



TASSCUBO
Executive Committee Minutes
September 22, 2017 at 10:00 AM

Attendance: Bob Brown, Alicia Currin (Rebecca Pressley), Marilyn Fowle' (Antoinette Brown), Sue Fuciarelli, Randy Wallace, Carlos Hernandez, Angie Wright.

Approval of the Minutes – Marilyn noted corrections to the minutes. Bob presented a motion to approve with the changes, Randy seconded. Motion passed.

Treasurer's Report - Angie Wright reported that the TASSCUBO funds have been transferred from Texas Tech to Angelo State. They have received 28 registrations for the October primary members meeting. With those deposits, the account has \$78,000. Bob requested Angie send him the names of primary members who have not signed up for the conference to ensure there is the proper list and he can personally call those who haven't signed up yet.

2017 Summer Conference Evaluations - Marilyn reviewed the new evaluation form. Questioned that 20-25% believed pre-requisitions were needed. About 1/3rd of the attendees filled out the evaluations. Other than the session on Cash and Asset Shrinkage (87%), all sessions exceeded 90% on objectives being met.

CPE Record Storage - Rebecca announced that the CPE repository would be housed at Columbia, the same company that is managing the website for TASSCUBO. She will obtain passwords for Board members' assistants to have access to the repository. With the recent audit, it is critical that we have everything in one location. It will be hard to get historical documentation into the repository, but will be worth having it in one place. Alicia said that Columbia does TAMU-Commerce's IT work on campus, but this is work for TASSUCBO. Marilyn asked if there was a contract with TASSCUBO, and Alicia indicated they were doing it for no-cost. Bob stated he believed we should have a contract outlining the work, term (prefer a 36-month commitment), and other particulars. Alicia agreed to work with the company to get something in writing – especially with any turnover of the TASSCUBO executive committee or at the company.

CPE Scanner – Marilyn introduced topic and Antoinette briefed the committee on her work. She will be producing name tags with a bar code on lanyards for each attendee and an additional nametag in a plastic holder. We have five hand-held and two stand-alone scanners. As an insurance policy, there will also be paper sign-in sheets for each program. The system will require two laptops and one printer. The printer is to print out additional name tags in case someone loses their name tag. Marilyn suggested a permanent ID card with colors designating the role of member (e.g. gold for executive committee, silver for primary member, blue for accounting committee, etc.) Angie said that they save all of the name tags now and agrees that we could do something in a little tougher material and have them turn them back in at the end of each conference. Bob suggested colored dots or ribbons instead to ensure that people who aren't picked up as being on a committee, etc. can add the dot or ribbon on their own. Additionally people may be on multiple groups and can add as many dots or ribbons as are required.

2017 Primary Members Retreat

Registration - Angie reported that 28 members have registered, 44% of the total primary members. Hotel reservations are only showing 63 nights. TASSCUBO set-aside 83 nights with the hotel. Only one speaker has a reserved room right now. Rebecca will be releasing them soon. Bob will do another push to the membership and he knows he will need three rooms for the VP for Student Affairs panel.

Venue – Rebecca discussed that there will be a heavier reception versus dinner Sunday night. It is a very nice space for the reception. The location is the same as the wine tasting at 3PM which comes with the resort fee. Other meeting rooms are very nice and shuttle is available for trips for recreation and shopping.

Program – Bob reviewed the program for the retreat. NACUBO's Director of Communication will talk about the project with materials available to members on documenting and justifying the value of higher education. There will be a panel of Student Affairs officers who will talk about current issues in Student Affairs (e.g. DACA, civil disobedience, campus-carry, student well-being). Lloyd Porter will be attending to discuss Texas demographics, illustrating predictions that are occurring for the decline for high school graduates hitting some areas of the state. Then there will be the primary members' round table discussion for the remainder of the afternoon. The next day, the Commission of Higher Education will discuss 60/30 plan. The workshop will close with a presentation on *Stress & Depression in the Executive Suite* – Bob and Alicia will talk about their personal example (with permission from the family) about the issue. Bob has listed five topics for the primary members' roundtable and Marilyn will take minutes as required for awarding CPE credits.

Other – Sponsorships. Carlos sent out a proposal for additional levels of sponsorships. The proposal increases the cost of each sponsorship plus the ability to do an annual sponsorship. Cost of the opening reception would be in \$3,000 in addition to the annual sponsorship. They would be the only sponsor recognized at that reception. A second opportunity would be for the golf tournament with only three business sponsors allowed for the tournament. Again, they would be required to also be an annual

sponsor. The three breaks at the conference would be \$1,000 each in addition the annual sponsorship. Again, they would be the only sponsor recognized before the break. Marilyn suggested doing another sponsorship for the lunch for \$3,000. Rebecca said if we know who is sponsoring the events, then we can work to make sure their signage/materials are present during the event. Alicia discussed that the SACUBO is putting together a sponsorship "matrix" and posting it on the web. She suggests putting something on the website to outline the opportunities for sponsors and what they receive for their sponsorship at the various levels. Carlos noted that at the last meeting several companies registered as participants and were not sponsors. The group agreed that TASSCUBO should not allow outside companies to register if they are not sponsors or speakers. Bob asked Angie to check the meeting materials to make sure it is clear that outside companies are not allowed to register. Carlos suggested adding a filter up-front, such as a checkbox on the registration form that lists sponsor, speaker, or member. Bob presented motion, Randy seconded, and unanimous approval of sponsorship changes.