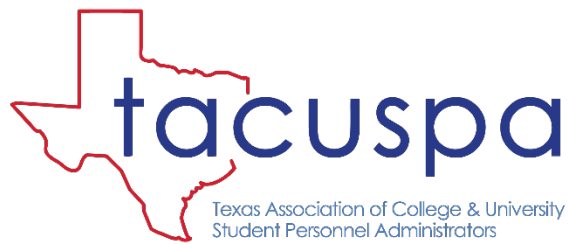
- **Technology Updates** – Task Force is meeting on May 7; their charge is to check on accessibility of TACUSPA website.

XIII. Director for Research – Teresa Simpson

- **Student Affairs on Campus, Online Journal** – working on position description for the editor position.
- **Spring Case Study** –sign up for case study will run through month of May. Case study will take place June 23-25. Simpson will work with Folsom on getting information out. In addition to this one, which was the one that should have been held during last conference, still having case study during the 2021 conference.
- **2021 Research Grant:** application closed May 1; there were 3 applicants. Grant winners will be announced at Conference.
- **Faculty membership** – will start a faculty spotlight each semester. Peggy Holzweiss' piece in NASPA will be highlighted.
- **TACUSPA Research Webpage**
- **Texas Faculty in Higher Ed List Serv-team** leads have been sharing information to all faculty in TACUSPA
- **Peer Orgs and Associations**
- **Assessing “The State of Student Affairs in Texas”** – drafting the instrument; will bring updates to each meeting.

XIV. Director for Assessment – Brandon Lee

- **Quarterly Reports**
- **Goals:** Lee asked Board to complete goals
- Spicer-Runnels asked that B. Lee send conference assessment questions from previous years to her.



XV. Foundation – Elizabeth Massengale

- **Foundation Updates:** Foundation Board met on April 15, 2021.
 - i. Massengale to get information about fellows to D. Lee
 - ii. Foundation members working on getting website updated
 - iii. D. Vasquez working on information for golf tournament prior to conference. Spicer-Runnels mentioned that golf tournament is listed as an option on conference registration.
 - iv. Identified two members to recommend rotating on to the Foundation.
 - v. Finalizing chair-elect for the next session.
- **Foundation Account Total:** \$66,912.42

XVI. **Good of Order:** Spicer-Runnels asked for input on conference schedule regarding what can be done to keep people at conference on Tuesday morning. Thought is to have keynote speaker during breakfast time. Spicer-Runnels will explore this more with conference team.

XVII. **Approval of Reports:** Hawkins motioned to approve reports and Simpson seconded the motion. Reports approved.

XVIII. **Adjournment:** Spicer-Runnels adjourned meeting at 12:54pm.

Attachments:

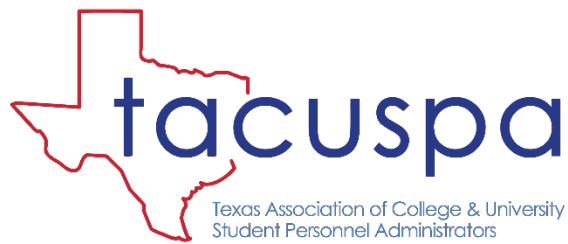
TACUSPA CASH FLOW REPORT

April 30, 2021

Revenue Sources	Received To Date
Membership Payments	\$18,925.00
Conference Registration	\$1,445.00
Foundation	\$6,540.08

EXPENSES

2020 Conference		
10/6/2020	Board Member gifts	-\$129.00
10/25/2020	Speaker gifts	-\$132.00
	Kevin Sorrell Speaker	-\$8,000.00
Total Expenses		-\$8,261.00



President		\$3,500.00
2/24/2021	Retreat DoorDash Gift Cards	-\$350.00
2/24/2021	TACHE sponsorship	-\$500.00
Remaining Funds		\$2,650.00

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

Marketing		\$500.00
Remaining Funds		\$500.00

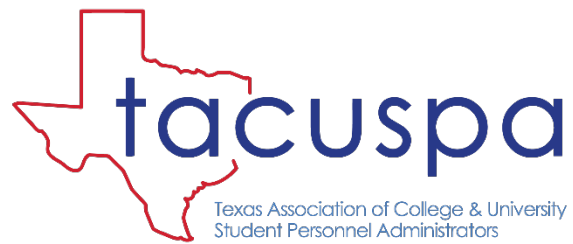
Membership		\$440.00
Remaining Funds		\$440.00

Research		\$1,600.00
Remaining Funds		\$1,600.00

Secretary		\$45.00
Remaining Funds		\$45.00

Treasurer		\$5,500.00
10/20/2020	Quicken Renewal	-\$55.24
Q1	Bank Fees and Gateway	-\$583.83
Q2	Bank Fees and Gateway	-\$833.91
	Postage	-\$7.75
Remaining Funds		\$4,019.27

Technology		\$7,500.00
Q1	Google Suite; Logmein webinar; Hostway.net	-\$682.96
12/15/20	Zoom 1 year	-\$2,122.94
Q2	Hostway.net; Google; etc	-\$751.48
	Wild Apricot Payment	-\$2,073.60
	International Fee for WA Payment	-\$62.21
Remaining Funds		\$1,806.81



Foundation		\$4,765.00
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	-\$1,500.00
Remaining Funds		\$2,965.00